

Job Opening Junior Planner	
Name of the Company:	Facile Maven Private Limited
Date of announcement:	01-03-2026
Job designation:	Junior Planner
Available positions:	01
Job reference number:	2026 UP 01
Company sector:	Urban Planning (Consulting)
Job location:	Surat (Gujarat)
Education qualification:	- B-Tech / B.E. in Civil / B. Arch. or B. Planning with M-Tech/ M.Plan (Urban) / Infrastructure / Transportation / Geoinformatics
Job profile requirement:	<ul style="list-style-type: none"> ● 0 to 02 Years or more - Freshers may also apply.
Desired skillset:	<ul style="list-style-type: none"> ● Knowledge of Statutory Development Plans, Master Plans, Town Planning Schemes & Special Area Plans ● Proficiency in GIS (ArcGIS/QGIS), AutoCAD & mapping tools ● Understanding of zoning regulations, planning policies & legal frameworks ● Data analysis & visualization (Excel, Power BI, basic Python) ● Report writing, documentation & presentation skills ● Analytical thinking & problem-solving approach ● Strong communication & teamwork abilities ● Attention to detail & adaptability to new technologies
Key job responsibilities / expected major tasks to be performed by appointee:	<ul style="list-style-type: none"> ● Data Collection & Analysis: Gather, compile, and analyze spatial and non-spatial data for planning projects. ● Drafting Reports & Documents: Assist in preparing statutory reports, proposals, presentations, and project documentation. ● GIS & Mapping: Support in GIS-based spatial analysis, mapping, and visualization for development plans & schemes. ● Site Visits & Surveys: Conduct field visits, collect ground data, document findings, and liaise with stakeholders. ● Regulatory & Policy Review: Research & learn planning policies, rules, byelaws, zoning laws, and relevant legal frameworks and case studies. ● Drafting Communications: Prepare official letters, emails, meeting minutes, and client/stakeholder correspondence. ● Project Coordination & Record Keeping: Maintain project records, track progress, and support senior planners in execution.
Essential software skills:	<ul style="list-style-type: none"> ● Must - MS (Word, Excel, and PowerPoint) ● Preferably, certified with GIS/DGPS/Surveying tools ● Advantageous – Other Online/Off-line tools as useful in sector
Role preferences:	<ul style="list-style-type: none"> ● Preference to be given to the local candidates as a resident of specific cities and/or nearby/ around the city area / willing to relocate.

	<ul style="list-style-type: none"> • Candidate to have proficiencies in Local Language (Must), Gujarati / Hindi, and English languages. • Availability of own 2-wheel vehicle, personal laptop/pc with internet accessibility in-case needed occasionally (travel milage as per company policy + work from home occasionally as required) • Willingness to outstation travelling as if required in due course of time (to be reimbursed by company) • Must not have any chronic disease / medical condition
Emoluments:	<ul style="list-style-type: none"> • CTC - 2.15 Lacs and above • Emoluments depending on merit and experience • Occasional travelling and daily allowance as per company policy as on actual.
Mode of application:	Apply on company website with necessary credentials: https://facilemaven.com/careers/
Contact Info:	Communicate in case a query (not to apply for job) hr@facilemaven.com Website: www.facilemaven.com