

**DEPARTMENT OF TOWN AND COUNTRY PLANNING, HARYANA**  
**Plot no. 3, Nagar Yojna Bhawan, Sector 18A, Chandigarh.**  
**WEBSITE: <https://tcpharyana.gov.in/>**

Ref. No: **34770**

Chandigarh, dated **17<sup>th</sup> October 2023**

**NOTICE INVITING APPLICATIONS FOR CONTRACTUAL ENGAGEMENT AS  
PLANNING OFFICER**

1. ORGANIZATION	Department of Town & Country Planning, Haryana
2. POSITIONS	Planning Officers on contract: 25 Positions (max.)
3. DUTY STATION	Chandigarh/ District HQs of Haryana
4. TENTATIVE START DATE AND DURATION OF CONTRACT	Start Date: 16th November 2023* Duration: 11 months, Extension based on requirement and performance of candidates.
5. TYPE OF CONTRACT AND REMUNERATION	Purely temporary. No scope for regularisation. Fixed remuneration: Rs. 50,000/- Per month (all inclusive)
6. LAST DATE OF APPLICATION	29 <sup>th</sup> October 2023*
7. PROFORMA FOR CV	Annexure-A
8. E-MAIL ID ON WHICH APPLICATION IS TO BE SENT	<a href="mailto:planningofficer.tcphr@gmail.com">planningofficer.tcphr@gmail.com</a>
9. DATE OF PUBLICATION OF PROVISIONAL RESULT	8 <sup>th</sup> November 2023*
10. VERIFICATION OF DOCUMENTS	9 <sup>th</sup> , 10 <sup>th</sup> & 14 <sup>th</sup> Nov 2023*
11. DATE OF PUBLICATION OF FINAL RESULT INCLUDING WAIT LISTED CANDIDATES LIST	15 <sup>th</sup> Nov 2023*
12. ISSUANCE OF OFFER LETTER, ACCEPTANCE AND CONTRACTUAL ENGAGEMENT	16 <sup>th</sup> Nov 2023* onwards

**NOTE (\*):** *The dates indicated are tentative and subject to change based on procedural requirements. All such changes, if any shall be intimated on the Department Website, [www.tcpharyana.gov.in](http://www.tcpharyana.gov.in) . All candidates are advised to visit the Department website regularly for further updates.*

**13. Background:**

The Department of Town & Country Planning, Haryana is the nodal department to enable regulated urban development in the State of Haryana. The policies of the department aim at encouraging a healthy competition amongst various private developers and public sector entities for integrated planned urban development. The department also renders advisory

services to various Departments / Corporations / Boards such HSVP, Housing Board, HSIIDC, Marketing Board.

Under the Scheme for Special Assistance to States for Capital Investment 2023-24 (Urban Planning Reforms) and in order to enhance its capacity for undertaking various initiatives pertaining to urban reforms as well as to streamline various existing Urban Development related functions, it is proposed to engage 25 Town Planners as Planning Officers.

**14. Nature of Duties and responsibilities to be handled by Planning Officers:**

- Assist with Urban Sector Reforms related activity at the Directorate of Town and Country Planning Haryana, Chandigarh and inter-departmental co-ordination.
- Documentation of various projects, activities, functions etc. relating to the Department, as assigned by the controlling/ reporting officer.
- Undertake or assist in undertaking specific assignment as currently performed by the Department.
- Prepare Standard Operating Procedures (SOP) for various activities and functions performed by the Department.
- Perform other related duties as assigned by the controlling/ reporting officer.

**15. Eligibility Criteria:**

Name of Post	Educational Qualification	GATE Paper	GATE Paper Code	GATE Year
Planning Officer	A post graduate degree in urban and regional planning/ urban planning/ regional planning/ M. Tech. in Planning (Urban, Traffic and Transport, Housing Infrastructure, Environment), or equivalent making the holder eligible for associate membership of the Institute of Town Planners, India.  Or B. Tech degree in planning from a recognized institute/ university	Architecture and Planning	AR	2021 or 2022 or 2023

**16. Information and Guidelines:**

**i. FILING OF APPLICATION**

- a. Only Indian Nationals fulfilling eligibility criteria can apply for the above posts.
- b. Candidates can apply for the posts of Planning Officer on the prescribed proforma (Annexure-A) on the basis of either GATE 2021 or GATE 2022 or GATE 2023 (Architecture & Planning).
- c. In case, candidate has qualified GATE (Architecture & Planning) more than once in eligible years then he/she may apply with GATE scorecard bearing highest score.
- d. All eligibility criteria shall be reckoned as on the last date of submission of application.
- e. Before submitting the application, the candidate must ensure that he/she fulfils all the eligibility criteria as laid down in this notice.

- f. All the documents (such as CV, Photograph, Signature, Certifications, Work Experience Certificate etc.) shall be submitted alongwith application through email only. No documents sent vide post/any other offline medium shall be entertained.
- ii. PROVISIONAL RESULT OF SUCCESSFUL APPLICANTS & DOCUMENT VERIFICATION
  - a. Screening and eligibility for publication of provisional result of successful candidates will be based on the details provided by the candidate.
  - b. Candidates shortlisted on the basis of GATE 2021 or GATE 2022 or GATE 2023 Scores will be published on the Department website and they shall be called directly for document verification which will be held at Directorate of Town & Country Planning, Haryana, Plot No. 3, Sector-18-A, Madhya Marg, Chandigarh.
  - c. Equal weightage will be given to GATE 2021/GATE 2022/GATE 2023 (Architecture & Planning) Scores.
  - d. Application number of the candidates shortlisted including wait listed candidates for Document Verification will be posted on website only.
  - e. Call Letters to the shortlisted candidates (including wait listed candidates) for appearing for document verification will be sent at their registered e-mail IDs also. Candidates will not be allowed to appear for document verification without a copy of the Call Letter.
  - f. During document verification, the candidate will have to produce his/her Original Certificates along with a proof of identity and one set of self-attested photocopies of the Certificates. If the identity of the candidate is in doubt or he/she is not able to produce the requisite documents or there is mismatch of information in the documents, his/her candidature will be rejected. No additional time will be given for producing original documents.
- iii. DECLARATION OF FINAL RESULT
  - a. On finalization of document verification, the final results shall be declared as per merit list prepared on the basis of GATE Score obtained by the candidates who appeared for document verification and were found to be in order.
  - b. Resolution of tie cases:
    - The score obtained in the relevant GATE examination will be taken as the first deciding factor of merit i.e. Candidates having higher scores will be Ranked higher.
    - In case more than one candidate secures equal GATE Score, tie will be resolved by applying the following methods one after another:
      - ❖ Where GATE scores are tied, candidates older in age to be placed higher in the merit list.
      - ❖ Where both GATE score and date of birth are tied, candidates with higher marks in Bachelor's degree in Engineering/Technology to be placed higher in the merit list.
  - c. The offer letter shall be issued to the selected candidates on their Registered email IDs in the order of merit.
  - d. The waiting list shall be valid for six months from the date of its publication, to enable issuance of offer letter against the same in case of withdrawal of candidature or resignation by those higher on the merit list.
- iv. GENERAL CONDITIONS
  - a. The decision of the Director General, Town & Country Planning Department, Haryana about the eligibility, acceptance or rejection of applications, mode of selection to the post etc. shall be final and irrevocable. No correspondence will be entertained in this regard.

- b. No correspondence will be entertained from the candidates found to be ineligible and not called for document verification or for non-selection.
- c. Director General, Town & Country Planning Department, Haryana reserves the right to raise the minimum eligibility standards as well as the right to fill or not to fill all or any of the above given vacancies without assigning any reason whatsoever.
- d. No separate communication will be issued regarding results except to the selected candidates.
- e. Subsequent changes if any, made in the contractual recruitment advertisement shall be communicated through the Town & Country Planning Department, Haryana website only. Hence, the candidates are advised to visit their email account/ Town & Country Planning Department, Haryana website regularly for further updates.
- f. Director General, Town & Country Planning Department, Haryana reserves the right to terminate contract of any of the applicant at any point of time in between the contract period.
- g. Any selected candidate in the contractual service who desires to terminate the contract before the completion of contract period shall submit a notice of resignation one month prior to issuance of relieving order failing which salary of last working month shall be forfeited.
- h. No interim enquiry or correspondence will be entertained.

**17. Disclaimer**

The issuance of this notice does not imply that the Department is bound to select a candidate or to appoint a candidate selected through the competitive process as laid out in this notice, as the case may be and the department reserves the right to reject all or any of the application/ candidates without assigning any reasons whatsoever.

**Sd/-**  
DIRECTOR GENERAL  
TOWN AND COUNTRY PLANNING,  
GOVT. OF HARYANA, CHANDIGARH  
E-MAIL:- tcpharyana7@gmail.com

**CURRICULUM VITAE (CV) PROFORMA**  
**CONTRACTUAL ENGAGEMENT AS PLANNING OFFICER**

CV should be submitted summarizing the personal details and certification as below:

<b>1. NAME &amp; Contact details</b>	:	Name: Address: E-mail id: Mobile no.:		
<b>2. DATE OF BIRTH</b>	:	[dd/MMM/yyyy]	<b>CITIZENSHIP:</b>	
<b>3. EDUCATION (Graduation &amp; above)</b>	:	<b><i>Institution/ University</i></b>	<b><i>Degree, Class</i></b>	<b><i>Year</i></b>
<b>4. MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS</b>	:	<ul style="list-style-type: none"> <li>• [XXXXXXXXX]</li> <li>• [YYYYYYYYY]</li> <li>• [ZZZZZZZZZZZ]</li> </ul>		
<b>5. OTHER TRAINING</b>	:	<ul style="list-style-type: none"> <li>• [XXXXXXXXX]</li> <li>• [YYYYYYYYY]</li> <li>• [ZZZZZZZZZZZ]</li> </ul>		
<b>6. Passing year of GATE (Arch &amp; Planning)</b>	:			
<b>7. GATE score (highest score, if appeared more than once)</b>	:			
<b>8. LANGUAGE &amp; DEGREE OF PROFICIENCY</b>	:		<b><i>Speak</i></b>	<b><i>Read</i></b>
		<i>Language 1</i>	XXXX	XXXX
		<i>Language 2</i>	XXXX	XXXX
		<i>Language 3</i>	XXXX	XXXX

**9. ENCLOSURES SUBMITTED** (Please tick as applicable)

**A** Enclosure 1: Photograph image (as per prescribed specification)

<b>YES</b>	<b>NO</b>
------------	-----------

**B** Enclosure 2: Signature image (as per prescribed specification)

<b>YES</b>	<b>NO</b>
------------	-----------

**C** Enclosure 3: One pdf format file containing self attested copy of all documents in proof of satisfying eligibility criteria (educational qualification and GATE score)

<b>YES</b>	<b>NO</b>
------------	-----------

I understand that any willful misstatement described herein may lead to disqualification or dismissal, and/or any other disciplinary action being taken by the Employer. Further, I undertake that I have not accepted any offer from any other organization as on date for either permanent or contractual engagement.

Date:

Name & Signature

**INSTRUCTIONS REGARDING**  
**SCANNING OF**  
**PHOTOGRAPH, SIGNATURE AND DOCUMENTS**

Uploading/Enclosing of scanned image of his/her photograph and signature should be as per the specifications given below:

i) Photograph Image:

- Photograph must be a recent passport size colour picture (not more than 3 months old)
- Photograph in cap/hat/dark glasses will not be acceptable. Religious headwear is allowed but it must not cover the face.

ii) Signature image:

- The applicant has to sign on white paper with Black ink pen.

ii) Documents:

- The applicant has to upload self-attested copies of all the documents mentioned in the curriculum vitae pro-forma in one PDF format file.

Applications with blurred/ illegible Photograph/ Signature/documents will be rejected summarily.