



HARYANA REAL ESTATE REGULATORY AUTHORITY
Mini Secretariat, 2nd Floor, Sector-1, Panchkula.
E-mail: hrrapkl-hry@gov.in, officer.rera.hry@gmail.com
Website: www.haryanarera.gov.in

Haryana Real Estate Regulatory Authority, Panchkula invites applications for the following posts on contractual basis:

- Administrative Officer (Petitions)
- Law Associates
- Accounts Executive

The eligibility criteria and other information/ conditions can be obtained from website: www.haryanarera.gov.in

Last date of submission of applications is 31.12.2023.



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**APPOINTMENT OF ADMINISTRATIVE OFFICER (PETITIONS)
ON CONTRACT BASIS**

HRERA, Panchkula intends to fill up one post of Administrative Officer (Petitions) from retired persons having cumulative experience of 5 years on the post of Joint/ Deputy/ Assistant Registrars or equivalent in Punjab and Haryana High Court/ Sessions Court in the State or in the office of Financial Commissioner (Revenue), Haryana, Government Department of Haryana, on contract basis at a consolidated monthly salary to be determined on the principle of last pay drawn minus pension or Rs.60,000/- P.M. whichever is less. The person should not have ever faced any disciplinary action and his record should be of overall very good or above category. The contractual period shall be initially for a period of one year, which may be extendable on yearly basis up to 5 years or 65 years of age, whichever is earlier, subject to his/ her satisfactory performance. The applicant should not be above 62 years of age. The shortlisted candidates shall be called for personal interaction with the Selection Committee. The eligible applicants may apply to the HRERA, Panchkula along with their brief bio-data and copies of their testimonials to the Authority at the address given above latest by 31.12.2023; applications received after the last date shall not be entertained.

Chairman
HRERA Panchkula



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APPOINTMENT OF LAW ASSOCIATES ON CONTRACT BASIS

HRERA, Panchkula intends to fill up seven posts of Law Associates (General-01, BCA-03, SC-03), on contract basis, at a consolidated monthly remuneration of Rs.40,000/- per month. The contractual period shall be initially for a period of one year, which may be extended by the Authority subject to his/ her satisfactory performance. The applicant must be Law graduate and computer/ IT literate/ must have passed Hindi up to matric standard. Age limit is 18-42 years. Shortlisting shall be made on the basis of the academic record of the applicants. The applicants equal to five times the number of posts would be called for personal interaction with the Selection Committee. A panel of Law Associates of all the categories will be prepared which shall be valid for a period of one year. The candidates on panel so prepared can be considered for appointment against the vacancy caused due to non-joining or resigning of the selected candidates or due to exit of any of existing Law Associate.

The eligible applicants may apply to the HRERA, Panchkula along with their brief bio-data as well as copies of mark sheet of Matric, +2, BA/ B.Sc./ B.Com and LLB exams. The applications in the prescribed proforma complete in all respects should reach the Authority at the address given below latest by 31.12.2023. Applications received after the last date or incomplete applications are liable to be rejected. For detailed information as well as application format may refer to web-portal of the Authority i.e. www.haryanarera.gov.in

Chairman
HRERA, Panchkula

Haryana Real Estate Regulatory Authority, Panchkula
Mini Secretariat, New Office Block, 2nd Floor, Sector-1, Panchkula
APPOINTMENT OF LAW ASSOCIATES ON CONTRACT BASIS

Post Information :

Name of the Post:	Law Associate
Department :	HRERA Panchkula
Total Number of Posts :	07 (Seven) (Gen-01, BCA-03 and SC-03)
Monthly Salary :	Rs. 40,000/- (consolidated)
Last date of receipt of applications :	31.12.2023
Working Skills :	Computer/ IT literate (MS Office and Excel, etc.)

Essential Qualification :

Candidate must be law Graduate i.e. BA, B.Sc., B.Com. LLB, must have passed Hindi up to matric standard.

Age: 18-42 years.

Relaxation in age is permissible to the reserved category candidates as per Government instructions issued from time to time.

Selection Criteria

- i. Selection will be made on the recommendations of the Selection Committee.
- ii. Shortlisting shall be made on the basis of academic record of the applicants.
- iii. The applicants equal to five times the number of posts in each category would be called for personal interaction with the Selection Committee.
- iv. There would be a waiting list of the equivalent no. of posts for a period of one year. The candidates on waiting list can be considered for appointment against the vacancy caused due to non-joining or resigning of the selected candidates or due to exit of any of existing Law Associate

Detailed procedure/instructions for applying as follows:

- The applicants are required to furnish application in prescribed format along with his/ her latest passport size photograph.
- Candidates are required to submit self-attested photo copies of the Mark Sheet of Matriculation, +2, BA/ B.Sc./ B.Com and LLB examinations.
- The candidates applying for the reserved category post shall submit a photocopy of his/ her caste certificate.
- The candidates appearing for interview must bring their original identity proof, academic, professional, caste certificate and any other relevant documents.
- This post is on contract basis is for a period of one year which may be extended by the Authority subject to his/ her satisfactory performance.
- No TA/DA will be paid for attending the Interview.
- Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in prescribed proforma, are liable to be rejected and no correspondence shall be entertained in this regard.

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APPLICATION FORM FOR THE POST OF LAW ASSOCIATE

(CATEGORY- _____)

Latest
Photograph

Name	
Fathers Name	
Date of Birth	
Gender	
Marital Status	
Mailing Address	
Permanent Address	
Mobile No.	
E-mail	
Computer/ IT Knowledge details	

EDUCATION INFORMATION

Qualification	Institute/ University	Year of Passing	Total Marks	Marks Obtained	Percentage of marks
Matric					
+2					
BA/ B.Sc./ B.Com.					
LLB – 3 years					
LLB – 5 years					

(Signature)

Place:

Date:

Note: Marks obtained in optional subjects shall not be considered for calculating percentage of marks.



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**APPOINTMENT OF ACCOUNTS EXECUTIVE
ON CONTRACT BASIS**

HRERA, Panchkula intends to fill up one post of Accounts Executive from retired persons of State Govt. of Haryana or its Public Sector Undertakings on contract basis at a consolidated monthly salary of Rs.35,000/- P.M. The person must have experience of five years on the post of Section Officer/Accounts Officer in the State Government/ PSUs; should not have ever faced any disciplinary action and his record should be of overall very good or above category. The contractual period shall be initially for a period of one year, which may be extendable on yearly basis up to 5 years or 65 years of age, whichever is earlier, subject to his/ her satisfactory performance. The applicant should not be above 62 years of age. The shortlisted candidates shall be called for personal interaction with the Selection Committee.

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