



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.

Sr. No.	Post	No of Positions	Category		Consolidated Remuneration per month
			Unreserved	Reserved for SC	
1.	Executive(Legal)	1	0	1	Rs. 45,000/-
2.	Executive (General)	1	0	1	Rs 45,000/-
3.	Private Secretary	2	1	1	Rs 55,000/-

The applications will be accepted online only by 5 P.M. on or before 28.02.2024.

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.


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:-

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).

Real Estate Regulatory Authority, Punjab

Qualification and Experience

Name of the Designation	Minimum Qualification	Experience
Executive (Legal)	a. Professional Degree in Law from a recognized university.	a. At least 03 yrs experience of legal practice or working in the Legal Wing in Government or Semi-Government Organization or in law firm. b. Should have written and verbal communication skills. c. Working knowledge of Computers is essential.
	b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.	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.
Executive (General)	a. Graduation in any discipline from a recognized university.	a. At least 03 yrs experience of working in Government or Semi-Government Organization or Private/Commercial establishments. b. Working knowledge of Computers is essential.
	b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.	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.
Private Secretary	a. Graduation in any discipline from a recognized university.	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. b. Should have good written and verbal communication skills, including preparing high impact reports using Power Point, Word and Excel. c. A very good knowledge of Computers is essential.
	b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.	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.