



म.प्र. भू-संपदा विनियामक प्राधिकरण
रेरा भवन, अरेरा हिल्स, मेन रोड न0 01 भोपाल-462011

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रेरा इंटरनशिप प्रोग्राम

भू-सम्पदा विनियामक प्राधिकरण में, 'रेरा इंटरनशिप प्रोग्राम' अंतर्गत प्रोजेक्ट मॉनीटरिंग से संबंधित क्षेत्र में इंटरनशिप हेतु इच्छुक अभ्यर्थी से आवेदन दिनांक 24.12.2018 से 11.01.2019 तक की अवधि में आमंत्रित किये जाते हैं। अभ्यर्थी अपने आवेदन/दस्तावेज प्राधिकरण के सचिव को संबोधित करते हुये, उनके ई-मेल- secretaryrera@mp.gov.in अथवा रजिस्टर्ड डाक से, प्राधिकरण के उपरोक्तानुसार पते पर, निर्धारित अवधि के भीतर प्रेषित कर सकते हैं।

सचिव

म.प्र. भू-संपदा विनियामक प्राधिकरण

RERA Internship Programme : Project Monitoring Executive

Time period – One year

Honorarium : As per qualification

Qualification/Eligibility:

Essential Requirement : Bachelor degree(B.E. or B.Tech.) in Civil Engineering or Bachelor degree in Architecture and Town-Planning with distinction .

Desirable : PMP or PRINCE2 certification and PGDCA from recognized Government Institute ,beside Knowledge of MS Office, MS Word, MS Power Point, MS Excel would be desirable.

Responsibilities:

1. To provide support for planning, managing and implementation of the project monitoring activities.
2. Maintenance of database of all projects, including their physical and financial progress and various indicators.
3. To examine physical and financial progress of implementation of projects and put up status report to the senior officers of the organization. .
4. To submit technical reports (including , when necessary ,brief action points) on status of the program implementation.
5. Any other work assigned by officers from time to time.

Note:

- The Organization reserves the right to select candidates for internship only if they are able to convince the organization about their sincerity in pursuing& Completing it.
- Selection against internship shall not confer on the appointee any right for being made permanent/regular/contractual in future..
- Candidates must enclose attested copies of date of birth certificate, copies of degree/diploma and mark sheet, experience certificate with the application form (enclosed).

Proforma for Internship Project Monitoring

1. Name :
2. Father's Name :
3. Mother Name :
4. Date of Birth :
5. Present address :
6. Permanent address :
7. Mobile No. :
8. Email ID :
9. Educational Qualifications details (High School Onward) :

S.No.	Course/Degree	Subject(s)	University/ Board	Year of Passing	Percentage

10. Experience (in chronological order) :

S.No.	Post held	Organization/Institute	Nature of duties and responsibilities including experience	Remarks

11. Knowledge of computer programmes :

DECLARATION :

I hereby declare that the statement filled in my application are true and correct and nothing has been hidden.

Signature

Date

Place :

Note : Self-attested copies of supporting documents may be attached with the application.