



ESTATE OFFICE :: ANNA UNIVERSITY :: CHENNAI - 600 025

PROFESSOR & ESTATE OFFICER

Notification No. 01 / EO / Recruitment / 2024

Date: 26.02.2024

RECRUITMENT OF TEMPORARY POST

The following temporary posts in the Estate Office are required for a period of 6 months. The posts are purely temporary basis. Interested candidates, who possess the qualification, are requested to send their application (in the prescribed format of application enclosed) to "The Professor & Estate Officer, Anna University, Chennai -600 025." The required qualifications for the post are detailed in the table given below:

Sl. No.	Position	Wages	No. of posts	Qualification Required
1	Design Engineer (Civil)	Rs.30,000/- (Consolidated)	1	<b>Pass in B.E. or B.Tech(Civil) &amp; should have</b> <ul style="list-style-type: none"><li>- minimum 60% aggregate or first class</li><li>- 2 years industrial experience in design of structures</li><li>- Proficiency in Civil Engineering principles and design techniques</li><li>- Adequate knowledge in use of software tools for drafting, modelling, analysis and simulation</li><li>- Knowledge of construction materials and methods, structural safety and local guidelines applicable.</li></ul>
2	Architect	Rs.872/- per day	2	<b>Pass in B.Arch. &amp;</b> <ul style="list-style-type: none"><li>- Should have minimum 60% aggregate</li><li>- Should have 2 years industrial experience in architectural design, from conceptual design to detailing using software tools</li><li>- Should be able to independently research, program, plan, design construction projects and produce conceptual plans, renderings and documents</li><li>- Should be aware of construction procedures, zoning &amp; building codes and building materials</li><li>- Should have adequate knowledge in use of software tools for drafting, 3D modelling and visualization using appropriate software tools</li><li>- Should be able to prepare architectural drawings, MEP drawings with material specifications for upcoming projects of the University departments.</li><li>- Should be able to co-ordinate and integrate engineering elements into building/project design</li></ul>

Soft skills required for above posts:

- Attention to details
- Ability to work independently
- Technically creative and open minded
- Effective oral and written communication
- Analytical and problem solving skills

The last date of submission of application is 11.03.2024 by 5.00 p.m.

  
PROFESSOR & ESTATE OFFICER



**ANNA UNIVERSITY :: CHENNAI - 600 025**  
**ESTATE OFFICE**

Affix recently taken  
photo  
(Self-attested)

**APPLICATION FORM FOR THE RECRUITMENT OF TEMPORARY POST**

Post applied for : \_\_\_\_\_

1.	Name of the Applicant (Block Letter with initials at the end)	:	
2.	Father's Name	:	
3.	Date of Birth & Age	:	
4.	Gender	:	Male / Female
5.	Contact Number	:	
6.	E -Mail	:	
7.	Address for Communication	:	

**8. Educational Qualification:** Provide the details in the order 10<sup>th</sup> std. , 12<sup>th</sup> std, Diploma & UG Degree

S.No.	Qualification	Board / University / Institution	Year of Pass	CGPA Percentage
1.				
2.				
3.				
4.				

**Note:** Copies of certificates should be enclosed.

**9. Experience:** (Evidence of Documents are to be enclosed)

S.No.	Name of the Firm / Institution	Designation	Period	Year(s) of Experience
1.				
2.				
3.				
4.				

**10. Software Skills:**

**11. Professional Experience:**

**Declaration**

I declare that the information furnished above is true and correct to the best of my knowledge and belief and that no related information is concealed. If any discrepancy is found at any stage, my selection will be cancelled.

**Signature of the Applicant**

**Place :**

**Date :**

**Instructions to the Applicants:**

1. Recent photograph is to be affixed & self attested in the Application.
2. All copies of certificates (Mark sheet, Degree / Diploma certificate) should be enclosed
3. Copy of Address proof is to be enclosed.
4. The original certificates are to be produced for verification at the time of interview.
5. The date & time of interview will be informed through E-mail.
6. Application received after the last date for submission is summarily rejected.
7. Application with necessary certificates / documents is to be sent to the Professor & Estate Officer, Anna University, Chennai-600 025.
8. Canvassing in any form will disqualify the applicant.