

INSTITUTE OF DEVELOPMENT STUDIES, JAIPUR

Instructions & Application form for Advertisement No. 06/2022 dated 25.06.2022

- i. Name of the Post : **Estate Manager (One)**
(contract appointment for two years)
- ii. Emoluments : Rs. 30,000 (consolidated)
- iii. Age Limit : 35 years as on June 01, 2022
- iv. Qualifications : B.Tech in Civil/ Electrical Engineering with 65% or above. Three years' experience in construction sector. Preference to those who have experience in estate management in similar institutes/ organisations.
- v. **OTHER INFORMATION/CONDITIONS:**
 - a) The Selection Committee reserves the right to relax age, essential and desired qualifications of candidates to suit to the requirements of the Office.
 - b) Selection will be made on the basis of interview of short-listed candidates. However, mere satisfying the eligibility norms does not entitle a candidate to be called for the interview.
 - c) Depending upon the number of applications received in relation to number of vacancy, 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.
 - d) Applicants who are in employment should forward their application through their respective employers or **produce a no-objection certificate** at the time of interview.
 - e) Candidates who do not possess the minimum required qualification need not apply.
 - f) Application form should be filled in all respects. Incomplete application and application received after the prescribed last date will not be entertained.
 - g) Please do not use dash (-), dots (...) etc. If any item in the application form is not applicable to you, please write n.a. (not applicable) or 'no' or 'nil'.
 - h) Only self-attested copies of certificates/testimonials need to be attached to the application.
 - i) In case the space provided for any item is insufficient, please use additional sheets.
 - j) Completed applications with copies of testimonials should be sent in a cover superscribing "**Application for the post of Estate Manager**" and should reach the Director, Institute of Development Studies, 8B Jhalana Institutional Area, Jaipur (Rajasthan) – 302 004 on or before 12.07.2022. Application received after the last date will not be entertained and the Institute takes no responsibility for any delay in receipt or loss in postal transit. "Canvassing in any form by the candidates will result in disqualification of the candidates". The Institute reserves the right to select /reject any candidates without assigning any reason thereof.

Director

INSTITUTE OF DEVELOPMENT STUDIES, JAIPUR

Advertisement No.: **06/2022**

Post Applied for: **Estate Manager** (contract appointment for two years)

Application No (for office Use):

APPLICATION FORM FOR THE POST OF ESTATE MANAGER

1. Name in full (in block letters):
2. Address for communication:
(Full contact details eg., mobile no., telephone no., e-mail address)

3. Date of Birth: _____ Age as on June 01, 2022:

4. Gender:

5. Marital Status: Married / Unmarried

6. Education Qualifications:

Exam	Degree	University	Year	Main Subject	Other Subjects	% marks or grade
Professional Qualification						
Graduation						
Others						

7. Work experience (Begin with your last/present job):

Designation/ Position (also indicate permanent or temporary)	Employer	Period		Duration Year / Months
		From	To	

Total Experience in Years/Months:

8. Knowledge of languages (Mark 'Y' for Yes and 'N' for No)

Language	Read	Write	Speak
English			
Hindi			
Others			

9. Knowledge in the use of computer (Indicate 'Y' for Yes and 'N' for No)*If Yes, give details.

Software	Yes (1) / No (2)
MS Office (Word, Excel, PowerPoint, Access)	
AutoCad	

10. Special interests and/or any other information which you feel relevant to furnish:

11. (i) Present Position:

(ii) Present pay and allowances:

Scale of pay : Rs.

Basic Pay : Rs.

Allowances : Rs.

Gross salary : Rs.

12. If employment is offered, how soon can you join duty?

13. Names and full addresses of two referees, who is not related to you (with full contact details eg., mobile no. telephone no. e-mail address, fax)

14. I certify that the particulars given by me in this application are true to the best of my knowledge and belief. I agree to abide by the decision of the Institute authorities regarding my suitability for employment or otherwise in the Institute.

15. I enclose herewith self-attested copies of the following documents:

- (a) Passport size color photograph
- (b) Date of birth certificate
- (c) Percentage of marks obtained at the Post-Graduate degree examinations
- (d) Professional Qualification
- (e) Certificate/s regarding work experience
- (f) Aadhaar Card Copy
- (g) PAN card copy
- (h) Bank details
- (i) Any other certificate

Place:

Date:

Signature of Applicant

**PRESCRIBED FORMAT FOR
CERTIFICATE FROM THE EMPLOYER OF THE APPLICANT**

This is to certify that the information given by _____ is correct. This organization has no objection for his/her applying for the said post. In case he/she is offered the post and if he/she accepts it, he/she will be relieved of his/her duties in this organization according to rules.

(Seal of office)

Signature of the Employer

Name:

Designation:

Place:

Date: