



Gujarat Infrastructure Development Board

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

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) These **posts are** based at the office of 'Town Planning Officer' (**on site**) of Dholera Special Investment Regional Development Authority.
 - c) Terms of Service would be as per the **contract**.
 - d) Age criteria for **retired Government Officers** can be relaxed.
 - e) **Remuneration** will be commensurate with qualification and experience.
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1. Town Planning Officer (TPO)

Qualification and Experience:

A person to be appointed as Town Planning Officer shall:

- Not be more than 45 years of age;
- 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;
- Have at least 7 years of post qualification experience of Town Planning and Urban Development sector on a responsible position.
- Possess basic knowledge of computer application and should be conversant with Auto-Cad.

2. Junior Town Planner (JTP)

Qualification and Experience:

The Candidate to be appointed as Junior Town Planner shall:

- Not be more than 35 Years of Age
- 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;
- Have at least 2 years of post qualification experience of Town Planning and Urban Development sector.
- Possess basic knowledge of computer application and should be conversant with Auto-Cad.

3. Planning Assistant

Qualification and Experience:

The Candidate to be appointed as planning assistant shall:

- Not be more than 30 years of age.
- Possess a 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.
- Have at least 2 years of post qualification experience of Town Planning and Urban Development sector.
- Possess basic knowledge of computer application and should be conversant with Auto-Cad.

4. Head Clerk

Qualification and Experience:

The Candidate to be appointed as Head Clerk shall:

- Not be more than 35 years of age.
- Possess Bachelor's Degree from a recognized University.
- Have at least 3 years of post qualification experience.
- Possess basic knowledge of computer application.

5. Town Planning Draftsman

Qualification and Experience:

The Candidate to be appointed as Town Planning Draftsman shall:

- Not be more than 28 years of age.
- Possess Diploma in Civil Engineering or Architecture from institution recognized by Government.
- Have at least 2 years of post qualification experience of Town Planning and Urban Development sector.

6. Clerk cum Typist

Qualification and Experience:

The Candidate to be appointed as Clerk cum Typist shall:

- Not be more than 30 years of age
- Possess Bachelor's Degree from a recognized University.
- Have at least 2 years of post qualification experience.
- Possess basic knowledge of computer application.

7. Tracer

Qualification and Experience:

The Candidate to be appointed as Tracer shall:

- Not be more than 28 years of age.
- Possess Secondary School Certificate Examination and Certificate course in draftsman (Civil) awarded by National Council for Vocational Trade or Certificate course in Auto-Cad.
- Have at least 2 years of post qualification experience of Auto Cad.

8. Auto-Cad Operator

Qualification and Experience:

The Candidate to be appointed as Auto-Cad shall possess:

- Not be more than 28 years of age.
- Possess Secondary School Certificate Examination and Certificate course in draftsman (Civil) awarded by National Council for Vocational Trade or Certificate course in Auto-Cad.
- Have at least 2 years of post qualification experience of Auto Cad.

9. Head Surveyor

Qualification and Experience:

The Candidate to be appointed as Head Surveyor shall:

- Not be more than 35 years of age.
- Possess a Diploma in Civil Engineering from an institution recognized by Government or have passed 24 months 'Surveyors' course from the Industrial Training Institute recognized by the Government or other equivalent qualification of any recognized University.
- Have at least 5 years of post qualification experience in Surveying.
- Possess basic knowledge of computer application and Auto cad.

10. Cadastral Surveyor

Qualification and Experience:

The Candidate to be appointed as Head Surveyor shall:

- Not be more than 35 years of age.
- Possess a Diploma in Civil Engineering from an institution recognized by Government or have passed 24 months 'Surveyors' course from the Industrial Training Institute recognized by the Government or other equivalent qualification of any recognized University.
- Have at least 5 years of post qualification experience in Surveying.
- Possess basic knowledge of computer application and Auto cad.