

**CCS NATIONAL INSTITUTE OF AGRICULTURAL MARKETING**  
(An Autonomous Organization, Ministry of Agriculture & Farmers Welfare, Govt. of India)  
Kota Road, Bambala, Near Sanganer, Jaipur-302033, Rajasthan  
Telephone: 0141-2795104, Website: [www.ccsniam.gov.in](http://www.ccsniam.gov.in)

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**Engagement of Estate Supervisor (Safety, Security & Horticulture)  
on contract basis**

Applications are invited from experienced Ex. Army person/professionals for the posts of **Estate Supervisor (Safety, Security & Horticulture)** on contractual basis and a consolidated remuneration will be paid. For details of qualifications, duties and experience visit [www.ccsniam.gov.in](http://www.ccsniam.gov.in). Walk-in-interview is scheduled on 15<sup>th</sup> July, 2021.

**Director (Admin)**

Contd...02/-

## **Supervisor Estate (Security, Safety & Horticulture)**

**1. Qualification:-**

- Retired Ex Army person (Indian Army, Navy and Air force).
- 12<sup>th</sup> Class Pass from recognized State Board or CBSE.
- Experience of 5 years in Security, Horticulture & Housekeeping activities in a reputed firm or agency.
- Age should be not more than 55 years as one date of walk in interview.

**2. Remuneration : -**

- Consolidated remuneration Rs. 30,000/- (TDS deduction as per rules) will be paid.

**3. Contract Period: -**

- Initially for a period on one year and extendable, depending on the performance.

**4. Skill Requires: -**

- Should be excellent in Security Service, Horticulture work and Housekeeping work.
- Should have better communication with the employee working in Campus Management.
- Should be proficient in people management with Campus.

**5. Date of Interview: -**

- The walk in interview will be organized in CCS NIAM on 15 July, 2021 at 11.00 A.M
- The following documents also need to be attached with the application
  - i. Bio-data, one set Photo copies of educational qualifications and experience.
  - ii. Age proof as per instructions of Govt. of India circulated from time to time.
  - iii. Originals of educational qualification and experience certificates, recommendation and character certificate are also to be brought for verification.
  - iv. Proof of Army services (Indian Army, Navy and Air force).

**6. Duties and Responsibility**

- Supervision of sanitation & cleanness in the Campus particularly dining and kitchen area.
- Supervision of Horticulture maintenance .i.e. irrigation of plants and trees, maintaining greenery etc.
- Arrangements for Lodging & Boarding of NIAM Guests, VIP's Guest House & Convention Centre, Visiting Faculty and trainees.
- Supervision of maintenance of record of Linen washing.
- Supervision of all playgrounds and playing materials and instruments.
- Supervision of quality of food.
- Regular visit to Hostels and interaction with the students to resolve the problems of PGDABM students at primary level and will supervise the both hostel wardens for security purpose.
- Supervision of proper water supply and drinking water arrangement in the Campus.
- Ensure no Ragging takes place in the Campus.
- Ensure no other person stays in the staff quarters excluding blood relatives of employee.
- Maintenance of all registers and files pertaining to security supervision.
- Ensure that without permission of Competent Authority no person stays in the Campus.
- Supervise the work of security guards in NIAM Campus.
- Any other work assigned from time to time.
- Selected candidate have to live in campus 24\*7. For this, accommodation facility free of charge (for self only) will provide by the Institute and will monitor security round the clock.
- For further inquiry, may contact on 9755672401.

Director(Admin)