

REAL ESTATE REGULATORY AUTHORITY, PUNJAB

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

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RECRUITMENT NOTICE

The Real Estate Regulatory Authority, Punjab, invites applications for the following post, 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 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.

Candidates should have the demonstrated ability to evaluate the proposals against pre-determined criteria; to ensure follow-up and compliance with decisions; and to work in a team environment.



Sr. No.	Post	No. of Positions	Consolidated Remuneration per month	Online Application Fees per application
1.	Manager (F&A)	01	Rs. 70,000/-	Rs. 300/-
2.	Reader To Adjudicating Officer * (*On contractual basis Only)	01	Rs 55,000/-	Rs. 300/-

The applications will be accepted online only by 5 P.M. on or before 12-01-2024.

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.

Note: Candidates who had already applied for the post of Reader to Adjudicating Officer against the recruitment notice dated 10.10.2023 need not apply fresh.


Secretary


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 40 marks.
- 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 only be issued Admit Cards for an interview, which shall carry 20 marks. No e-mail will be sent to candidates who are not shortlisted for the interview. Candidates are advised to check their e-mails on regular basis. List of shortlisted candidates shall be displayed on the recruitment portal (www.recruitment-portal.in).

Real Estate Regulatory Authority, Punjab
Qualification and Experience

S.No.	Name of the Designation	Minimum Qualification	Experience
i.	Manager(F&A)	a. M.Com or MBA (Finance) or CA.	a) At least 10 yrs experience in Government/Semi Government undertakings or in reputed Commercial establishments or Financial Institutions. b) Should have good written and verbal communication skills. c) A good knowledge of Financial Softwares is essential.
		b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above. Note: For Government/Semi Government employees 10 years experience after clearing SAS is essential regardless of qualification as at (a) above.	
			<u>OR For Deputation:</u> By deputation of employees from Government Departments or Government undertakings or Public Sector undertakings or Public utilities or Autonomous bodies under the State Government.
ii	Reader to Adjudicating Officer	a. Graduation in any discipline from a recognized University.	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.
		c. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.	