



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

Website: <https://gtpcl.org>

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



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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.



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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.

3. 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,
3rd floor, "Riverfront House", Pujya Pramukh Swami Marg
(River Front Road – West), Ahmedabad - 380009**

4. Candidates must clearly indicate “Application for the post of” on the envelope.



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:

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 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.



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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	<input type="text"/>	<input type="text"/>	<input type="text"/>
b) Gujarati	<input type="text"/>	<input type="text"/>	<input type="text"/>
c) Hindi	<input type="text"/>	<input type="text"/>	<input type="text"/>



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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