

**DEPARTMENT OF PLANNING
SCHOOL OF ARCHITECTURE AND PLANNING**

ANNA UNIVERSITY
Sardar Patel Road, Chennai 600 025
Dr. K. PRATHEEP MOSES



Date: _____.____.2025

NOTIFICATION

Sub: Consultancy Project – Engagement of Project Staff on Temporary Basis - Reg.

Applications are invited for the temporary posts of Project Associate in the Department of Planning, SAP Campus Anna University, Chennai – 600 025 under Consultancy Project titled - **Preparation of Tirunelveli and Salem Regional Plans**, Client Name: Directorate of Town and Country Planning (DTCP), Government of Tamil Nadu.

Eligible and interested candidates are requested to submit the filled-in application form along with biodata, photocopies of mark sheet, degree certificate and experience certificate to the **“The Head of the Department, Department of Planning, Sap Campus, Anna University, Chennai – 600 025” on or before 14.06.2025 by Speed Post.**

S. No	Designation	Qualification	No. of Posts	Salary (per month)	Duration
1.	Project Associate - II	Essential: Master's Degree in Planning Desirable: Good working knowledge in MSOffice/AutoCAD/GIS/Adobe	Six (6)	Rs. 50,000/-	1 Year
2.	Technical Assistant	Essential: HSC or Equivalent Desirable: Good working knowledge in MSOffice	Two (2)	Rs. 12,000/-	1 Year

Applications shall be prepared as per the prescribed format attached herewith.

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**APPLICATION FOR THE POST OF PROJECT ASSOCIATE
(Temporary basis)**

S. No.	Name of the Post Applied for:											
	Name of the Project: "Preparation of Tirunelveli and Salem Regional Plans"											
1	Name (in Capital Letters with initial at the end)						PHOTO (Recently taken)					
2	Address for communication											
3	E-Mail Id & Mobile No.											
4	Alternate Contact No.											
5	Nationality				Age		Date of Birth	D	D	M	M	Y
6	Educational Qualifications:											
	Degree/Diploma/HS C/SSLC	Specialization	University / Institution			Year of Passing			CGPA/ Percentage			

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7	Additional Qualifications:				
8	Experience:				
	Name of the Institution / Organization	Designation	Period		Nature of Work
			From	To	
	Total Experience in years and months:				
9	Additional Information if any				
10	List of enclosures				

Declaration:

I declare that the information furnished above is true and correct to the best of my knowledge and belief that no related information is concealed. If any discrepancy is observed at any state, The Head of the Department, Department of Planning, Sap Campus, Anna University, Chennai will be free to cancel my selection / Candidature.

Place:

Signature of the Applicant

Date:

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INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM
(Application not submitted in prescribed format / incomplete applications will be rejected)

1. Application form should be neatly typed or handwritten.
2. Only shortlisted candidates will be called for interview after scrutinizing the applications.
3. The actual date and time of the interview will be intimated only by email to the shortlisted candidates.
4. Candidates should appear for the interview with their original certificates.
5. No TA & DA will be provided.
6. The positions are purely temporary and the duration is for seven months.
7. The applicant will be responsible for the authenticity of information and other documents submitted.
8. The envelope containing the application should be superscripted with “**Ref. No. Consultancy Project / Engagement of Project staff /2025**”.
9. Write the Name of the post applied for, on top of the envelope. Interested candidates should submit their Duly filled in application in the enclosed format along with self-attested photocopies of relevant certificates/ proofs wherever necessary and should be sent to the address “***The Head of the Department, Department of Planning, Sap Campus, Anna University, Chennai – 600 025***” on or before **14.06.2025** by Speed Post.
Note: Submitting the hard copy of the required documents, photographs, and application letter is mandatory.
10. The soft copy of same should be sent to hodplanning@annauniv.edu
11. Last date for the receipt of the application is **14.06.2025 @ 5.30 pm**.
12. Full address, name of the District and pin code should be clearly mentioned in the envelope.
13. The decision of the Selection Committee is final.

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