

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 post, from candidates possessing the necessary qualification and experience. The application form along with corresponding qualifications, experience and selection criteria etc. may be accessed at <https://rera.punjab.gov.in> under Career Section. Persons working in the Central or State Govt. or their statutory/autonomous bodies, can apply for deputation 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.	Manager(Admn.)	01	Rs. 70,000/-
2.	Manager(Town Planning)	01	Rs. 70,000/-
3.	Reader to Adjudicating Officer	01	Rs. 55,000/-

The completed form along with supporting documents addressed to the Secretary of the Authority may be submitted in person or through courier at Authority's office at the above address, and the scanned copies thereof be sent online to helprera@punjab.gov.in by 05:00 p.m. on or before 05th April, 2021. Both the online application and the hard copy must reach by the above date & time.

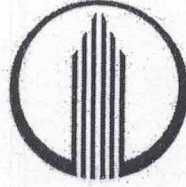
Note:

1. Candidates should not be above the age of 63 years as on the date of this publication.


Secretary

Real Estate Regulatory Authority, Punjab
Qualification and Experience

S.No.	Name of the Designation	Minimum Qualification	Experience
i.	Manager(Admn.)	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.	a) At least 10 yrs experience in a managerial capacity in Administration or related fields. b) Should have good written and verbal communication skills. c) Working knowledge of Computers is essential OR For Deputation By deputation of a person who has 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.
ii	Manager(Town Planning)	a. Post Graduate Degree in the field of City/Urban/Regional Planning. b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.	a) Atleast 5 years experience as Senior Town Planner or atleast 03 years as Chief Town Planner in the Government. b) Should have good written and verbal communication skills c) Working knowledge of computers is essential
iii	Reader to Adjudicating Officer	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.	a) Minimum 7 years working experience of Judicial Courts as Reader or in a similar capacity. b) Should have good written and verbal communication skills, including preparing high impact report using Power Point, Word, Excel. c) A very good knowledge of computers is essential.



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SELECTION CRITERIA

Candidates will be evaluated out of a score of 100 marks, out of which 40 marks will be for educational qualifications, 40 marks for experience and 20 marks for Interview, (to be held for shortlisted candidates only) as per details given below:-

1. Qualification:

- a. Candidates who possess the minimum qualification i.e. graduation degree, shall be given 35 marks. 5 additional marks will be given for higher qualifications of the Masters level or above.
- b. Candidates must have passed Punjabi at Matriculation level or equivalent or above.

***However, the candidates who have not passed Punjabi at Matriculation level at the time of applying should clear the exam before joining, or within a maximum period of 2 months from the date of receipt of appointment letter, whichever is later.**

2. Experience:

All candidates, who possess the minimum experience prescribed for the post, shall be given 30 marks. Additional 5 marks will be given for attaining the required experience in Government, Semi- Government Organizations, Multinational Companies or Public Limited Companies or similar. Out of the balance 5 marks, an additional 1 mark will be given for each 2-year slab, over and above the prescribed minimum experience, in any organization, subject to a maximum of 5 marks.

3. Interview:

- a. Candidates shortlisted on the above criteria will be called for an interview, which shall carry 20 marks.

Note:- The next two candidates in order of merit, below the selected candidate, shall be kept on the waiting list; and will be considered for appointment if the selected candidate is unable to join for whatever reason. The waiting list shall be valid for six months.