

## Real Estate Regulatory Authority, Punjab

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### **Educational Qualifications, Experience and other conditions for Recruitment**

**A. Secretary.-** Recruitment to the post of Secretary shall be either -

i. by deputation of a person who has held/holding a post equivalent to Additional 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.

Or

ii. by appointment of a person on contract basis having qualifications & experience as below:-

***Minimum Educational Qualification:***

*a.* Graduation in any discipline from a recognized university.

*b.* Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.

***Experience:***

*a.* At least 20 yrs experience in a senior managerial capacity in Administration or related fields.

*b.* Candidates with experience of working in Government settings will be given preference.

*c.* Should have good written and verbal communication skills.

*d.* Working knowledge of Computers is essential.

**B. Personal Assistant -** Recruitment to the post shall be either:

i. by deputation of employees, from Government Departments or Government undertakings or Public Sector undertakings or Public utilities or Autonomous bodies under the State Government.

Or

- ii. by appointment of a person on contract basis having qualifications & experience as below:-.

***Minimum Educational Qualification:***

- a. Graduation in any discipline from a recognized university.
- b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.

***Experience:***

- a. 3 years experience of working as a Personal Assistant or in a similar capacity in Government or in Semi Government organisations or in a commercial/private establishment of repute.
- b. Should have certificate from existing employer/recognized institution, about proficiency in English Shorthand of 80 words per minute or a speed 40 words of English per minute on Laptop/Computer.
- c. Prior experience of working in Legal Sector would be an added advantage.