

Central Sanskrit University
Established under Act of Parliament under MHRD, GOI.
Ekalavya Campus, Agartala
Lembucherra, West Tripura

WALK-IN-INTERVIEW FOR ESTATE OFFICER

Applications are invited from the interested eligible candidates of self-motivated to appear in the **walk-in-interview** for the below mentioned contractual position:--

Name of the post	Essential Qualification	Tenure of the engagement	Monthly remuneration	Date / Time of reporting / Place of Walk-in-interview.
Estate Officer	A Second class Bachelor's degree in Civil Engineering from a recognized university / Institute with a minimum of 05 years working experience in Construction and maintenance of Building, Transport & Estate Management. Age limit – 35 years as on the date of Walk-in-interview. OR Retired Civil Engineers from Central / State Govt. /Autonomous bodies having working experience on the same area as stated above will also be considered.	Contract basis for a period of 11 (eleven) months.	Rs 50000/- per month fixed.	Date & Time for Walk-in-interview will be intimated later on through respective e-mail ID of short listed candidates. Office of the Director Central Sanskrit University, Ekalavya Campus, Lembucherra.

1. Candidate possessing the requisite qualification and experience should apply in the prescribed application form given on **the Institute website** www.csu-agartala.edu.in appending the self-attested scanned copies of the certificates. **All the documents should be merged in a single PDF file and send to csuelchr@gmail.com on or before 20th November, 2023.**


2. The **short-listed candidates for Walk-in-interview will be intimated only through e-mails ID.**

3. The authority reserves the right of accepting/rejecting any or all applications without assigning any reason thereof.

Candidates are hereby advised to bring their all relevant documents in original during Walk-in-interview.

In addition, a copy of CV and one set of self-attested copy of all submitted certificates & documents are required for submission to the office during registration process. Persons working in the Govt. /Semi-Govt. Organizations/Autonomous Institutes etc. should submit their application along with No Objection Certificate. No TA/DA will be provided for attending the interview.

For more information regarding duties & responsibilities etc. please visit our website: www.csu-agartala.edu.in


Sd/- Illegible
DIRECTOR



Central Sanskrit University Ekalavya Campus, Agartala

(Established by an act of parliament)
Ministry of Education, Govt. of India
Accredited with "A++" Grade by NAAC

Recruitment of Non-Teaching Positions Ekalavya Campus- 01/2023

Recruitment for the following Non-Teaching Posts purely on a contractual basis for Ekalavya campus of Central Sanskrit University

Sr. No.	Name of the Position	Nature of Position	Monthly Fixed Remuneration	Date of the Interview
1	Estates Officer	Contractual (11 months)	INR 50,000	Will be notified to applicants

For any queries, please contact:

Phone No.: +91-9402237424

Email Address: csuelchr@gmail.com

Available: 11:00 AM-5:00 PM, Monday-Friday

Last Date of Submission: 20th November 2023, 17:00

Director

About Central Sanskrit University, Ekalavya Campus:

Central Sanskrit University is purely a Central University. It has a total number of 13 campuses all over India. Central Sanskrit University, Ekalavya Campus, Agartala, is one of the 13 campuses of this University. It is situated at Lembucherra, Tripura. This Campus started functioning here on 04-06-2013 onwards. It offers academic programmes like Prakshastri, Shastri, Shiksha Shastra, Acharya & Vidya Varidhi. This Campus is comprised of eight (08) departments as following –

i) Department of Vyakaran ii) Department of Sahitya iii) Department of Dharmashastra. Iv) Department of Jyotish v) Department of Advaita Vedanta vi) Department of Buddha Darshan. Vii) Department of Shiksha Shastra (B.Ed)

All the above mentioned departments offer courses at Prakshastri, Shastri, Acharya & Vidyavaridhi level in the concerned subjects as areas of specialization whereas the Department of Shiksha Shastra offers Shiksha Shastri (B.Ed) as a professional course in teaching.

On the other hand,

viii) The Department of Modern Subjects and Languages offers full fledged degree programmes- Bachelor of Computer Application (BCA) and PG Diploma in Library and Information Science. Along with these courses this department offers subjects like English (Compulsory), Computer Education (compulsory), Political Science (Compulsory) & Hindi/Bengali (Optional) as part of the course at Prakshastri & Shastri level. Physical Education under this department is to train students for various kinds of sport events & to strive forward for holistic development of all the students.

In addition to this, the Campus has Learners' Support Centre of IGNOU.

Objectives and Background:

- i) Campus strives to translate into reality the vision and mission of Central Sanskrit University which includes propagation of Sanskrit language & its Shastras at mass level.
- ii) Campus runs its various courses with the objective to preserve the vast trove of knowledge embedded in Sanskrit Shastras.
- iii) Ekalavya Campus in Tripura runs with the holy pledge of promoting Sanskrit and Sanskrit Shastras in the Northeast region.
- iv) Further, Campus promotes interdisciplinary studies so that the gap between traditional & modern disciplines may be bridged.

Subjects of specialization in the Campus: Vyakarana, Sahitya, Jyotish, Advaita Vedanta, Dharmashastra, Buddha Darshan.

Eligibility Criteria for the Contractual Position- Estates Officer:

Educational Qualification & Experience:

A Second class Bachelor's degree in Civil Engineering with a minimum of 5 years' experience in construction and maintenance Management. of Building, Transport and Estate.

OR

Retired Civil Engineers from Central Govt./State Govt./ Autonomous bodies having working experience on the same area as stated above will also be considered.

Remuneration: Rs. 50,000/- per month fixed.

Age Limit: 35 years

Contract Period: 11 months

Duties and Responsibilities:

- Organizing and checking repairs and maintenance of the civil, electrical, plumbing needs of the own or hired existing buildings 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.

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- 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.

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General Instructions

1. Interested candidates must download the **Estate Officer Application Form** and fill all the information required and send their **Application and Resumes** to csuelchr@gmail.com
2. On or before 20th November 2023, 17:00 HRS, the interested applicants have to send their updated resume and application form to the mentioned mail ID.
3. Please use the subject line "**Application for the post of Estate Officer**" in the email or else your application will not be considered.
4. The prescribed qualifications and/or experience shall be the minimum, and the mere fact that a candidate possesses, the same shall not entitle him/her to an interview. Central Sanskrit University, Ekalavya Campus shall have the right to restrict the number of candidates to be interviewed to a reasonable level based on better or higher qualifications and experience than the minimum prescribed.
5. The contractual appointment shall end on the stipulated date of expiry of the contract in the appointment letter. Selected candidates shall have no right to renewal, extension of conversion into permanent or any other employment.
6. The University retains the discretion not to make any appointment to this vacancy, to make an appointment at a revised remuneration, or to make an appointment with a modified job description and to fix revised qualification, experience, remuneration and requirements, with due consideration to the objective and purpose of the University.
7. Canvassing or influencing in any form on behalf of any candidate will disqualify such candidate. Central Sanskrit University, Ekalavya Campus reserves the right to take appropriate action against such candidates.
8. Applications will not be considered after the last date. The short-listed candidates will be called for interviews (online/offline) after a due screening of the applications through email only. The mode of the Interview will be informed to the shortlisted applicants via mail/call.
9. All the candidates have to download and duly fill the '**Application Form**' for the post of **Estate Officer** from the University website, and bring along with them the "Brief Application Form" for the interview.
10. The Application Form should be neatly and legibly filled or typed preferably in at least **12 Garamond font size**. The Candidates also need to send the relevant documents regarding educational documents and experience certificates in a **single PDF**.
11. The filled form should be produced at the time of document verification with all necessary documents with true copies.
12. The candidates are required to bring/send/mail three copies of their resume with a photograph, affixed on all copies, original and one set of photocopies of their Academic certificates, Experience certificate and other documents.
13. Read carefully the qualification & experience for the requirements of the relevant discipline and apply only if you have the requisite qualifications and experience.

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14. Only shortlisted candidates will be called for interview. Shortlisted candidates will be intimated for the Interview via email/ Phone.
15. The University will contact the applicant if additional information is needed during the screening process or if the case is recommended for further processing. Incomplete applications will not be considered for the hiring process.
16. The appointment shall be governed by the rules, regulations and/or decisions of the Central Sanskrit University, Ekalavya Campus.
17. Last Date of applying for the position is 20th November 2023 (20/11/2023, Thursday), 17:00.
Note: Applications will not be considered after the above-mentioned deadline.
18. **Email Address** for any queries or mailing of applications: csuelchr@gmail.com
19. Only selected applicants will be notified through email or phone, unsolicited attempts to contact the school or university administration regarding the status of your application may result in disqualification.
20. Central Sanskrit University, Ekalavya Campus reserves the right to cancel the recruitment at any stage without giving a reason.

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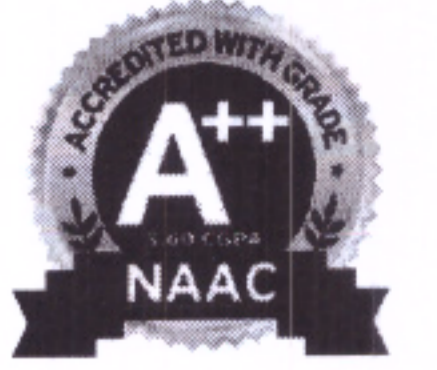
Sd/-
Director

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CENTRAL SANSKRIT UNIVERSITY

Ekalavya Campus, Agartala
(Established by an Act of Parliament)
Ministry of Education, Govt. of India
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I – Personal Details			
Post Applied for			Paste (do not staple) a recent passport size photograph of the applicant
Full Name (In Capital Letters)			
Address			
Age (as on 20/11/2023)	Years:	Birth Date / /	
Gender			
Marital Status			
Email ID			
Mobile No.			
Alternate Contact No.			
Category	GEN / GEN (EWS)/SC / ST / OBC / PH / OTHER (Specify_____)		
II- Educational Qualifications*			
Institute Name, Degree & Examination Name	Board/ University	Year of Passing	Percentage/ Awarded
Matriculation			
HSC (specialisation in)			
BE/B.Tech (specialisation in)			
ME/M.Tech (specialisation in)			
Ph. D : (specialisation in)			

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Other Qualification if, have :				
III – Full-Time Experience*				
Post Name	Name of the Organization	From	To	Remuneration per month
Total Experience in	Year:	Month:	Day:	
Last Pay (Rs.):				
Professional Qualification, if any				

***Please attach detailed sheet/resume along with photocopies of relevant documents.**

Undertaking

I hereby, declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted. If at any time, I am found to have concealed/distorted any information or given any false statement, my application/appointment (if offered/selected) shall be liable to summarily rejection/termination without notice or compensation.

I hereby declare that I possess the minimum qualification criteria for the post applied as per the advertisement.

Date: _____

Place: _____

(Signature of the Applicant)

