



M.A.M. COLLEGE OF ENGINEERING

SIRUGANUR, TIRUCHIRAPPALLI - 621 105

ADVERTISEMENT NO. 001 DATED 16.06. 2026

RECRUITMENT FOR THE POST OF ESTATE OFFICER

M.A.M. College of Engineering, Tiruchirappalli invites applications from eligible Indian Nationals possessing the prescribed qualifications and experience for appointment to the post of **Estate Officer** on contract/deputation/direct recruitment basis as per institute requirements.

1. Details of the Post

Name of the Post	:	Estate Officer
Number of Posts	:	01 (One)
Age Limit	:	Not exceeding 45 years as on the closing date of application*
Salary	:	Rs.50,000/- (Consolidated)/ Negotiable
Probation	:	01 year
Place of Posting	:	Institute Campus
Nature of Appointment	:	Contract/Regular/Deputation (as applicable)

*: Not applicable to recently superannuated TN Govt/Union GoI officials.

2. Essential Qualifications and Experience

First Class ME/M.Tech. in Civil Engineering or equivalent from a recognized University/Institute with a minimum of **05 years of post-qualification experience** in planning, execution, supervision, maintenance, and management of civil infrastructure projects, preferably in the educational institutes.

OR

First Class BE/B.Tech. in Civil Engineering or equivalent from a recognized University/Institute with a minimum of **08 years of post-qualification experience** in planning, execution, supervision, maintenance, and management of civil infrastructure projects, preferably in the educational institutes.

3. Job Responsibilities

The Estate Officer shall be responsible for:

1. Planning, execution, monitoring, and maintenance of campus infrastructure and buildings.
2. Campus Management of civil, electrical, public health, HVAC, firefighting, and other engineering services.
3. Preparation of estimates, tender documents, technical specifications, and contract administration.
4. Supervision of ongoing construction projects and maintenance works.

5. Estate management including residential quarters, hostels, guest houses, roads, landscaping, and utilities.
6. Coordination with statutory authorities and regulatory agencies.
7. Ensuring safety, quality, and timely completion of works.
8. Any other duties assigned by the Institute from time to time.

4. General Instructions

1. Interested candidates shall submit their applications in the attached prescribed format before the prescribed closing date . The institute shall not be responsible for the non-receipt of application or postal delay, etc.
2. The Institute reserves the right to increase/decrease the number of posts or not to fill the post without assigning any reason.
3. Relevant experience gained after the minimum qualifying degree will only be taken into consideration. 'Relevant experience' means experience related to the area of the post advertised. The Screening cum-Shortlisting Committee will determine the relevancy of experience, and its decision shall be final and binding.
4. Incomplete applications or applications without relevant enclosures will be rejected. The candidates may note that, in this regard, no Interim correspondence will be entertained or replied to. Further, enquiries regarding eligibility will also not be entertained.
5. The Institute reserves the right to restrict the number of candidates for the written / Professional Competence Test / Interview to a reasonable limit on the basis of qualifications, level, and relevance of experience higher than the minimum prescribed in the advertisement. The Institute also reserves the right to reject any or all the applications without assigning any reasons therefor. Mere fulfilment of minimum qualifications and experience does not entitle a candidate to be called for written test/interview.
6. Candidates will be short-listed for a Test/Interview on the basis of the information provided by them in their applications. They must ensure that such information is true. If at any subsequent stage or at the time of the Test/Interview, any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.
7. The Institute reserves the right to restrict the number of candidates for interview by adopting suitable shortlisting criteria.
8. The scrutiny of applications will be done prima facie on the basis of the documents and information furnished by the candidate in the application. Any discrepancy found between the information given in the application and verified by the supporting document at any stage of recruitment/appointment shall render the candidate ineligible. Hence, the candidate is responsible for the correctness of the information provided in the application. Any information given in the application that is incorrect/ false/ suppressed fact will render the candidature ineligible. The decision of the committee involved in the shortlisting process shall be final. No interim correspondence/ enquiry will be entertained from the candidate in connection with the shortlisting process. Canvassing in any form shall lead to disqualification.
9. The prescribed qualifications and experience are minimum requirements and the Institute may consider higher qualifications and experience for shortlisting.
10. In case of any inadvertent mistake in the process of selection which may be detected at any stage, even after the issue of the appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
11. The decision of the Institute regarding selection shall be final and binding.
12. The probation period may be extended at the discretion of the Institute based on performance.
13. Relaxation in age up to 5 years for SC/ST candidates and up to 3 years for OBC-NCL candidates only is provided. Relaxation in age to PwD /Ex-Servicemen as per Government of India rules.

PwD candidates shall be required to upload UDID / proof of disability mentioning the percentage of disability issued by the Competent Authority.

14. Candidates are advised to fill in their correct and active e-mail addresses in the application, as the Institute will make all correspondence through e-mail only. Test/Interview schedule and requirements with regard to copies of certificates to be submitted in respect of claims made in the application will be e-mailed in due course to the candidates in their registered e-mail and will also be posted on the recruitment portal of the Institute. No separate letter by post will be sent for this purpose. Further, for any updates, please visit the recruitment portal regularly, as any subsequent amendments will be announced on the recruitment portal only.
15. The crucial date for determining the eligibility criteria and experience for all candidates in every respect shall be the prescribed closing date for submission of the application.
16. Application forms that are incomplete in any way or do not have the required educational / experience certificates, or the latest photograph, are liable to be rejected without intimation.
17. All details furnished in the application will be treated as final, and no changes will be made at any stage later. The applicant will be solely responsible for the entries made in the application form.
18. The appointment of the selected candidates is subject to medical fitness as per the norms.
19. No TA/DA shall be paid for attending any stage of the selection process.
20. Any dispute with regard to the selection/recruitment process will be subject to the Courts having jurisdiction over Tiruchirappalli.

5. Documents to be Submitted

Candidates shall attach self-attested copies of the following documents along with the application:

1. Recent passport-size photograph.
2. Proof of Date of Birth (Birth Certificate /10th Certificate).
3. Educational qualification certificates and marks sheets.(X and XII standard)
4. Degree certificates of BE/B.Tech., ME/M.Tech., or equivalent qualifications.
5. Experience certificates from previous and present employers.
6. Relieving certificates from previous organizations, wherever applicable.
7. Current appointment/order and latest salary certificate.
8. Identity proof (Aadhaar Card/PAN Card/Passport/Voter ID).
9. No Objection Certificate (NOC) from present employer, wherever applicable.
10. Any other relevant supporting documents related to experience and achievements.

Applications received without supporting documents or after the last date shall be summarily rejected.

6. Application along with the necessary proof of documents may be send to the following address.

The Director
M.A.M. College of Engineering
Siruganur, Trichirappalli – 621 105.

7. Important Dates

1. Call for Applications through institute website : 22.06.26
2. Closing Date for receiving Application : 12.07.26
3. Tentative Date of Walk in Interview : 18.07.26

DIRECTOR