



Job Title: Estate Manager

Objectives and Scope of Work

The Estate Manager Shall primarily be responsible for management and supervision of maintenance, gardening and domestic team on the estate to required standards, obtaining maximum productivity, efficiency, quality service and upholding all aspects of compliance and quality standards and adhering to budget and required criteria. This will include regular checks and assessments for maintenance, health and safety and security and liaising with Estate Manager, ensuring jobs are performed as they are required.

The specific roles and responsibilities shall include but not be limited to the following:

(A) Utility Contract Supervision

- i. To supervise the day to day maintenance of all aspects of the estate, including maintenance of buildings, tree cutting & horticulture, housekeeping, waste management, pest management etc.
- ii. To supervise utility staffs and empanelled vendors.

(B) Estate Upkeep and Maintenance

- iii. To supervise permissions related to various repairs/renovation/water proofing works within MEPZ campus.

(C) Removal of Manufacturing Waste

- iv. Document verification & registration/empanelment of e-waste/hazardous waste/ Drain Cleaning/Removal of investment powder inside MEPZ-SEZ & issuance of Public Notice regarding the same.
- v. Issuance of work orders related to work being awarded to vendors/service provider.

(D) Estate Division Financial Management

- vi. Reconciliation of rents, pending taxes, payments.
- vii. Assisting CA department in annual accounts, CRA objection etc and providing the requisite information.
- viii. Release of payment related to legal fees & Audit fees, tender related bills, refund of security deposit & EMD.
- ix. Release of salary of the DEOs/consultants/Helpers/Liftmen working in SDFs/Admin buildings.



- x. Preparing Annual Audit Reports & forwarded to Ministry.

(E) Govt. Correspondences & file work

- xi. RTI applications & govt. references if any.

(F) Estate allotment of Unit space etc.

- xii. Allotment of space in MEPZ if lying vacant and obtaining regular license fee and rental charges.

For all purposes the EM shall report to the ADC as per official Organogram / hierarchy.

Qualification Requirements

Educational Qualifications:

- Graduate

Experience Requirements:

- Experience in tender management and contract management
- Sales and marketing experience (for the advertising based revenue model to be implemented later)
- Experience in project management
- Proficiency in standard computer software such as MS- office and other office software's, including accounting software would be a further plus.
- Minimum 7 years of experience if not more.
- Upper Age Limit : 40 years as on 1stMay 2023
- Proficiency in Tamil and English language is preferable.

Remuneration and Duration of Engagement:

The Estate Manager in Estate Division shall be appointed on a contractual basis for a period of one year extendable up to a maximum of three years or more with approval of competent authority. A gross monthly remuneration of Rs. 60,000/- per month shall be offered to the selected Estate Manager based on their past experience, previous pay, etc. The Estate Manager in Estate Division shall be required to work at the client's location i.e. MEPZ SEZ, Tambaram on a full-time basis.



1. Last date for receiving application is on 26.06.2023. Application received shall be scrutinized and interviewed till the right candidate is selected and the vacancies are filled. Interested candidates shall submit their CVs along with a cover letter justifying their fitness for the role with respect to the desired qualifications.
2. The Evaluation Committee shall evaluate the CVs and invite the qualified candidates for an interview. The interview may be held at MEPZ office or online as per Authority's decision.
3. The remuneration shall be fixed based on factors such as internal estimates of the Committee, last pay drawn of the selected candidate, etc.
4. Detailed terms and conditions of engagement shall be shared with the selected candidate prior to signing of the contract agreement.

Application process:

- The aspiring candidates may apply along with Resume through email (Email ID: ddc2@mepz.gov.in).
- The subject of email shall be "Application for----- Name of the Post...../..... Name of the Candidate."
- There is no registration / application fee.
- The last date for receiving application is 25.06.2023.

Selection Process

1. Out of the total applications, a few candidates will be shortlisted for personal interview.
2. Candidate will be selected based on personal interview by Selection Committee.
Interview marks – 100