



REAL ESTATE REGULATORY AUTHORITY, PUNJAB

1st Floor, Block-B, Plot No. 3, Madhya Marg, Sector-18, Chandigarh– 160018

Website : www.rera.punjab.gov.in E-Mail : helprera@punjab.gov.in Telephone : 0172-5139800

RECRUITMENT NOTICE

The Real Estate Regulatory Authority, Punjab, invites applications for the following posts, from candidates possessing the necessary qualification and experience. The prescribed proforma along with corresponding qualifications, experience and selection criteria etc. may be accessed at www.recruitment-portal.in. Persons working in the Central or State Govt. or their statutory/autonomous bodies, can apply for deputation (for the post of System Analyst) through their controlling Authorities. An advance copy of their application must be sent to the Authority. In case of selection, they will be required to submit an NOC from their current employer, before actually joining the Authority. Other candidates, including retired govt. employees, will be appointed on contract and will be paid a consolidated remuneration.

Sr. No.	Post	No of Positions	Consolidated Remuneration per month
1.	System Analyst	1	Rs. 45,000/-
2.	Executive Assistant	1	Rs. 45,000/-

The applications will be accepted online only by **5 P.M.** on or before **17.11.2019**.

Note:

1. Candidates should not be above the age of 63 years as on the date of this publication.
2. The Authority reserves the right to cancel the entire recruitment process without any notice.

Secretary

Real Estate Regulatory Authority, Punjab

Qualification and Experience

Sr. No	Name of the Designation	Minimum Qualification	Experience
a.	System Analyst	<p>a. Regular Degree in Engineering in Computer Science/Computer Engineering/Information Technology, Electronics & Communication.</p> <p align="center">OR</p> <p>Regular PG Degree in Computer Applications/ Computer Science/ Computer Engineering/ Information Technology/ Electronics & Communication.</p> <p align="center">OR</p> <p>b. Regular Graduation in any Field with at least one year diploma in Computer/IT related courses</p> <p>c. Candidate must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.</p>	<p>a. Post qualification experience of 5 years in field of Information Technology with experience in IT Application Development/Infrastructure Management/ Network Administration, etc.</p> <p>b. Experience in e-Governance projects would be an added advantage.</p> <p>c. Should have good written and verbal Communication Skills.</p> <p>OR For Deputation By deputation of employees from Government Departments or Government undertakings or Public Sector undertakings or Public utilities or Autonomous bodies under the State Government.</p>
b.	Executive Assistant	<p>a. Graduation in any discipline from a recognized university.</p> <p>b. Candidate must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.</p>	<p>a. 7 years experience of working as a Private Secretary or in a similar capacity with top management functionaries in Government or in Semi Government Organizations or in reputed commercial/private establishments.</p> <p>b. Should have certificate from existing employer/recognized institution about proficiency in English Shorthand of 80 words per minute and a speed 40 words of English per minute on Laptop/Computer.</p> <p>c. Experience of working on computers is essential.</p> <p>d. Prior experience of working in Legal Sector would be an added advantage.</p>