



## REAL ESTATE REGULATORY AUTHORITY, PUNJAB

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

Website :[www.rera.punjab.gov.in](http://www.rera.punjab.gov.in) E-Mail :[helprera@punjab.gov.in](mailto: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 prescribed proforma along with corresponding qualifications, experience and selection criteria etc. may be accessed at [www.recruitment-portal.in](http://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.

Sr. No.	Post	No of Positions	Category		Consolidated Remuneration per month	Application Fees Per Application
			Unreserved	Reserved for SC		
1.	Secretary	1	1	0	Rs 1,10,000/-	Rs. 300/-
2.	Private Secretary	2	1	1	Rs 55,000/-	Rs. 300/-

The applications will be accepted online only by **5 P.M.** on or before 05.03.2025.

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.
3. Applicants who have applied for the post of Private Secretary against the advertisement notice published on 10.10.2024 need not apply afresh.

**Secretary**

## Real Estate Regulatory Authority, Punjab

### Qualification and Experience

Sr. No	Name of the Designation	Minimum Qualification	Experience
1.	<b>Secretary</b>	<p>a. Graduation in any discipline from a recognized university.</p> <p>b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent.</p>	<p>a. At least 20 years experience in a senior managerial capacity in Administration or related fields.</p> <p>b. Candidates with experience of working in Government Department/Undertakings will be given preference.</p> <p>c. Should have good written and verbal communication skills.</p> <p>d. Working knowledge of Computers is essential.</p> <p><b><u>OR For Deputation</u></b> 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.</p>
2	<b>Private Secretary</b>	<p>a. Graduation in any discipline from a recognized university.</p> <p>b. Candidates 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 Organisations or in reputed commercial/private establishments.</p> <p>b. Should have good written and verbal communication skills, including preparing high impact reports using Power Point, Word and Excel.</p> <p>c. A very good knowledge of Computers is essential.</p> <p><b><u>OR For Deputation</u></b> 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>



## **REAL ESTATE REGULATORY AUTHORITY, PUNJAB**

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### **Recruitment Notice for the post of Secretary, Real Estate Regulatory Authority, Punjab**

Real Estate Regulatory Authority, Punjab invites applications from eligible interested candidates below the age of 63 years, having desired experience for contractual/on deputation appointment to the post of Secretary in the Authority with the following terms & conditions:

**I. On Deputation:-**

A person who has held/holding a post equivalent to Additional Secretary of the State Government or above from the 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. On Contract Basis:-**

Minimum Qualification	Experience
<p>a. Graduation in any discipline from a recognized university.</p> <p>b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.</p>	<p>a. At least 20 years experience in a senior managerial capacity in Administration or related fields.</p> <p>b. Candidates with experience of working in Government settings will be given preference.</p> <p>c. Should have good written and verbal communication skills.</p> <p>d. Working knowledge of Computers is essential.</p>

1. Applicant should not have crossed the age of 63 years on the date of advertisement.
2. He would be paid a lumpsum remuneration of Rs 1.10 Lakhs per month, and no additional allowances would be paid.
3. He shall be governed by Pb. RERA (Recruitment & Conditions of Service of Employees), Regulations, 2017.
4. The application Fee of Rs 300/- is to be paid online while submitting the application.
5. The appointment on contract shall be initially for a period of one year but extendable with the approval of the Authority up to the age of 65 years, whereas the period of deputation may be extended by mutual consent between the Authority, the individual concerned Government department/undertaking/utility/body and as per relevant provisions of the Punjab Civil Services Rules, as amended from time to time or such other rules or regulations, governing the same.

The applicants are requested to send their applications online in the prescribed proforma which may be accessed at [www.recruitment-portal.in](http://www.recruitment-portal.in), alongwith supporting educational, experience, caste certificates (if any) and

service record. 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 a NOC from their current employer, before actually joining the Authority.

**The applicant should file details of any disciplinary proceedings, vigilance inquiry or criminal proceedings in any court, if any, pending against him/her. He/She should also file the details of experience in senior Management capacity in Administration or related fields in the said format.**

The applications will be accepted online only by 5 P.M. on or before 05.03.2025

**Note:**

- 1. The Authority reserves the right to cancel the entire recruitment process without any notice.**
- 2. The incomplete application forms shall be rejected.**

**Sd/-  
Chairman  
Real Estate Regulatory Authority, Punjab**

## 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](http://www.recruitment-portal.in)).

## SELECTION PROCEDURE FOR SECRETARY

Selection to the post of Secretary will depend on an-allround assessment of the candidate based on factors such as quality and relevance of previous experience, overall career profile and performance in interview.

## 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:-

### 4. **Qualification:**

- c. 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.
- d. 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.**

### 5. **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.

### 6. **Interview:**

- b. 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](http://www.recruitment-portal.in)).