

Real Estate Regulatory Authority, Punjab
(Qualification and Experience for Various Posts)

Sr. No	Name of the Designation	Minimum Qualification	Experience
1	Manager (Admn)	a. Graduation in any discipline from a recognized university.	a. At least 10 yrs experience in a managerial capacity in Administration or related fields.
		b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.	b. Should have good written and verbal communication skills. c. Working knowledge of Computers is essential OR For Deputation : Should have held/holding a post equivalent to Deputy Secretary of the State Government or above from Government Departments or Government undertakings or Public Sector undertakings or Public utilities or Autonomous bodies under the State Government having experience in General Administration.
2	Manager (F & A)	a. M.Com. or MBA (Finance).	a. At least 10 years experience in Government or in Semi-Government undertakings or in reputed Commercial establishments or Financial Institutions.
		b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.	b. Should have good written and verbal communication skills. c. A good knowledge of Financial Softwares is essential.
Note: For Government/Semi-Government employees 10 years experience after clearing SAS is essential regardless of qualifications as at (a) above.			
3	Manager (PR)	a. Graduate in any manner from a recognized institute/College/University.	a. Should have worked at a level of Deputy Director (PR) or above in a State Government Department or Government Undertaking for a period of at least 15 years.
		b. Diploma/Degree in Public Relations & Advertising/ Mass Communication from a recognized Institute/ College/ University.	b. Should have attained experience /expertise in preparation of advertisements including concept conceivment, copy writing , script writing, liason with print & electronic media, drafting & releasing of press notes.
		c. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.	c. Familiarity with the role of Indian Newspaper Society (INS), Audit Bureau of Circulation(ABC) , Directorate of Advt. Visual Publicity (DAVP), Radio Audio measurement (RAM) and Indian Readership Survey (IRS) in print & electronic media. d. Being conversant with Urban Development Laws would be an advantage.
4	Assistant Manger (Legal)	a. Professional Degree in Law from a recognized university.	a. At least 5 years experience of legal practice or working in the Legal Wing in Government or in Semi Government organisations or in a law firm.
		b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.	b. Should have good written and verbal communication skills. c. Working knowledge of Computer is essential.
5	Executive (General)	a. Graduation in any discipline from a recognized university.	a. At least 3 years experience of working in a Government or in Semi-Government or private/Commercial establishments.
		b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.	b. Working knowledge of Computers is essential.
6	Executive (F & A)	a. Graduation in Commerce from a recognized university.	a. At least 3 years experience in accounts related matters in Government or in Semi-Government/ Reputed Commercial establishments or in financial institutions.
		b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.	b. Should have good written and verbal communication skills. c. A good knowledge of Financial Softwares is essential.

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7	System Analyst	a. Regular Degree in Engineering in Computer Science/Computer Engineering/ Information Technology/Electronics & Communication.	a. Post qualification experience of 5 years in field of Information Technology with experience in IT Application Development/ Infrastructure Management/ Network Administration etc.
		Or	b. Experience in e-Governance projects would be an added advantage
		Regular PG Degree in Computer Applications/Computer Science/ Computer	c. Should have good written and verbal Communication skills.
		Engineering/ Information Technology/Electronics & Communication.	
		Or	
		Regular Graduation in any Field with atleast one year diploma in Computer/IT related courses.	
		b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.	
8	Programmer	a. Regular Degree in Engineering in Computer Science/Computer Engineering/ Information Technology/Electronics & Communication.	a. Post qualification experience of 3 years in field of Information Technology with experience in area of Application Development, designing and testing.
		Or	b. Experience of working in development technologies - .Net, SQL, PL SQL would be an added advantage.
		Regular PG Degree in Computer Applications/Computer Science/ Computer Science/ Computer Engineering/ Information Technology/Electronics & Communication	
		Or	
		Regular Graduation in any Field with atleast one year diploma in Computer/IT related courses.	
		b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.	