



लेडी श्री राम कॉलेज फॉर वुमन

(दिल्ली विश्वविद्यालय)

Lady Shri Ram College For Women

(UNIVERSITY OF DELHI)

NAAC A++ Accredited

Date: 21.08.2026

APPLICATIONS INVITED FOR THE POST OF ESTATE MANAGER

Lady Shri Ram College for Women invites applications for the post of Estate Manager on contract/ consolidated basis.

1. OBJECTIVE & SCOPE OF WORK

To ensure standards and quality of estate services, upholding all aspects of compliance and adhering to General Finance Rules and institutional policies.

2. KEY RESPONSIBILITIES

The Estate Manager will be responsible for, but not limited to:

1. Property Maintenance: Overseeing upkeep of building infrastructure including electrical, plumbing, HVAC, STP and civil works.
2. Facility Management: Ensuring facilities such as parking, security, cleaning, and housekeeping are well-maintained and comply with safety standards.
3. Budgeting & Cost Control: Preparing BOQs, Tender documents of projects with estimates as per Government rates for GeM and CPP portals.
4. Legal & Statutory Compliance: Ensuring the campus complies with all applicable laws, regulations, fire safety, and building codes.
5. Liaison: Coordinating with government agencies and authorities for permissions related to repairs, renovations, new construction, loans, electricity, water and other estate matters.
6. Reporting & Documentation: Maintaining proper records of all projects and documentation for all estate-related activities as per CAG norms.
7. Vendor & Contract Management: Overseeing contractors, suppliers, and service providers for repairs, maintenance, and construction projects.

3. ELIGIBILITY & QUALIFICATIONS

- **Essential:** Degree in Engineering, preferably in Civil Engineering from a recognized University/Institute.

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लाजपत नगर, नई दिल्ली-110024 दूरभाष: 91-11-26434459, 45494949 फैक्स: 91-11-26216951

ईमेल: lsr@lsr.edu.in वेबसाइट: www.lsr.edu.in

Lajpat Nagar, New Delhi-110024 Phone: 91-11-26434459, 45494949 Fax: 91-11-26216951

Email: lsr@lsr.edu.in Website: www.lsr.edu.in



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:2:

- Desirable:

- Prior experience in educational institutions and/or Government sector
- Retired Armed Forces Personnel
- Knowledge of GeM, CPP, and other government procurement portals
- Familiarity with GFR, CPWD norms, and estate management in large campuses

4. REMUNERATION

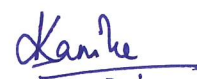
Attractive consolidated package (minimum Rs. 1,00,000 per month (consolidated), commensurate with qualifications and experience.

5. HOW TO APPLY

Interested candidates may send their detailed CV along with supporting documents to vp@lsrcollege.org with the subject line "Application for Estate Manager" **on or before 5 pm, 5 September 2026**.

Only shortlisted candidates will be called for interview.

Note: The College reserves the right to accept/reject any application without assigning any reason.


Principal

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Lady Shri Ram College for Women
University of Delhi
Lajpat Nagar, New Delhi-110024

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