



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 application form along with corresponding qualifications, experience and selection criteria etc. may be accessed at the website <https://rera.punjab.gov.in> under the tab of 'Careers'. 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, as under:-

Sr. No.	Post	No. of Positions	Consolidated Remuneration per month
1.	Secretary	01	Rs. 1,10,000/-
2.	Assistant Manager(legal)	01	Rs. 55,000/-

The completed application in the prescribed form with supporting documents addressed to the Chairperson of the Authority may be submitted by hand or by post/courier at the Authority's office at the above address, and scanned copies thereof be sent online to helprera@punjab.gov.in by 05:00 p.m. on or before 28.05.2021. Both the application and its scanned copy must reach by the above date & time. No claim whatsoever will be entertained on account of postal delays, and applications received after the deadline mentioned above shall be summarily rejected.

Note:

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

Chairperson

Sr. No	Name of the Designation	Minimum Qualification	Experience
1.	Secretary	a. Graduation in any discipline from a recognized university. b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent. However, the candidates who have not passed Punjabi at the Matriculation level at the time of applying should clear the exam before joining, or at the first exam held by the Department of Languages/Punjab School Education Board, after joining, whichever is later.	a. At least 20 years experience in a senior managerial capacity in Administration or related fields. b. Candidates with experience of working in Government Department/Undertakings will be given preference. c. Should have good written and verbal communication skills. d. Working knowledge of Computers is essential. OR For Deputation 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.
2.	Assistant Manager(Legal)	a. Professional Degree in Law from a recognized university. b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent. However, the candidates who have not passed Punjabi at the Matriculation level at the time of applying should clear the exam before joining, or at the first exam held by the Department of Languages/Punjab School Education Board, after joining, whichever is later.	a. At least 5 years experience of legal practice or working in the Legal Wing in Government or in Semi Government organisations or in a law firm. b. Should have good written and verbal communication skills. c. Working knowledge of Computer is essential. 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.



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1. Selection Procedure for the post of Secretary

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

2. Selection Procedure For the Post of Assistant Manager(Legal)

Selection to this post will be done after an interview of the eligible short-listed candidates. Such short-listing will be done on the basis of candidate's relevant experience and academic achievements.