



INSTITUTE FOR SOCIAL AND ECONOMIC CHANGE

Dr V.K.R.V Rao Road, Nagarabhavi Post, Bengaluru-560 072.
Registered under the Karnataka Societies Registration Act, 1960 (S.No- 327/71-72)
(ISEC is an ICSSR Research Institute, Government of India and the Grant in-Aid Institute, Government of Karnataka)

FAX : 91-80-23217008
✉ : registrar@isec.ac.in
URL : www.isec.ac.in
Off: 91-80-23217011
☎ : 91-80-23215468(112)

Shri S. Ashok Rao
Registrar

ADVERTISEMENT NO: NA/1/2023

Applications are invited for the post of Estate Manager in the Institute

1. Category:

Sl. No.	Post	No. of post	Category
1.	Estate Manager	1	Unreserved

2. Qualifications:

(i) Essential

1. Diploma in Civil Engineering with minimum 55 % marks in the aggregate from a recognized University/Institute (with good engineering background in Mechanical/ Electrical Engineering).
2. Sound Knowledge of Computers.
3. Knowledge of Government tender process, estimation and preparation of tender document.

(ii) Desirable

- BE (Civil/Electrical) from recognized university (after completion of Diploma)
- Ability to work independently
- Excellent oral communication and writing skills
- Knowledge of Kannada
- Preparation of bills, estimation, drawings in AutoCad Civil works.

(iii) Experience

5 years supervisory experience in construction of building, repairs and maintenance of office executive buildings, Big Campus, Hostel, Guest House and with the knowledge of Estate Management in Government Organisations /Research Institutes/ Reputed private construction companies.

3. Age Limit:

- a) The upper age limit is 30 yrs.
- b) Age to be calculated as on the last date prescribed for receipt of completed applications.
- c) Proof of age is SSLC/Transfer Certificate.



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- d) The age limit may be relaxed without any limit in case of employees of the Institute (including project staff) who have worked for minimum of three years.
e) In case of physically challenged up to 10 years; and in case of ex-Servicemen, the extent of age concession is for the 'period of military service plus three years' but not beyond 50 years of age.

4. Duration:

The appointment will be on regular basis with a two-year probation period. Depending on the evaluation of performance of the appointee after completion of two year probation, she/he will be offered a permanent position or probation extended or terminated.

5. Scale of Pay:

Sl. No.	Post	Scale of Pay
1.	Estate Manager	Rs.37900-950-39800-1100-46400+1250+53900-1450-62600-1650-70850

Exceptionally qualified candidates suitable for the post will be offered higher basic pay, not exceeding four increments in the minimum pay of the time scale of the post.

6. Selection Procedure:

Selection will be made on the basis of written test and interview of shortlisted candidates. However, mere satisfying the eligibility norms does not entitle a candidate to be called for the interview. Depending upon the number of applications received in relation to number of vacancies, the Institute reserves the right to call only a limited number of candidates after preliminary screening with reference to their qualifications, suitability and post-qualification experience etc.

The Selection Committee may relax qualifications in exceptional cases and also consider suitable candidates from outside the list of applicants.

The prescribed application form and the full advertisement can be downloaded from the Institute's website www.isec.ac.in. Completed applications with copies of testimonials should be sent in a cover superscribed as "Application for the post of Estate Manager" so as to reach the undersigned on or before May 5, 2023. Applications received after the last date will not be entertained and the Institute takes no responsibility for any delay in the receipt or loss of application in postal transit.


Registrar

Date: April 6, 2023

Registrar
Institute for Social Economic Change
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