



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

(UGC Approved)

Gurugram, Delhi-NCR

VACANCY FOR ESTATE ADMINISTRATOR

SGT University (NAAC A+ Grade Accredited), in its campus spread over 70 acres near Gurgaon, offers around 160+ programmes in Medical and Non-Medical domains. It nurtures more than seven thousand students and is a hub of activities involving the nation's who's who. It is a part of a group spanning the fields of education and hospitality. The University employs close to three thousand people. The campus has accommodation for employees and hostels for students and offers excellent support facilities such as shopping complex, medical facilities, sports, entertainment, and transportation. The campus is located less than 5 km from the Delhi border of Daurala and offers convenient access to Indira Gandhi International Airport, Delhi.

Name of the Post: Estate Administrator
No. of vacancies: One
Age: Up to 50 years

Qualification & Experience

- Bachelor's degree in Business, Property Management, Hospitality, or a related field (or equivalent experience)
- Previous experience in property management, estate management, Liaison or a related field is highly desirable with experience of 15-20 years in relevant field.
- Candidates with Defence background will be preferred.
- Strong organizational, communication, and interpersonal skills
- Knowledge of property management software and basic financial principles
- Ability to multitask, prioritize tasks, and work efficiently in a fast-paced environment
- Leadership skills and the ability to motivate and manage a team effectively

Duties/Responsibilities:

Key responsibility for overseeing and managing the estate and properties of SGT University (**approx. 200 Acres**), ensuring its efficient operation and maintenance.

- Land Assets Management, permits, licenses, and approvals from government agencies; property tax receipts & challans;
- Security, Fire & Disaster Management;
- Man and Material Movement;
- Commercial Farming & Stores;
- Surveillance & Vigilance;
- Liaison with government agencies and local regulatory bodies including village panchayats.

Property Maintenance

- Supervise and coordinate maintenance and repair tasks inside and outside the university campus.
- Ensure the property is clean, well-maintained, and aesthetically pleasing.
- Manage agriculture, gardening, plantation and nurseries in the estate properties of SGT.
- Planning and coordinating various agricultural activities such as crop cultivation, irrigation, pest control, and harvesting.



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- Regularly inspect the property to identify maintenance needs and address them promptly.
 - Implementing environmentally sustainable practices on the campus, such as energy conservation, waste reduction, and water conservation. This may involve implementing green building practices, recycling programs, and eco-friendly landscaping.
 - Developing long-term strategies and goals for the estate, such as expansion projects, infrastructure improvements, and sustainability initiatives. This may involve conducting feasibility studies, analyzing market trends, and seeking input from stakeholders.

Liaison

- Proper documentation and updation of land papers, property tax receipts & challans as per the government norms.
- Liaison with the various local regulatory bodies and panchayats.
- Assisting with the acquisition of permits, licenses, and approvals from government agencies as needed for the organization's operations. This may involve completing paperwork, submitting applications, and following up on the status of requests.
- Addressing any issues or concerns that arise between their organization and government agencies. This could involve troubleshooting bureaucratic hurdles, resolving disputes, or escalating issues as needed to ensure a satisfactory resolution.

Statutory Compliances

- Ensuring that their organization complies with all relevant laws, regulations, and policies set forth by government agencies. This may involve staying up-to-date on regulatory changes and advising internal stakeholders on compliance requirements.
- Obtain necessary licenses and permits for the property's operation.
- Lease/Rental Management: Managing lease agreements, including lease renewals, terminations, and negotiations. They may also handle rental payments and ensure tenants are in compliance with lease terms.
- Ensuring properties comply with relevant local, state, and national regulations, including building codes, zoning laws, and landlord-tenant laws.

Security and Safety

- Implement and oversee security measures to safeguard the property and its occupants.
- Coordinate with security personnel and install security systems as per requirement.
- Ensure proper vigilance of man and material movement.
- Develop and enforce safety protocols and emergency procedures (Disaster Management). Acting as a point of contact during emergencies such as property damage, security incidents, or natural disasters, and coordinating appropriate responses.
- Staff Management
- Recruit, train, and supervise estate staff, such as maintenance workers, security personnel, and housekeeping staff.
- Delegate tasks and responsibilities to staff members.
- Conduct performance evaluations and provide feedback to employees.

Administrative Tasks

- Maintain accurate records of property-related activities, contracts, and expenses.
- Prepare regular reports for property owners or management.
- Handle administrative tasks such as scheduling, correspondence, and document management.
- Oversee renovation, renovation and construction projects on the property.
- Manage and oversee Stores operations in Estate. Managing inventory levels and ensuring adequate supplies are available to support agricultural operations while minimizing waste and cost.



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- Planning and coordinating events on the Estate grounds, such as conferences, weddings, and community gatherings. This may involve arranging catering, managing logistics, and coordinating with vendors.

Men and Material Movement Control

- Planning and coordinating the movement of personnel, equipment, and materials within the campus or agricultural facility to support operational activities.
- Supervising transportation activities, including vehicle operations, routing, and scheduling, to ensure timely and safe movement of personnel and materials.

Financial Management

- Prepare and manage budgets for property operations and maintenance.
- Monitor expenses, approve invoices, and reconcile financial records.
- Negotiate contracts with vendors and service providers to ensure cost-effective services.

How to apply:

Candidates are required to visit the careers web page <https://sgtuniversity.ac.in/careers/> and apply online or apply by Registered Post to the following Address:

HR Department (Non-Teaching)
SGT University
(Shree Guru Gobind Singh Tricentenary University)
Gurgaon-Badli Road, Budhera,
Gurugram, Haryana 122505

The last date of submission of online applications is 30th March 2024.

No TA/DA will be paid by the SGT University for attending the interview/test.

General Conditions:

1. The University shall process the applications entirely on the basis of information/ documents submitted by the candidates. In case the information/documents are found to be false/ incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
2. All appointments shall be made provisionally subject to verification of certificates. The University shall verify the documents and antecedents of the applicant at the time of test/interview/joining or at any stage during the period of service. In case, it is found at any point of time that any document/ information submitted by the applicant is false or the applicant has suppressed/concealed any relevant information, the services of the selected applicant shall be terminated forthwith without assigning any reason. The University may also initiate appropriate action under the provisions of Indian Panel Code,1860 for production of false information.
3. All correspondence from the University including test/interview letter, if any, shall be sent only at the e-mail address provided by the applicant in the application form. The applicants are advised to check the website of the University regularly for updates.
4. The University reserves the right to revise/ reschedule/ cancel/ suspend/ withdraw the recruitment process in part or full without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.
5. The posts advertised are tentative. The University reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant. Vacancies may increase or decrease.



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6. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the applicant in this regard.
7. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
8. Candidates should possess the essential qualifications as on the closing date of application.



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9. Working knowledge of latest computer applications and good communication skills are mandatory for all positions and the University reserves its right to test the skill of a candidate at the time of selection.
10. Mere fulfilling the minimum educational qualification and experience shall not entitle a candidate to be necessarily called for the test/interview.
11. Applicants who do not meet the qualifications given in this advertisement and/or incomplete applications will be rejected summarily.
12. Canvassing in any form will lead to disqualification.