CENTRAL SANSKRIT UNIVERSITY

Under Ministry of Education, Govt. of India

SHRI MAHARAJA RANBIR SINGH CAMPUS

KOT BHALWAL JAMMU-181122

CSUJ/Recruitment/Estate Officer/2026-27/285 Date: 20 June 2026

ADVERTISEMENT FOR ENGAGEMENT OF ESTATE OFFICER PURELY ON CONTRACT BASIS

Eligible candidates are invited for walk-in-interview for engagement of ESTATE OFFICER at Central Sanskrit University, Shri Maharaja Ranbir Singh Campus, Jammu purely on temporary and contract basis for a period of 11 months. Number of contractual positions, Qualification, Experience, fixed remuneration and schedule of interview are as follows: -

Sl. No.	Name of Position	Qualification and Experience
1.	• **Estates Officer [One Position]** • **Remuneration Rs.50000/- per month fixed.** • **Age Limit 35 years.**	***Essential:-*** A Second-Class Bachelor's degree in Civil Engineering with a minimum of 5 years' experience in construction and maintenance of Building, Transport and Estate Management. **Note: -** ***Duties and Responsibilities: -*** • Organizing and checking repairs and maintenance of the civil, electrical, plumbing needs of the own or hired existing building of CSU (Main building, Hostels, residences and other campus buildings) and give overall operating direction to the team with regards to quality, timelines etc. for repairs & maintenance. • Planning of Maintenance Schedule of Supply Chain Management. • Maintenance and upkeep of STP, Power Station, Solar energy plant, DG sets, Power backups, Rain Water harvesting, ACs, Water Coolers, Desert Coolers, overhead water tanks etc. • Monitoring and maintaining uninterrupted general water supply, clean potable Water supply, Water quality Management in the campus. • Making sure properties and man power are being used for their intended purpose. • To coordinate indenting of Vendors, execution of agreements and monitoring of their working and performance in accordance with terms and conditions of the agreement for the following outsourced support services in the campus in coordination with concerned department and officers. › Gardening and horticulture › House Keeping › Security Services

- Co-ordinate and arrange for obtaining approvals of appropriate authorities for proper coordination.

- The Estates Officer will oversee the systems that keep CSU estate running. This includes the annual budget, the schedules for all employees under Project management of payrolls of contractual labours under project.
- Responsible for Roads, street lights, drainage management.
- Guest house management and hospitality.
- Planning of active measures for safety and hospitality.
- Obtaining Fire safety and complying with conditions of fire safety.
- Planning and active measures for safety and protection of campus from Monkeys, dogs, reptiles, honey bees and other harmful animals.
- Ensuring safety measure of the workers in the campus.
- Power safety measures for all planned events.
- Ensuring Proper steps for energy optimization.
- Checking the potential of Property for both short and long term use.
- Keeping up-to-date with land management, building control and environmental issues.
- The role will require strong interpersonal skills and to confidently operate in the professional manner at a senior level within the institution.
- Interested candidates may attend Walk in Interview with their "Curriculum Vitae" and facsimile of requisite certificates of qualification and experience along with original certificates for verification.
- Walk in Interview will be conducted on 28/06/2026 by 11.00 AM at the premises of Central Sanskrit University, Shri Maharaja Ranbir Singh Campus. Candidates are advised to attend for the walk-in-interview one hour before the scheduled time.
- No other compensation apart from consolidated remuneration will be admissible, even if attend office on holidays and work beyond normal office hours.
- The engagement on above positions, are purely on temporary and contractual basis for a fixed period.
- The University/Campus reserves the right to terminate this engagement at any time even before the stipulated time, without assigning any reasons.
- The University/Campus reserves the right either to make engagement as per advertisement or not.
- If there exists any controversy in selection process or any dissatisfaction of the candidate there for, the decision of Director/Chairman shall be final.
- No TA will be paid to any candidate for attending the Interview.

(निदेशक/Director)

Copy for information to:-

(1) PS to Hon'ble Vice-Chancellor, Central Sanskrit University, New Delhi
(2) Registrar, Central Sanskrit University, New Delhi
(3) Finance Officer, Central Sanskrit University, New Delhi
(4) All Campus Directors of Central Sanskrit University – for wide circulation among all the interested and eligible candidates.
(5) Project Officer – for uploading the engagement advertisement in University's Main Website.
(6) Technical Assistant – Shri Maharaja Ranbir Singh Campus: for uploading the engagement advertisement in Campus Website.

(निदेशक/Director)