



Central Sanskrit University, Lucknow Campus
Vishal Khand-04, Gomti Nagar, Lucknow
☎ 0522-2393748, Email- director-lucknow@sanskrit.ac.in
Website: - <http://csu-lucknow.edu.in>



F. No. CSU-LKO/Admn. /Advertisement/2026-27/

Dated: -08.05.2026

ADVERTISEMENT FOR ENGAGEMENT OF ESTATES OFFICER

Eligible Candidates are invited to apply for the following 01 contractual position in Central Sanskrit University, Lucknow Campus, Lucknow: -

Sl.	Name of Contractual Position, No. of Positions, Age Limit, Remuneration and Period of Engagement	Qualification & Experience for engagement
1.	Estates Officer No. of Positions: -01 Age limit: 35 Years Remuneration: Rs. 50000/- p.m. fixed. Period of engagement: - 11 Months.	Essential: - <ul style="list-style-type: none">• 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. (Retired Civil Engineers from Central Govt. / State Govt./Autonomous bodies will also be considered)

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.
- 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

General Terms and Conditions: -

1. **Period of Engagement:** - The initial Engagement shall be for a period of 11 months or until further orders. The Contract tenure may be extended based on the individual's performance with the approval of the Competent Authority. The contract tenure may even be terminated before 11 months if individual's performance is not up to the satisfaction of University/Campus.
2. The candidate selected will be paid fixed remuneration/consolidated salary and no other allowance and benefits will be paid.
3. **Leave:** - Contractual Manpower will be entitled for 08-days Casual Leave on prorata basis during the said period of engagement. No remuneration for the period of absence in excess of the admissible leave will be paid to the contractual manpower.
4. **Method of Application:** - The Application for the above engagement should be submitted through email only in the prescribed application form (Annexure I) along with copy of necessary documents/enclosures/educational and experience certificates. Applications received through email will be shortlisted. Only shortlisted candidates will be called for interview. The candidates are also required to bring that copy of Application Form on the date of interview along with documents, educational and experience certificates in original.
5. The Scanned application form along with necessary documents/enclosures should be sent to director-lucknow@sanskrit.ac.in **Last date of Submission of Application Form is 30.05.2026 (05.00 pm)**. No application will be entertained after the due date.
6. Only shortlisted candidates will be called for the interview and no TA/DA shall be paid for attending the interview.
7. Interview shall be held at Central Sanskrit University, Lucknow Campus, Vishal Khand-04, Gomti Nagar, Lucknow (UP)-226010
8. **Mode of Selection:** - Selection shall be made on the basis of Interview before the Selection Committee of the Campus/University.
9. **Date and Time for the Interview shall be intimated separately.**
10. Central Sanskrit University reserves the right to accept or reject the candidature of all/any responses without assigning any reasons whatsoever.

**Sd/-
(Director)**

APPLICATION FOR ENGAGEMENT AS ESTATES OFFICER ON CONTRACTUAL BASIS

(Interested Candidates should fill this form and bring 1-copy of the same on the day of Interview along with all original documents/testimonials)

To,
The Director,
Central Sanskrit University, Lucknow Campus
Vishal Khand-04, Gomti Nagar, Lucknow

Sir,
With reference to the Adv. No.Dated.....
my application for engagement as “**Estates Officer**” **on contract basis** at Central Sanskrit University,
Lucknow Campus may kindly be accepted. My details are given below: -

Sr.No.	Particulars to be filled by Candidates				
1	Name (in BLOCK letters)				
2	Father's /Husband's Name				
3	Date of Birth/ Age				
4	Category				
5	Mobile Number				
6	Email				
7	Aadhar No.				
8	Address for Communication				
9	Permanent Address				
10	Education Qualification along with % of marks and year of passing				
11	Experience				
	Name of Organization	Designation and Nature of work	From	To	Total Exp. (In Yrs.)
12	Details of knowledge of Computer				

The information furnished above is true. I have carefully read the General and other terms and conditions mentioned in the advertisement and are acceptable to me. I certify that no disciplinary/criminal proceedings are pending against me, as on date.

Place:
Dated:

(Signature of Applicant)