

**Real Estate Regulatory Authority, Punjab
(Qualification and Experience for Various Posts)**

Sr. No	Name of the Designation	Minimum Qualification	Experience
1.	Manager (legal)	a. Professional Degree in Law from a recognized university.	a. At least 10 yrs experience of legal practice or working in the Legal Wing in Government or Semi-Government Organization or in law firm
		b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.	b. Should have good written and verbal communication skills. c. Working knowledge of Computers 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.
2.	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. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.	b. Should have good written and verbal communication skills. c. Working knowledge of Computers 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.
3.	Executive (F & A)	a. Graduation in Commerce from a recognized university.	a. At least 3 years experience in accounts related matters in Government or in Semi-Government/ Reputed Commercial establishments or in financial institutions.
		b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.	b. Should have good written and verbal communication skills. c. A good knowledge of Financial Software's 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.
4.	Personal Assistant	a. Graduation in any discipline from a recognized university.	a. At least 3 years experience of working as a Personal Assistant or in a similar capacity in Government or Semi-Government Organization or in a Commercial/Private establishment of repute.
		b. Candidates must possess a certificate of having passed Punjabi at Matriculation level or equivalent or above.	b. Should have certificate from existing employer/recognized institution, about proficiency in English Shorthand of 80 words per minute or a speed 40 words of English per minute on Laptop/Computer . c. Prior experience of working in the legal sector would be an added advantage. 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.