



GUJARAT TOWN PLANNING CONSULTANCY Ltd.  
Ahmedabad Urban Development Authority,  
First Floor ,Usmanpura ,Ahmedabad, Gujarat –380014.



GUJARAT TOWN PLANNING  
CONSULTANCY LTD.  
Ahmedabad Urban Development Authority,  
First Floor, Usmanpura, Ahmedabad, Gujarat- 380014  
<https://www.auda.org.in/>

Advt. No. 02 /2024

CIN: U74999GJ2022SGC137696

### RECRUITMENT

Gujarat Town Planning Consultancy Ltd invites applications for following position on contractual basis:

Sr. No.	Position	No. of Posts	Age as on 06.01.2024	Experience as on 06.01.2024
1	Town Planner	01	Max -55 years	07 Years
2	Urban Planner	02	Max -45 years	05 Years
3	Jr. Urban Planner	04	Max -35 years	02 Years
4	Deputy Manager (HR & Admin)	01	Max -45 years	03 Years
5	Office Assistant	01	Max -35 years	03 Years
6	Account Clerk	01	Max -33 years	01 Year
7	Clerk cum computer operator	01	Max -33 years	01 Year
8	CAD Operator	01	Max -35 years	02 Years



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**Advt. 02 /2024**

## **RECRUITMENT**

Gujarat Town Planning Consultancy Ltd., invites applications for following positions on contractual basis. The eligibility criteria for the each positions and important notes related to recruitment is mentioned under:

### **Position: Town Planner - 01**

- **Monthly Remuneration** : Rs. 1,00,000/- to Rs. 1,25,000/-
- **Age** (as on 06.01.2024) : Age limit 55 Years  
Relaxation up to 65 years will be given to the suitable candidates that have proven experience in working with Government organizations, Government PSUs, ULBs or Development Authorities.
- **Qualification** : Bachelor's degree in Architecture/ Civil Engineering/ Urban Planning from UGC recognized university, AND  
Master's degree in City Planning/ Town Planning/ Regional Planning/ Traffic and Transportation Planning/ Urban Planning/ Infrastructure Planning/ Industrial Planning/ Environmental Planning obtained from UGC recognized University.
- **Experience** (as on 06.01.2024) : At least 07 years of proven experience in field of urban planning having worked with Government/ PSU/ Private Sector Organizations.

### **Position: Urban Planner - 01**

- **Monthly Remuneration** : Rs. 80,000/- to Rs. 1,00,000/-
- **Age** (as on 06.01.2024) : Age limit 45 Years  
Relaxation up to 65 years will be given to the suitable candidates that have proven experience in working with Government organizations, Government PSUs, ULBs or Development Authorities.
- **Qualification** : Bachelor's degree in Architecture/ Civil Engineering/ Urban Planning from UGC recognized university, AND  
Master's degree in City Planning/ Town Planning/ Regional Planning/ Traffic and Transportation Planning/ Urban Planning/ Infrastructure Planning/ Industrial Planning/ Environmental Planning obtained from UGC recognized University.
- **Experience** (as on 06.01.2024) : At least 05 years of proven experience in field of urban planning having worked with Government/ PSU/ Private Sector Organizations.

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**Position: Jr. Urban Planner - 04**

- **Monthly Remuneration** : Rs. 40,000/- to Rs. 60,000/-
- **Age** (as on 06.01.2024) : Age limit 35 Years  
Relaxation up to 55 years will be given to the suitable candidates that have proven experience in working with Government organizations, Government PSUs, ULBs or Development Authorities.
- **Qualification** : Bachelor's degree in Architecture/ Civil Engineering/ Urban Planning from UGC recognized university, AND  
Master's degree in City Planning/ Town Planning/ Regional Planning/ Traffic and Transportation Planning/ Urban Planning/ Infrastructure Planning/ Industrial Planning/ Environmental Planning obtained from UGC recognized University.
- **Experience** (as on 06.01.2024) : At least 02 years of proven experience in field of urban planning having worked with Government/ PSU/ Private Sector Organizations.

**Position: Deputy Manager (HR & Admin) - 01**

- **Monthly Remuneration** : Rs. 40,000/- to Rs. 60,000/-
- **Age** (as on 06.01.2024) : Age limit 45 Years  
Relaxation up to 65 years will be given to retired Government Officer not below rank of Class II.
- **Qualification** : Bachelor's/ Master's degree in Business Administration or an equivalent from UGC recognized University OR Retired Government Officer not below rank of Class II with experience in administrative work.
- **Experience** (as on 06.01.2024) : At least 03 years of proven experience in administrative and establishment related works in Private OR in Public Sector.

**Position: Office Assistant - 01**

- **Monthly Remuneration** : Rs. 22,000/- to Rs. 35,000/-
- **Age** (as on 06.01.2024) : Age limit 35 Years
- **Qualification** : Bachelor's degree in any discipline or an equivalent from recognized University/ Institute/ Organization. AND  
Diploma/ Certificate course in Computer Applications from credible University/ Institute/ Organization.
- **Experience** (as on 06.01.2024) : At least 3 years of proven experience in performing duties related to HR, General Administration, Establishment, Accounts, Purchase & Stores and other

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related works.

Proficiency in MS Office Suite (MS Word, MS Excel and MS Power Point), typing skills in English and Gujarati, and ability to do correspondence and documentation in Gujarati and English.

### Position: Account Clerk - 01

- **Monthly Remuneration** : Rs. 20,000/- to Rs. 22,000/-
- **Age** (as on 06.01.2024) : Age limit 33 Years
- **Qualification** : Bachelor's degree in Commerce or Accountancy or have a higher or an equivalent qualification from recognized University/ Institute.  
Possess Diploma/ Certificate course in Computer from a recognised Institution.
- **Experience** (as on 06.01.2024) : Having professional experience of at least 1 year as like to perform multi-tasking duties related to HR, General Administration, Establishment, Accounts, Purchase & Stores and other projects related works as may be assigned from time to time. The job requires working knowledge in computer (MS word, MS Excel etc.) and ability to do routine correspondence in Gujarati/ English. Effective typing skills in English and Gujarati is essential.

### Position: Clerk cum Computer Operator - 01

- **Monthly Remuneration** : Rs. 20,000/- to Rs. 25,000/-
- **Age** (as on 06.01.2024) : Age limit 33 Years
- **Qualification** : Bachelor's degree in any discipline or an equivalent from recognized University/ Institute/ Organization, AND  
Diploma/ Certificate course in Computer Applications from credible University/ Institute/ Organization.
- **Experience** (as on 06.01.2024) : At least 1 year of proven experience in performing duties related to HR, General Administration, Establishment, Accounts, Purchase & Stores and other related works.  
Working knowledge in MS Office Suite (MS Word, MS Excel and MS Power Point) and typing skills in English and Gujarati, and ability to do correspondence and documentation in Gujarati and English.

## Position: CAD Operator

- **Monthly Remuneration** : Rs. 22,000/- to Rs. 35,000/-
- **Age** (as on 06.01.2024) : Age limit 35 Years
- **Qualification** : Certificate for successfully completing Industrial Training Institute (ITI) – Draftsman (Civil) Course or equivalent drafting course OR Architectural diploma course/ assistantship program/ certificate course approved by AICTE and recognised by Autodesk.
- **Experience** (as on 06.01.2024) : At least 02 years of professional experience in working on AutoCAD. Effective typing skills in English and Gujarati.

## How to Apply:

1. Interested & eligible candidates may fill-up Application Form attached herewith along with self-attested copies of following documents:
  1. Duly filled-up application form as per format
  2. Copy of Resume/CV
  3. Date of Birth Proof (Birth Certificate/ School Leaving Certificate/ Passport etc.).
  4. Aadhar Card and PAN Card copy
  5. Educational Qualification Proof (All educational certificates and mark-sheets)
  6. Experience Certificates
  7. Valid certificate of registration with related professional body.
  8. Recent Color Passport Size Photograph – 02 nos.
2. Candidates are required to send hard copies of all above mentioned documents through courier/ post to following address so as to reach us on or before **19-01-2024 by 6:10 pm:**

The Managing Director  
Gujarat Town Planning Consultancy Limited,  
AUDA, First Floor, Sardar Vallabhbhai Patel Bhavan,  
Ashram road, Usmanpura, Ahmedabad 380014.

3. Candidates must clearly indicate “Application for the post of \_\_\_\_\_” on the envelope.



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**Kindly Note:**

1. Applicants should send their application by Post/ Courier only. No other mode of application will be accepted.
2. All the details given in the application form will be treated as final and no changes will be entertained thereafter.
3. Applications with incomplete, wrong particulars and insufficient documents will not be considered.
4. Applications received after stipulated time, will not be considered.

**General Instructions:**

1. Candidates presently employed in Central/ State Government/ PSUs, should submit their application through proper channel. They must produce 'No Objection Certificate' from their employer.
2. Short listing will be provisional without verification of documents. Candidature will be subject to verification of all details/ documents with the originals when a candidate reports for selection process (if shortlisted).
3. In case a candidate is called for selection process and is found to be not satisfying the eligibility criteria (Age, Educational Qualification, Work Experience, etc.) he/ she will be disqualified.
4. GTPCL reserves the right to take a final decision to offer any suitable job/ role/ profile to the candidates found suitable as per the Company's requirements.
5. All the details given in the application form will be treated as final and no changes will be entertained thereafter.
6. Furnishing of wrong/false information will lead to disqualification and GTPCL will not be responsible for any of the consequences of furnishing such wrong/ false information.
7. GTPCL reserves the right to cancel the recruitment process at any point of time without any intimation.



**Application Form**

Application for the post of: \_\_\_\_\_

**1. Personal Details :**

a. Full Name : \_\_\_\_\_

b. Present Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c. Permanent Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

d. Mob.No.: \_\_\_\_\_ . Email : \_\_\_\_\_

f. DOB : \_\_\_\_\_ g. Gender: \_\_\_\_\_

h. Home Town: \_\_\_\_\_

Affix Passport  
size  
photograph

Languages known	Read	Write	Speak
a) English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Gujarati	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Hindi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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## 2. Education Details:

(Starting with recent most) (Use separate sheet, if required)

Examination passed	Specialization	School/Board/College/ Institution/ University	CPI/Percentage & Class	Passing Year	Full time/ Part Time

Computer Knowledge: \_\_\_\_\_

## 3. Employment Details:

(Starting from the present employment and back to the first employment. In case, you worked in several positions in the same organization, separate row may be filled for each position held.) (Use separate sheet, if required)

Employer Name	Designation	From (DD/MM/YYYY)	To (DD/MM/YYYY)	Total Service

Total Experience: \_\_\_\_\_

Registration No. of related professional body: \_\_\_\_\_





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#### 4. Other Details:

I. Have you ever been dismissed/ discharged/ terminated for any act of misconduct in any of your previous employment or convicted for any criminal or other offences? \_\_\_\_\_

If yes, give precise details on a separate paper.

II. How soon can you join, if selected? \_\_\_\_\_

III. Any other information you want to share :

\_\_\_\_\_

\_\_\_\_\_

#### 5. Declaration:

I undersigned, hereby declare that all information given is true and accurate. I understand that falsification of information could result in disqualification and/or of termination as a prospective candidate for the applied position.

Date:

\_\_\_\_\_

Place:

Applicant Signature