



**HARYANA REAL ESTATE REGULATORY AUTHORITY, PANCHKULA**  
**New Mini Secretariat, New Office Block,**  
**2nd & 3rd Floor, Sector-1, Panchkula**  
**E-mail: [officer.rera.hry@gmail.com](mailto:officer.rera.hry@gmail.com); [hrrapkl-hry@gov.in](mailto:hrrapkl-hry@gov.in), Website: [www.haryanarera.gov.in](http://www.haryanarera.gov.in)**

**RECRUITMENT NOTICE**

The Haryana Real Estate Regulatory Authority (HRERA), Panchkula, invites applications for recruitment on the following posts on deputation/contract basis/ re-employment of retired persons with the terms and conditions mentioned below:-

Sr. No.	Name of the post	No. of posts	Qualification & Eligibility conditions	Mode of recruitment and salary	Age limit
1.	Senior Town Planner	01	Experience of working satisfactorily on the post of Senior Town Planner in the State Government/its PSUs for a period of at least 2 years.	By way of deputation in his own pay scale as per Govt. Rules or By way of Re-employment of a retired person on contract basis on the principle of last pay drawn minus uncommuted pension as per Govt. Rules.	Upto 62 years
2.	Joint Controller (Budget & Accounts)	01	Experience of working satisfactorily on the post of Chief Accounts officer/ equivalent post in the State Government or its PSUs for a period of at least 2 years.	By way of Re-employment of a retired person on contract basis on the principle of last pay drawn minus uncommuted pension as per Govt. Rules.	
3.	Administrative Officer (Admn.)	01	Experience of working satisfactorily on the post of Under Secretary dealing with administrative matters in the State Government/ its PSUs for a period of at least 4 years.		
4.	Private Secretary	01	Experience of working satisfactorily on the post of Private Secretary in the State Government/ its PSUs for a period of at least 4 years. The applicant must have shorthand/ typing speed of 100/40 WPM respectively.		
5.	Personal Assistant	01	Experience of working satisfactorily on the post of Personal Assistant in the State Government/ its PSUs for a period of at least 4 years. The applicant must have shorthand/ typing speed of 100/40 WPM respectively.		
6.	Judgement Writer	04	Experience of working satisfactorily on the post of Judgement Writer in the High Court/ District Courts/ Tribunal for a period of atleast 5 years. The applicant must have shorthand/ typing speed of 100/40 WPM respectively.		
7.	Law Associates	6 (Six) Gen-04 SC -01 BCB-01	Law Graduate	On contract at a consolidated monthly salary of Rs.40,000/-.	From 18 to 42 years.

**Terms and conditions:**

1. The applicant must have passed Hindi upto Matric level.
2. The applicant should be computer savvy for all the above posts.
3. The contractual period shall be initially for a period of one year, which may be extended subject to his/ her satisfactory performance.
4. The State Government is in the process of approval of the Regulations of the Authority relating to recruitment and conditions of service of its employees. All recruitments in the Authority shall be governed by the Regulations of the Authority as and when approved by the State Government.
5. The applicants who are desirous of coming on deputation from the State Government or its Public Sector Undertakings should get their applications forwarded from their Appointing Authority alongwith summary of their ACR for the last seven years.
6. For the post of Law Associates ( at Sr.No.7), shortlisting shall be done on the basis of academic record of applicants and the criteria adopted for working out the merit list (details available on the web portal). The applicants equal to five times the number of posts, would be called for personal interview by the Selection Committee. A panel of selected 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 the existing Law Associate.
7. The eligible applicants may apply to the Executive Director, Haryana Real Estate Regulatory Authority, Panchkula latest by **27.06.2025 upto 5.00 P.M.** at the address of the Authority along with their brief bio-data and copies of their self-attested testimonials. Incomplete applications and applications received after due date are liable to be rejected.
8. For detailed information as well as application format, the applicant may refer to web-portal of the Authority i.e. [www.haryanarera.gov.in](http://www.haryanarera.gov.in)

**Executive Director**  
**For Chairman, HRERA, Panchkula**

# Haryana Real Estate Regulatory Authority, Panchkula

## APPOINTMENT OF SENIOR TOWN PLANNER

### Post Information:

Name of the Post:	Senior Town Planner
Department/ Authority:	Haryana Real Estate Regulatory Authority, Panchkula
Total Number of Posts:	01
Monthly Salary:	By way of deputation in his own pay scale or through re-employment on the principle of last pay drawn minus uncommuted pension as per Govt. rules.
Last date of receipt of application:	27.06.2025
Working Skills:	Computer/ IT literate (MS Office/ Excel etc.
Age Limit:	62 years

### Requirement:

On deputation or by way of re-employing retired persons on contract basis having experience of working satisfactorily on the post of Senior Town Planner in the State Government/ its PSUs for a period of at least 2 years.

### Detailed procedure/ instructions for applying as follows:

- The applicants are required to furnish application in prescribed format alongwith his/ her latest passport size photograph.
- Candidates are required to submit self- attested photo copies of the Mark Sheet of Matriculation, Graduation and Post Graduation.
- The candidates appearing for interview must bring their Identity Proof, original academic, professional and any other relevant documents.
- The post on contract basis will be initially 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.

**APPLICATION FOR THE POST OF SENIOR TOWN PLANNER.**

**PHOTO**

Name	
Father’s/ Husband’s Name	
Date of Birth	
Gender	
Mailing Address	
Permanent Address	
Mobile No.	
E-mail Id.	
Computer/ IT knowledge details	

**EDUCATIONAL INFORMATION**

Qualification	Institute/ University	Year of Passing	Total Marks	Marks Obtained	Percentage of marks
Matric					
Graduate					
Post Graduation					

Details of the post held at the time of retirement/ brief experience details:

Place:

Date:

(Signature)

# Haryana Real Estate Regulatory Authority, Panchkula

## APPOINTMENT OF JOINT CONTROLLER (BUDGET & ACCOUNTS)

### Post Information:

Name of the Post:	Joint Controller (Budget & Accounts)
Department/ Authority:	Haryana Real Estate Regulatory Authority, Panchkula
Total Number of Posts:	01
Monthly Salary:	By way of re-employment of retired persons on the principle of last pay drawn minus uncommuted pension as per Govt. rules.
Last date of receipt of application:	27.06.2025
Working Skills:	Computer/ IT literate (MS Office/ Excel etc.
Age limit:	62 years

### Requirement:

By way of re-employment of retired persons on contract basis having experience of working satisfactorily on the post of Chief Accounts officer in the State Government or its PSUs for a period of at least 2 years.

### Detailed procedure/ instructions for applying as follows:

- The applicants are required to furnish application in prescribed format alongwith his/ her latest passport size photograph.
- Candidates are required to submit self- attested photo copies of the Mark Sheet of Matriculation, Graduation and Post Graduation.
- The candidates appearing for interview must bring their Identity Proof, original academic, professional and any other relevant documents.
- The post on contract basis will be initially 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.

APPLICATION FOR THE POST OF JOINT CONTROLLER (BUDGET & ACCOUNTS)

PHOTO

Name	
Father’s/ Husband’s Name	
Date of Birth	
Gender	
Mailing Address	
Permanent Address	
Mobile No.	
E-mail Id.	
Computer/ IT knowledge details	

EDUCATIONAL INFORMATION

Qualification	Institute/ University	Year of Passing	Total Marks	Marks Obtained	Percentage of marks
Matric					
Graduate					
Post Graduation					

Details of the post held at the time of retirement/ brief experience details:

Place:

Date:

(Signature)

# Haryana Real Estate Regulatory Authority, Panchkula

## APPOINTMENT OF ADMINISTRATIVE OFFICER (ADMN.)

### Post Information:

Name of the Post:	Administrative Officer (Admn.)
Department/ Authority:	Haryana Real Estate Regulatory Authority, Panchkula
Total Number of Posts:	01
Monthly Salary:	By way of re-employment of retired persons on the principle of last pay drawn minus uncommuted pension as per Govt. rules.
Last date of receipt of application:	27.06.2025
Working Skills:	Computer/ IT literate (MS Office and Excel etc.
Age limit:	62 years

### Requirement:

By way of re-employment of retired persons on contract basis having experience of working satisfactorily on the post of Under Secretary dealing with administrative matters in the State Government/ its PSUs for a period of at least 4 years.

### Detailed procedure/ instructions for applying as follows:

- The applicants are required to furnish application in prescribed format alongwith his/ her latest passport size photograph.
- Candidates are required to submit self- attested photo copies of the Mark Sheet of Matriculation, Graduation and Post Graduation.
- The candidates appearing for interview must bring their Identity Proof, original academic, professional and any other relevant documents.
- This post is on contract basis initially 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.

APPLICATION FOR THE POST OF ADMINISTRATIVE OFFICER (ADMN.).

PHOTO

Name	
Father’s/ Husband’s Name	
Date of Birth	
Gender	
Mailing Address	
Permanent Address	
Mobile No.	
E-mail Id.	
Computer/ IT knowledge details	

EDUCATIONAL INFORMATION

Qualification	Institute/ University	Year of Passing	Total Marks	Marks Obtained	Percentage of marks
Matric					
Graduation					
Post Graduation					

Details of the post held at the time of retirement/ brief experience details:

Place:

Date:

(Signature)



# Haryana Real Estate Regulatory Authority, Panchkula

## APPOINTMENT OF PRIVATE SECRETARY/ PERSONAL ASSISTANT

**Post Information:**

Name of the Post:	Private Secretary/ Personal Assistant
Department/ Authority:	Haryana Real Estate Regulatory Authority, Panchkula
Total Number of Posts:	02 (PS-1 and PA-1)
Monthly Salary:	By way of re-employment of retired persons on the principle of last pay drawn minus uncommuted pension as per Govt. rules.
Last date of receipt of application:	27.06.2025
Working Skills:	Computer/ IT literate (MS Office/ Excel etc.) Shorthand/ typing speed 100/40 wpm
Age limit:	62 years

**Requirement:**

By way of re-employment of retired persons on contract basis having experience of working satisfactorily on the post of Private Secretary/ Personal Assistant in the State Government/ its PSUs for a period of at least 4 years.

The applicant must have shorthand/ typing speed of 100/40 WPM respectively.

**Detailed procedure/ instructions for applying as follows:**

- The applicants are required to furnish application in prescribed format alongwith his/ her latest passport size photograph.
- Candidates are required to submit self- attested photo copies of the Mark Sheet of Matriculation, Graduation/ Post Graduation.
- The candidates appearing for interview must bring their Identity Proof, original academic, professional and any other relevant documents.
- The post on contract basis will be initially 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.

APPLICATION FOR THE POST OF PRIVATE SECRETARY/ PERSONAL ASSISTANT.

PHOTO

Name	
Father’s/ Husband’s Name	
Date of Birth	
Gender	
Mailing Address	
Permanent Address	
Mobile No.	
E-mail Id.	
Computer/ IT knowledge details	
Speed in shorthand & Typing	

EDUCATIONAL INFORMATION

Qualification	Institute/ University	Year of Passing	Total Marks	Marks Obtained	Percentage of marks
Matric					
Graduation					
Post Graduation					

Details of the post held at the time of retirement/ brief experience details:

Place:

Date:

(Signature)

# Haryana Real Estate Regulatory Authority, Panchkula

## APPOINTMENT OF JUDGEMENT WRITER

### Post Information:

Name of the Post:	Judgement Writer
Department/ Authority:	Haryana Real Estate Regulatory Authority, Panchkula
Total Number of Posts:	04
Monthly Salary:	By way of re-employment of retired persons on the principle of last pay drawn minus uncommuted pension as per Govt. rules.
Last date of receipt of application:	27.06.2025
Working Skills:	Computer/ IT literate (MS Office and Excel etc.)
Age limit:	62 years

### Requirement:

By way of re-employment of retired persons on contract basis having experience of working satisfactorily on the post of Judgement Writer in the High Court/District Courts/ Tribunal for a period of atleast 5 years.

The applicant must have shorthand/ typing speed of 100/40 WPM respectively.

### Detailed procedure/ instructions for applying as follows:

- The applicants are required to furnish application in prescribed format alongwith his/ her latest passport size photograph.
- Candidates are required to submit self- attested photo copies of the Mark Sheet of Matriculation, Graduation and Post Graduation.
- The candidates appearing for interview must bring their Identity Proof, original academic, professional and any other relevant documents.
- This post is on contract basis initially 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.

APPLICATION FOR THE POST OF JUDGEMENT WRITER.

PHOTO

Name	
Father’s/ Husband’s Name	
Date of Birth	
Gender	
Mailing Address	
Permanent Address	
Mobile No.	
E-mail Id.	
Computer/ IT knowledge details	
Shorthand & Typing Speed	

EDUCATIONAL INFORMATION

Qualification	Institute/ University	Year of Passing	Total Marks	Marks Obtained	Percentage of marks
Matric					
Graduate					
Post Graduation					

Details of the post held at the time of retirement/ brief experience details:

Place:

Date:

(Signature)

# Haryana Real Estate Regulatory Authority, Panchkula

## APPOINTMENT OF LAW ASSOCIATES

### Post Information:

Name of the Post:	Law Associate
Department/ Authority:	Haryana Real Estate Regulatory Authority, Panchkula
Total Number of Posts:	06 (Gen.-4, SC-1 and BCB-1)
Monthly Salary:	Rs. 40,000/- (consolidated)
Last date of receipt of application:	27.06.2025
Working Skills:	Computer/ IT literate (MS Office and Excel etc.)
Age:	18-42 years

### Essential Qualification:

Candidate must be Law Graduate i.e. BA, BSc., B.Com., LLB

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

- Selection will be made on the recommendations of the Selection Committee.
- The applicants equal to five times the number of posts in each category would be called for personal interaction with the Selection Committee.
- 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.
- Shortlisting shall be made on the basis of academic record of the applicants and the criteria adopted for working out the merit list as under:-

### Criteria for shortlisting of candidates

The criteria to be adopted for working out the merit of the candidates on the basis of academic record is as under :-

Sr.No.	Exam Passed	Weightage/ Points Allocated	Remarks
1.	Matric	20 pts.	<ul style="list-style-type: none"><li>Up to 49 marks = 0 pts.</li><li>50-89= 40 marks</li><li>0.5 pt. for every mark beyond 49</li></ul>
2.	+2	20 pts.	<ul style="list-style-type: none"><li>Up to 49 marks = 0 pts.</li><li>50-89= 40 marks</li><li>0.5 pt. for every mark beyond 49</li></ul>
3.	BA/BSc	20 pts	<ul style="list-style-type: none"><li>Up to 44 marks = 0 pts.</li><li>45-80= 36 marks</li><li>0.555 pt. for every mark beyond 44</li></ul>
4.	LL.B (3 years)	40 pts	<ul style="list-style-type: none"><li>Up to 44 marks = 0 pts.</li><li>45-84= 40 marks</li><li>1 pt. for every mark beyond 44</li></ul>
5.	LL.B (5 years)	60 pts.	<ul style="list-style-type: none"><li>Up to 44 marks = 0 pts.</li><li>45-84= 40 marks</li><li>1.5 pt. for every mark beyond 44</li></ul>
	Total	100 pts.	<ul style="list-style-type: none"><li></li></ul>

3. While scrutinizing the applications of LLB-3 years/ 5 year courses, it was observed that some of the Universities have awarded CGPA score. The multiplier factors for converting these scores ranges from 9 to 10, meaning thereby that in case the CGPA score of an applicant is 8.5 taking into

consideration as 10 multiplier factor, his score shall be as 85%. While the universities like Panjab University, Kurukshetra University, MDU, Rohtak which are Semi-Government Institutions are awarding marks instead of CGPA, Universities like Punjabi University, Patiala, MMU, Mulana etc. are awarding CGPA in some cases and actual marks in other cases. The private universities like Lovely Professional University, Jalandhar, Symbiosis University, Noida, Bhagat Phool Singh University, Maharaj Agarsain University, University of Petroleum etc. are awarding CGPA score. Since, the conversion factor (9, 9.5 & 10) adopted by these universities seems to be on higher side, the applicants of the other universities like Panjab University, Kurukshetra University, MDU, Rohtak etc. are at disadvantageous position.

4. In order to have fair assessment, it is considered appropriate to moderate the marks of the applicants under CGPA score in LLB – 3 years/ 5 years by discounting their score with a common multiple factor separately, the detailed formula is as under:-

**Formula for moderating the CGPA score**

Marks obtained by converting CGPA score of the applicant shall be discounted by a common factor, this common factor shall be separately calculated for CGPA score obtained in LLB-3 years course and LLB-5 years course.

Common factor shall be calculated as under:-

- A. Average %age marks obtained by the applicants as per CGPA score (Total %age shall be divided by the number of candidates awarded with marks other than CGPA category).
- B. Average %age marks obtained by the applicants as per marksheet in case of other applicants (Total %age shall be divided by the number of candidates awarded with marks other than CGPA category).
- C. Discounting factor = 
$$\frac{[A - B] \times 100}{A}$$

5. After moderating the CGPA score and on the basis of the criteria as mentioned in Para-2, a computer generated merit list will be prepared for each category.

**Detailed procedure/ instructions for applying as follows:**

- The applicants are required to furnish application in prescribed format alongwith his/ her latest passport size photograph.
- Candidates are required to submit self- attested photo copies of the Mark Sheet of Matriculation, LLB examination.
- The candidates applying for the reserved category post shall submit a self attested photocopy of his/ her caste certificate.
- The candidates appearing for interview must bring their Identity Proof, original academic, professional and any other relevant documents.
- Marks obtained in optional subjects shall not be considered for calculating percentage of marks
- This post is on contract basis initially 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.

APPLICATION FOR THE POST OF LAW ASSOCIATE

PHOTO

(CATEGORY: \_\_\_\_\_)

Name	
Father’s/ Husband’s Name	
Date of Birth	
Gender	
Marital Status	
Mailing Address	
Permanent Address	
Mobile No.	
E-mail Id.	
Computer/ IT knowledge details	

EDUCATIONAL INFORMATION

Qualification	Institute/ University	Year of Passing	Total Marks	Marks Obtained	Percentage of marks
Matric					
+2					
Graduation					
LLB-3 years					
LLB-5 years					

Details of the post held and brief experience details:

Place:

Date:

(Signature)