

INSTITUTE OF TOWN PLANNERS, INDIA
HARYANA REGIONAL CHAPTER

Bay no. 59-62, Sector-2, Panchkula, Haryana-134113

ITPI-HRC/2025/Dated 29th April 2025

**NOTICE INVITING APPLICATIONS FOR CONTRACTUAL ENGAGEMENT AS
PROJECT ASSOCIATE**

1. ORGANIZATION	Institute of Town Planners, Haryana Regional Chapter, Panchkula
2. No. OF CONTRACTUAL POSITIONS	Project Associates: 3 Positions
3. LOCATION	PANCHKULA
4. TENTATIVE START DATE AND DURATION OF CONTRACT	Start Date: 1 st June 2025 (Tentative) Duration: 12 months, Extension based on performance of candidates.
5. TYPE OF CONTRACT AND REMUNERATION	Purely temporary; Fixed remuneration of Rs. 55,000/- Per month (all inclusive)
6. LAST DATE OF APPLICATION	Saturday, 10 th May 2025
7. PROFORMA FOR CV	Annexure-A
8. E-MAIL ID ON WHICH APPLICATION IS TO BE SENT	projectassociate.itpihrc@gmail.com
9. EMAIL TO SHORTLISTED CANDIDATES FOR WRITTEN TEST & INTERVIEW	Friday, 16 th May 2025
10. WRITTEN TEST & INTERVIEW AT ITPI, HRC PANCHKULA.	Saturday, 24 th May 2025
11. DECLARATION OF FINAL RESULT	Thursday, 29 th May 2025
12. ISSUANCE OF OFFER LETTER	Friday, 30 th May 2025 onwards
13. ACCEPTANCE, DOCUMENT VERIFICATION, CONTRACTUAL ENGAGEMENT & JOINING	Monday, 2 nd June 2025 onwards

NOTE: *The dates indicated are tentative and subject to change based on procedural requirements. All such changes, if any shall be intimated through email to all applicants. All applicants are advised to check their email regularly for further updates.*

14. Nature of Work to be handled by Project Associates:

- Finalise independent research topics and complete guided time-bound research/ documentation for publication by ITPI, HRC.
- Perform such data analysis and documentation as assigned by the co-ordinating/ controlling officer.
- Day to day administration and communication on behalf of ITPI, HRC. Any other related duties as assigned by ITPI, HRC.

15. Educational Qualification/ Experience:

- A post graduate degree in urban and regional planning/ urban planning/ regional planning/ M. Tech. in Planning or equivalent making the holder eligible for associate membership of the Institute of Town Planners, India
OR
- B. Tech (Planning)/ B.Planning from a recognized institute/ university making the holder eligible for associate membership of the Institute of Town Planners, India, plus at least two years work experience.

- PREFERENCE SHALL BE GIVEN TO:
 - Exposure/ Work experience in GIS;
 - Usage of RDBMS, viz., MS Access for data analysis;
 - Exposure to the urban development policy framework in Haryana

16. Information and Guidelines:

- a. 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.
- b. No request for alternate date for written test/interviews shall be entertained. Whereas all attempt shall be made to complete the process for written test and interview in a single day, but depending on the number of candidates shortlisted for written test/ interviews, it may get extended for another day as well.
- c. 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.
- d. The offer letter shall be issued to the selected candidates on their Registered email IDs in the order of merit.
- e. 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.

17. General Conditions

- a. The decision of the Selection Committee, ITPI, HRC about the eligibility, acceptance or rejection of applications, shortlisting of candidates called for written test/ interviews, 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 written test/ interview, document verification or for non-selection.
- c. All communication to applicants shall be made through email only. Hence, the candidates are advised to visit their email account regularly for further updates.
- d. ITPI, HRC reserves the right to terminate contract of any of the applicant at any point of time in between the contract period with a one-month notice. Any selected candidate 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.
- e. No interim enquiry or correspondence will be entertained.
- f. It is further clarified that the selected candidates shall be offered a fixed remuneration of Rs. 55,000/- per month (all inclusive) and no other benefits in the form of HRA or accommodation shall be made available.

Sd/-

Secretary

Haryana Regional Chapter

Institute of Town Planners India

E-MAIL:- projectassociate.itpihrc@gmail.com

CURRICULUM VITAE (CV) PROFORMA
CONTRACTUAL ENGAGEMENT AS PROJECT ASSOCIATE

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

1. NAME & Contact details	:	Name: Address: E-mail id: Mobile no.:			
2. DATE OF BIRTH	:	[dd/MMM/yyyy]			CITIZENSHIP:
3. EDUCATION (Graduation & above)	:	Institution/ University	Degree, Class	Year	Marks
4. MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS	:	<ul style="list-style-type: none"> [XXXXXXXXXX] 			
5. WORK EXPERIENCE/ TRAINING	:	<ul style="list-style-type: none"> [XXXXXXXXXX] [YYYYYYYYYY} 			
6. AREA(S) OF INTEREST FOR RESEARCH STUDY	:	<ul style="list-style-type: none"> [XXXXXXXXXX] [YYYYYYYYYY} 			
7. NOTE: JOB SUITABILITY	:	ENCLOSURE: Note not exceeding one page (600 words) explaining why you are best suited for the job.			
8. LANGUAGE & DEGREE OF PROFICIENCY	:		Speak	Read	Write
		<i>Language 1</i>	XXXX	XXXX	XXXX
		<i>Language 2</i>	XXXX	XXXX	XXXX
		<i>Language 3</i>	XXXX	XXXX	XXXX

8. ENCLOSURES SUBMITTED (Please tick as applicable)

A Enclosure 1: Photograph and Signature image

YES	NO
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B Enclosure 2: One pdf format file containing self attested copy of documents in proof of prescribed educational qualification

YES	NO
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C Enclosure 3: One pdf format file containing NOTE not exceeding one page (max 600 words) explaining why you are best suited for the job; Another page (max 600 words) explaining area(s) of interest for research studies.

YES	NO
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D Enclosure 4: One pdf format file containing self-attested copy of experience certificate (if any), certificate of proficiency in related fields viz. GIS, data analytics etc.

YES	NO
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I understand that any willful misstatement described herein may lead to disqualification or dismissal 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