



**Sher-e-Kashmir  
University of Agricultural Sciences  
& Technology of Kashmir**

Main Campus, Shalimar, Srinagar-190025





Advertisement for filling up of the post of

# Estates Officer

Advertisement Notice No. 10 of 2023

Dated: 12.10.2023

0194-2461271 | registrar@skuastkashmir.ac.in

  
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Sher-e-Kashmir University of Agricultural Sciences & Technology, Kashmir invites Online applications through University website [www.skuastkashmir.ac.in](http://www.skuastkashmir.ac.in) from exceptionally bright & motivated Indian Nationals for filling up of below mentioned position through direct recruitment on tenure basis of three(03) years extendable by another two (02) years or 60 years of age, whichever is earlier.

### Details of the post is given hereunder:

Name of the Post	Pay Level	Total	UR	OBC	SC	ST	EWS
Estates Officer	L-13A (1,31,100-2,16,600)	01	01	-	-	-	-

### i)Essential Qualification:


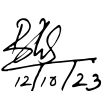
- Second class Bachelors degree in Civil Engineering
- 20 years experience of Civil works in University, Institution, Project, Government, PWD out of which 10 years in the rank of Deputy Estates Officer/ Executive Engineer

### ii)Roles & Responsibilities:

- To assist, arrange and supervise, maintenance, repair and construction of University buildings, fittings, roads, fencing, drains, channels, play grounds, parks and land other than the land comprising agricultural farms;
- To assist, arrange and supervise maintenance, repair, installation and construction of the utility services viz. water supply, electricity, power, fire protection etc.
- To prepare the annual works budget of the University;
- To maintain up-to-date record of all the immovable property and works stores of the University;
- To process procurement and disposal of immovable property of the University;
- Any other duties assigned by the Vice-Chancellor from time to time.

### General Conditions:

Age of the Candidate	Not less than 22 years & not more than 55 years as on 01.01.2023 Upper age limit relaxable in case of persons already in employment of SKUAST-Kashmir
Date of Commencement of Online Application Forms	25 <sup>th</sup> of November 2023 (10:00 AM)
Last date of submission of Online Application Forms	24 <sup>th</sup> of December, 2023 (11:59 PM)
Application Fee	Rs. 2000/- (two thousand only) per application. (Fee can be paid only through Net Banking, Credit and Debit Card)
Nature of Appointment	Tenure basis of three(03) years extendable by another two(02) years
Mode of selection	Definite mode of selection shall be notified separately





## A) Submission of Application Forms:

- i. **In-service candidates** are required to submit/send their Application Form(s) through proper channel, to Registrar, SKUAST-K, Shalimar, Srinagar, UT of J&K-190025 by or before 25<sup>th</sup> of December, 2023.
- ii. Applications received after expiry of last date of submission will not be accepted.
- iii. Candidates should clearly mention following details on the envelope containing Hard Copy of Application Form:

“Application for the Post of \_\_\_\_\_ Faculty/College \_\_\_\_\_ Advt. Notice No. \_\_\_\_\_.”

## B) Other Conditions:

- The service conditions including mode of appointment/retention of lien (In case of selection of in-service candidate) shall be governed in accordance with the SKUAST-K Statutes and rules of the University as are in force with amendments or as may come into force from time to time, together read with provisions of J&K CSR, wherever applicable at the time of appointment;
- Reservation is as specified by the guidelines of University Grants Commission/Ministry of Human Resource Department(as amended from time to time);
- Mere submission of Application Form(s) for the positions advertised here-in-above does not by itself entitle the applicant to be called for interview;
- The last date of receipt of applications form(s), as stipulated above, shall be the cut-off date for determining the eligibility for the post. Any qualification/experience acquired thereafter shall not be considered;
- Certificates in support of qualification must have been obtained from duly recognized University/Institutions or organizations/departments, as the case may be;
- The number of post(s) indicated here-in-above are subject to increase/decrease at the sole discretion of the University;
- University reserves the right to withdraw and/or defer filling up of all or any of the posts at any time, without assigning any reason thereof;
- Applicant shall necessarily indicate their active Mobile No. & E-mail ID in the relevant column of the Application Form and inform the University about any change in his/her correspondence or permanent/residential address, failing which University shall not be held responsible for any communication error;
- Canvassing in any form shall render the applicant ineligible;
- Candidates may note that their candidature shall remain provisional till the genuineness of their qualification/category certificate(s) is/are verified by the University;
- The candidature of any candidate found indulging in any irregularity/misconduct /malpractice at any stage of selection process shall be cancelled forthwith & such candidate shall be debarred from the applying to any post advertised by the University in the future & any action as deemed appropriate under rules shall also be taken;
- Schedule of interview shall be placed on University website [www.skuastkashmir.ac.in](http://www.skuastkashmir.ac.in) for general information. However, the call letter for appearing before the Selection Committee for interview shall be separately emailed to the Eligible shortlisted candidates on the e-mail recorded on the Application form. University shall not be held responsible for any communication error due to incorrect email address /working cell No.;
- Selected candidates(s) can be posted at any constituent Unit of the University;

  
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- No TA/DA will be paid to the candidates for participation in the selection process;
- In case of any dispute, any suit or legal proceedings against University, the jurisdiction for such proceeding(s) shall be restricted to the Courts at Srinagar, UT of J&K only;
- Candidates, in their own interest, are advised to keep visiting University website for updates in this regard;
- Any other details if required, can be had from the Office of Registrar, SKUAST-K, Shalimar, Srinagar-190025 on any working day during office hours.


Sd/-  
(Prof. T.H. Masoodi)  
Registrar

No: Au/Adm/(GAD)/Adv-EO-II/2023/11550-11610

Dated: 12.10.2023

**Copy for information and necessary action to the:**

- ✓ Principal Secretary to Govt., Agriculture Production Deptt., GoJK, Civil Secretariat, Srinagar
- ✓ All Deputy/Assistant Director Generals of ICAR, New Delhi
- ✓ All Officers of the University
- ✓ Professor Incharge, ARIS for placing the Advertisement Notice on University website
- ✓ Registrars of all Agricultural Universities and ICAR Institutes with the request to give wide publicity to the Notice.
- ✓ Directors, Agriculture, Kashmir/Jammu
- ✓ Directors Horticulture, Kashmir/Jammu.
- ✓ Directors Animal Husbandry, Kashmir/Jammu
- ✓ Directors Sheep Husbandry, Kashmir/Jammu.
- ✓ Chief Wild Life Warden, J&K, Srinagar
- ✓ Managing Director, HPMC, J&K, Sgr/Managing Director, Agro-Industries, J&K, Sgr.
- ✓ Directors HP&M, J&K Srinagar/Director Sericulture, Kashmir/Jammu
- ✓ Directors Command Area, Kashmir/Jammu
- ✓ Executive Secretary, IAUA, New Delhi.
- ✓ Development Commissioner PWD (R&B) Civil Secretariat Srinagar
- ✓ Chief Engineer, PWD (R&B) Deptt Kashmir/Jammu
- ✓ Chief Engineer Jal Shakti Kashmir/Jammu
- ✓ All Heads of the Divisions/Faculties/Directorates/Colleges/Stations/ Units/KVKs and other constituent Units of SKUAST-K
- ✓ Secretary to Vice-Chancellor for publication of the Advertisement Notice in two leading dailies, at local and national level.
- ✓ University Advertisement Notice file (w.3.s.c.)

  
12/18/23

(Mir Rashid Ahmad)

Assistant Registrar (GAD)

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