

**MANPOWER REQUISITION FORM**

<b>SR. NO.</b>	<b>PARTICULARS</b>	<b>REQUIRED INFORMATION</b>
1	Numbers of Vacancies	2
2	Designation	Architect
3	Department	Architecture
4	Qualification & Age	B.Arch.
5	Number of Years of Work Experience	2 - 6 years
6	Preferred Industry	Real Estate
7	Preferred Company	Any
8	Job Description / Work Responsibilities	Preparing project estimates and architectural plans as requested.
		Assisting in compiling data for architectural plans, specifications, cost estimates, reports, etc
		Performing design computations, compiling data, and completing elementary architectural assignments
		Knowledge of commonly-used concepts, practices, and procedures within a particular field
		Preparing Municipal drawings
		Co-ordination with contractors, Site engineers, SRA Officers etc.
		Need to work under immediate supervision
9	CTC / Monthly Gross Salary	3 Lacs p.a. to 6 Lacs p.a.
10	Job Location	Lower Parel, Mumbai
11	Expected Date of Joining	Immediate
12	Other Benefits to be Provided	As per company policy
13	Any other Information / Required skills	AutoCAD proficiency required, Excellent analytical skills, good written and verbal communication and presentation skills, team

Signature of Department Head

Signature of Head HR