



**Gujarat Infrastructure Development Board**

**'Terms of Reference' for various posts at TPO units for  
Various 'Special Investment Regional Development Authority',**

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**General Conditions:**

- a) This appointment is **temporary on purely contractual basis for a fixed period** and at the end of which the same shall stand terminated unless extended.
  - b) This post is based at the 'Town Planning Office' (**on site**) of the various Special Investment Regions.
  - c) Terms of services would be as per the **contract**.
  - d) The age limit may be relaxed in case of candidate already in service of State Government/PSUs (Permanent/Contractual/Outsource) or retired Government officer.
  - e) Remuneration will commensurate with qualification and experience.
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## **1. Town Planning Officer (TPO)**

**(i) Qualification and Experience:**

- The candidate shall have Bachelor's Degree in Architecture or in Civil Engineering from a recognized university and should have Master's Degree in Planning recognized by ITPI or any other equivalent qualification of a recognized University.  
Or  
The candidate shall have Bachelor's Degree in Planning and Master's Degree in Planning recognized by ITPI.
- The Candidate shall possess basic knowledge of the computer application and should be conversant with AutoCAD.
- The Candidate shall be having at least 7 years of Post qualification experience of Town Planning and Urban Development sector on a responsible post.
- The Candidate shall not be more than 45 years of age.

**(ii) Work responsibility:**

- The duties and functions specified in Section-51 and 52 of the Gujarat Town planning and Urban Development Act, 1976 shall be performed for finalizing Town Planning Schemes of Special investment Region.
- To give an opinion to the Regional Development Authority regarding permission for development activities as per development control regulations and proposals of town planning scheme in the area under the jurisdiction of the office.

- To provide guidance and necessary assistance to the Regional Development Authorities for the implementation of the sanctioned Town Planning Schemes.
- To prepare the Law Officers in the legal matters related to office or town planning schemes and to work with the Public Prosecutor for defending the case.
- As the head of the office, observe and direct the work of the office staff and distribute the work properly.

## **2. Junior Town Planner (JTP)**

### **(i) Qualification and Experience:**

- The candidate shall have Bachelor's Degree in Architecture or in Civil Engineering and should have Master's degree in Planning recognized by ITPI or other equivalent qualification of any recognized University;
- The candidate shall be having at least 2 years of post-qualification experience of Town Planning and Urban Development sector.
- The Candidate shall possess basic knowledge of computer application and should be conversant with Auto-Cad.
- The Candidate shall not be more than 35 Years of Age.

### **(ii) Work responsibility:**

- To carry out such tasks as assigned by the Town Planning Officer from time to time for finalization of Town Planning Scheme of the Special Investment Region.
- To prepare action plan for Finalizing Town Planning Scheme under guidance of Town Planning Officer.
- Comprehensive Scrutiny of the work submitted by the office staff and to present it to the Town Planning officer for decision.
- To get timely assigned work status report by distributing the work to the other office staff.
- To obtain necessary information from other offices and by site inspection.
- To prepare proposal of tentative reconstitution Town Planning Scheme, necessary annexures, map and scrutiny of existing condition and situation within Town Planning scheme area by site inspection.
- To prepare map and necessary information at the time of hearing process which is done by Town Planning Officer.

## **3. Planning Assistant**

### **(i) Qualification and Experience:**

- The candidate shall have Bachelor's Degree in Architecture or in Civil Engineering or should have Bachelor's Degree in Planning recognized by ITPI or other equivalent qualification of any recognized University.
- The candidate shall be having at least 2 years of Post qualification experience of Town Planning and Urban Development sector.

- The Candidate shall possess basic knowledge of computer application and should be conversant with Auto-Cad.
- The Candidate shall not be more than 30 years of age.

**(ii) Work responsibility:**

- To carry out such tasks as assigned by the Town Planning Officer or Junior Town Planner from time to time for finalization of Town Planning Scheme of the Special Investment Region.
- To Study the correspondence by other offices or by individual and preparing the necessary note and draft letter for further approval and complete the process as per the decision taken.
- To prepare proposal of tentative reconstitution Town Planning Scheme, necessary annexures, map and scrutiny of existing condition and situation within Town Planning scheme area by site inspection.
- To prepare map and necessary information at the time of hearing process which is done by Town Planning Officer.
- To supervise on going work performed by Survey Unit.
- To supervise on going work of demarcation.
- Preparation of notices and arrangements for distribution.

#### **4. AutoCAD Operator**

- **Note: - The recruitment process for AutoCAD Operator is at the moment put on hold due to technical reasons.**