



GUJARAT TOWN PLANNING CONSULTANCY Ltd.
Registered address: Ahmedabad Urban Development Authority,
First Floor, Muni. Market, Usmanpura, Ahmedabad, Gujarat –380014.



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First Floor, Muni. Market, Usmanpura , Ahmedabad, Gujarat –380014
Website: <https://gtpcl.org>
Email Id – gtpclgujarat@gmail.com

Advt. No. 01 /2025

CIN: U74999GJ2022SGC137696

RECRUITMENT

Gujarat Town Planning Consultancy Ltd invites applications for following position purely on contractual basis and the exam for eligible candidate shall be held for the post of Jr. Urban Planner on Dt. 15/02/2025 and for other positions, the interview shall be held on Dt. 20/02/2025 at 3rd floor, "Riverfront House", Pujya Pramukh Swami Marg, (River Front Road – West), Ahmedabad – 380009.

Sr. No.	Position	No. of Posts	Age as on 15/01/2025	Experience as on 15/01/2025
1	Jr. Urban Planner	5	35 Years	02 Years
2	Deputy Manager (HR & Admin)	1	45 Years	03 Years
3	GIS Expert	1	35 Years	03 Years
4	GIS Operator	1	35 Years	02 Years
5	Hardware Expert	1	35 Years	03 Years
6	Auto CAD Operator	1	35 Years	02 Years
7	Office Assistant	3	35 Years	03 Years



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RECRUITMENT

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

Position: Jr. Urban Planner - 05

- **Remuneration** : 40,000/- to 60,000/-
- **Age** (as on 15/01/2025) : 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 15/01/2025) : 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

- **Remuneration** : 40,000/- to 60,000/-
- **Age** (as on 15/01/2025) : Age limit 45 Years
- **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 15/01/2025) : At least 03 years of proven experience in administrative and establishment related works in Private OR in Public Sector.

Position: GIS Expert - 01

- **Remuneration** : 35,000/-
- **Age** (as on 15/01/2025) : Age limit 35 Years
- **Qualification** : Bachelor's of Science in Physics/Geography,



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AND

Master's Degree in Geoinformatics / Geomatics / GIS or relevant field from a reputed and recognised University/Institution,

- **Experience** (as on 15/01/2025) : At least 3 years of proven experience in the areas of geospatial analysis in context to urban planning, Spatial Analysis Techniques & analysis, Geo-database Management, Image processing, Efficient Data Visualisation techniques, etc, Proficient in GIS software such as ArcGIS/QGIS, Effective communication and documentation Skills in English and Gujarati, Experience with programming languages, such as Python / SQL / JavaScript and Knowledge of Google Earth Engine would be a plus.

Position: GIS Operator - 01

- **Remuneration** : 30,000/-
- **Age** (as on 15/01/2025) : Age limit 35 Years
- **Qualification** : Certificate for successfully completing GIS Software, Industrial Training Institute (ITI) – Draftsman (Civil) Course or equivalent drafting course, Architectural diploma course / assistantship program /certificate Course approved by AICTE and recognized by Autodesk.
- **Experience** (as on 15/01/2025) : At least 2 years of professional experience in working on ArcGIS/QGIS and AutoCAD, Reading and interpreting maps and other GIS data, entering the data into the GIS database, drawing maps using GIS software, and compiling reports for commissions and zone planners, Effective typing skills in English and Gujarati.

Position: Hardware Expert - 01

- **Remuneration** : 40,000/- to 45,000/-
- **Age** (as on 15/01/2025) : Age limit 35 Years
- **Qualification** : Master's Degree in Computer Science and Engineering (CSE), Electronics & Electrical Engineering, or related fields,
AND
Certification courses like CompTIA A+ Certification Training, Computer Hardware & Operating Systems, or equivalent certifications are highly preferred. ITI



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Certification in relevant hardware-related fields (e.g., Electronics, Computer Hardware). Certifications from NIELIT or other government-recognized bodies in IT, networking, or hardware.

- **Experience** (as on 15/01/2025) : At least 3 years of experience in network administration, managing routers, switches, and troubleshooting complex network issues, Proficient in hardware debugging, diagnostics using tools like oscilloscopes and logic analyzers, Hands-on expertise in server management, including installation, configuration, and maintenance to ensure minimal downtime, Experience in setting up and managing video conferencing systems, including hardware and network integration, Familiar with government IT regulations, cybersecurity standards, and hardware safety compliance, Troubleshoot and repair computers, laptops, servers, and network devices, ensuring optimal performance and minimal disruption, Participate in hardware procurement via e-Tendering, including bid preparation, submission, and vendor evaluation, Proven experience with e-tendering processes through platforms like GeM, n-procure, and e-Tendering, Knowledge of latest hardware and networking technologies, and collaborate effectively with government departments and vendors.

Position: CAD Operator-01

- **Remuneration** : 22,000/- to 35,000/-
- **Age** (as on 15/01/2025) : 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 15/01/2025) : At least 02 years of professional experience in working on AutoCAD. Effective typing skills in English and Gujarati.

Position: Office Assistant - 03

- **Remuneration** : 22,000/- to 35,000/-
- **Age** (as on 15/01/2025) : Age limit 35 Years
- **Qualification** : Bachelor's degree in any discipline or have a higher or an equivalent qualification from recognized University / Institute.



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AND

Possess Diploma / Certificate course in Computer Applications from credible University/ Institute/ Organization.

- **Experience** (as on 15/01/2025) : At least 3 years of proven experience in performing duties related to HR, General Administration, Establishment, Accounts, Purchase & Stores and other 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.

How to Apply:

1. Interested & eligible candidates may fill-up application form which is attached herewith along with self-attested copies of following documents:
 1. Duly fill-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 required to send hard copies of all above mentioned documents through courier/post to following address so as to reach us on or before **10/02/2025 by 6:00PM:**

To,
The Managing Director
Gujarat Town Planning Consultancy Limited,
3rd floor, "Riverfront House", Pujya Pramukh Swami Marg
(River Front Road – West), Ahmedabad - 380009
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. For the position of Jr. Urban Planner, if the candidate is not meeting the eligibility criteria, (Age, Educational Qualification, Work Experience, etc.) he/ she will be not called for Exam. The same shall be intimated to the candidates via. Phone or Email. The eligible candidates after the result of exam shall be called for interview.
4. 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.
5. 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.
6. All the details given in the application form will be treated as final and no changes will be entertained thereafter.
7. 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.
8. GTPCL reserves the right to cancel the recruitment process at any point of time without any intimation.



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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

b) Gujarati

c) Hindi



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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