# GTPCL &

#### GUJARAT TOWN PLANNING CONSULTANCY LTD.

Registered address: Ahmedabad Urban Development Authority, First Floor, Muni. Market, Usmanpura , Ahmedabad, Gujarat –380014 Website: <a href="https://gtpcl.org">https://gtpcl.org</a>

Email Id – gtpclgujarat@gmail.com

Advt. No. 03 /2025

CIN: U74999GJ2022SGC137696

## RECRUITMENT

Gujarat Town Planning Consultancy Ltd invites applications for following position purely on contractual basis for the post of Assistant Manager (Admin), Dy. Accountant & IT Engineer/ System Engineer.

Sr. No.	Position	No. of Posts	Age as on 30/11/2025	Experience as on 30/11/2025
1	Assistant Manager (Admin)	1	35 Years	05 Years
2	Dy. Accountant	1	35 Years	05 Years
3	IT Engineer/ System Engineer	1	35 Years	03 Years

- 1. For application form and details of required qualification, experience, and age limit, kindly check https://gtpcl.org
- 2. Application form should be duly filled and submitted by 15/12/2025 via Post / Courier only.
- 3. The final decision regarding the recruitment will be with the GTPCL.

Advt.:- 03/2025 Date:- 29/11/2025

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Managing Director Gujarat Town Planning Consultancy Limited, Ahmedabad

# GTPCL,

#### GUJARAT TOWN PLANNING CONSULTANCY Ltd.

Registered address: Ahmedabad Urban Development Authority, First Floor, Muni. Market, Usmanpura, Ahmedabad, Gujarat –380014.

#### Advt. 03 /2025

#### RECRUITMENT

Gujarat Town Planning Consultancy Ltd., invites applications for following positions on contractual basis. The last date of the submission of application is Dt.15/12/2025 at 3rd floor, "Riverfront House", Pujya Pramukh Swami Marg, (River Front Road – West), Ahmedabad – 380009. The eligibility criteria for each position and important notes related to recruitment is mentioned under:

# Position: Assistant Manager (Admin) - 01

• **Remuneration** : 40,000/- to 45,000/- per month

• Age (as on 29/11/2025) : Age limit 35 Years

Qualification : Master's degree in Business

Administration or an equivalent from UGC recognized

University.

• Experience (as on 29/11/2025) : At least 05 years of proven experience in

administrative and establishment related works in Private

OR in Public Sector.

### **Position: Deputy Accountant - 01**

• **Remuneration** : 30,000/- to 35,000/- per month

• Age (as on 29/11/2025) : Age limit 35 Years

• Qualification : Bachelor's or Master's degree in Commerce from

**UGC** recognized University

• Experience (as on 29/11/2025) : At least 03 years of proven experience for

Master's degree holder or 05 years of proven experience for Bachelor's degree holder in Account

related matters.

## **Position: IT Engineer/Support Engineer - 01**

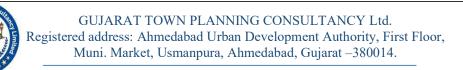
• **Remuneration** : 30,000/- to 35,000/- per month

• Age (as on 29/11/2025) : Age limit 35 Years

• Qualification : B- Tech in Computer science.

• Experience (as on 29/11/2025) : At least 03 years of proven experience in

IT related works in Private OR in Public Sector.



# How to Apply:

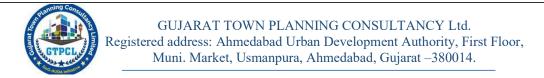
Interested & eligible candidates must complete both of the following steps:

- 1. Online Form Submission
  - Fill up the online application form: Online form link
- 2. Hard Copy Submission
  - Duly fill-up the application form as per the attached format.
  - Attach self-attested copies of the following documents:
    - Copy of Resume/CV
    - Date of Birth Proof (Birth Certificate/School Leaving Certificate/Passport etc.)
    - Aadhar Card and Pan Card copy
    - Educational Qualification Proof (All educational certificates and mark-sheets)
    - Experience Certificates of all previous employments
    - Valid certificate of registration with related professional body if applicable
    - NOC from the current employer, if applicable
    - Recent Color Passport Size Photograph 02 nos.
- 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 15/12/2025 by 6:00PM:

To,

The Managing Director Gujarat Town Planning Consultancy Limited, 3<sup>rd</sup> floor, "Riverfront House", Pujya Pramukh Swami Marg (River Front Road – West), Ahmedabad - 380009

4.	Candidates	must	clearly	indicate	"Application	for	the	post	of
		" o	n the env	elope.					



#### **Kindly Note:**

- 1. Submission of both the online application and the hard copy is mandatory. Failure to complete either will lead to rejection of the application.
- 2. The hard copy of the application must be sent only by Post or Courier. Applications submitted through any other mode will not be accepted.
- 3. Details provided in the online application and the hard copy will be treated as final, and no modifications will be permitted thereafter.
- 4. The information provided in both the online and hard copy applications must be identical. Any discrepancies may result in rejection of the application.
- 5. Applications that are incomplete, contain incorrect information, or lack required documents will not be considered.
- 6. Applications received after the specified deadline will be rejected without further notice.

#### **General Instructions:**

- Candidates presently employed in Central/ State Government/PSUs, should submit their application through proper channel. They must produce 'No Objection Certificate' from their employer.
- 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 individual position if the candidate is not meeting the eligibility criteria, (Age, Educational Qualification, Work Experience, etc.) he/ she will be not called for interview. The same shall be intimated to the candidates via. Phone/Message/Email.
- 4. After scrutinising the candidature, if required, GTPCL may conduct written eligibility test and thereafter qualified candidates will be asked to appear for Interview.
- 5. 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.
- 6. 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.
- 7. All the details given in the application form will be treated as final and no changes will be entertained thereafter.
- 8. Furnishing false or incorrect information will lead to disqualification and GTPCL will not be responsible for any consequences arising from such information.
- 9. GTPCL reserves the right to cancel the recruitment process at any point of time without any intimation.



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

# **Application Form**

. Personal Details:				
a. Full Name:	Full Name:			
Present Address:			photograph	
c. Permanent Address:				
		il:		
DOB:	g. Gender	;		
Home Town:				
anguages known	Read	Write	Speak	
) Facilials				
) English				
) English ) Gujarati				



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Muni. Market, Usmanpura, Ahmedabad, Gujarat –380014.

# 2. Education Details:

Examination passed	Specialization	pecialization School/Board/College/ Institution/ University		CPI/Percentage & Class Passing Year		Full time/ Part Time	
3. Employments (Starting from worked in se	ent Details: om the present e everal positions i	employment and ba n the same organiz	ck to	the first emp			
position held.,	) (Use separate sh	Designation		om D/MM/YYYY)	To (DD	)/MM/YYYY)	Total Service
							Service
							Service
							Service
							Service
							Service
							Service
Total Experience:							Service



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#### 4. Other Details:

<b>4.</b> Ot	nei 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. Decla	ration:

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