



भू-सम्पदाविनियामकप्राधिकरण
(REAL ESTATE REGULATORY AUTHORITY, BIHAR)
गौथा / छठातल्ला, बिहारराज्य भवननिर्माणनिगमलिमिटेड, मुख्यालय भवन, परिसर
शास्त्रीनगर, पटना-800023

No.RERA/Hiring/18-19/94- 772 Patna, dated 27.9.2024
HIRING OF OFFICE ADMINISTRATOR ON SHORT TERM CONTRACT
BASIS

The Real Estate Regulatory Authority, Bihar of urgently requires the service of retired person on short term contract for the following positions:-

1. (a) **Name of the Position:** Office Administrator
(b) **Open for Hiring:** On Position.
(c) **Reservation category:** Unreserved (UR)
(d) **Qualification:** -Graduate from recognized university or equivalent.
(e) **Eligibility:** Incumbent must be a retired person who has worked not below the rank of Under Secretary of Bihar Secretariat Services or on an equivalent post having no adverse reporting during service tenure and no pending proceedings, either disciplinary or criminal.
(f) **Salary:**-Pay will be as per the general principle of 'pay minus pension', i.e., while the last pay drawn shall be reckoned for pay fixation, the entire pension shall be deducted from the pay so fixed.
(g) **Period of Contract:** One year which may be extended on the basis of assessment of performance.
(h) **Job Brief:** Management of Office establishment, efficient and expeditious disposal of work related to General Administration/ Establishment/ Accounts/Budget. Knowledge of Human Resource Management Rules/Bihar Treasury Rules, Comprehensive Financial Management System(CFMS) including e-billing, procurement through GeM portal, Annual Plan and Budget preparation etc.
(i) **Technical / Soft Skills required:** Computer proficiency and ability to work online, excellent communication and presentation skills; comfortable with English & Hindi, knowledge on various laws on litigation and non-litigation issues. Strong communication ability (oral and written). Excellent organizational skills. Creativity and problem-solving aptitude.
2. **CUT-OFF DATE:** Maximum age limit for the candidates applying for the position is 62 years as on 1st October, 2024

3.HOW TO APPLY:-Candidates having requisite eligibility and experience may submit their application in the prescribed format stating their experience acquired in various capacities of Under Secretary and describing outstanding achievements through mail to RERA, Bihar on rera@bihar.gov.in. In the subject line of mail "Application for

Office Administrator" must be mentioned. Application can be sent through mail up to 2400 hrs. of 18th October.2024.

4. All the applications received will be scrutinized and only shortlisted candidates will be invited to appear for Test/Interview. No certificate needs to be submitted along with application. Shortlisted candidates need to bring all the certificates relating to their qualifications, experience, date of birth, date of retirement along with Caste Certificate and Domicile certificate issued recently by the Competent authority, in original with a copy of PPO in original and self attested copies thereof at the time of Test/Interview. Filling wrong information in the application may lead to rejection of candidature.

5. Application needs to visit the website of RERA for all important information relating to recruitment.

6. No allowances including travel cost will be paid to candidates appearing for the Interview.

7. Canvassing in any form will be a disqualification.


27/09/24
Secretary,
RERA,Bihar

Format for Application for the post of Office Administrator

Sr. no.	Description of information desired	To be filled in by candidate online	Remarks, if Any
1.	Name of the Candidate		
2.	Sex		
3	Permanent Address		
4	Address for Correspondence		
6	Name and address of the Institution where working		
7	Date of Birth		
8	Age as on 01/10/2024		
9	Name of the Degree of Graduation and year of passing.		
10	Name of the Degree of Post-Graduation and year of passing.		
11	Category of Reservation (UR/EBC/SC/ST/BC/EWS/ Specially Abled/any other). If Specially Abled write the category and extent also		
12	Name of the domicile state and district		
13	Are you proficient working online and skill to work on MS Office, give details.		
14	Name of the post last held at the time of retirement, Name of the Oreganisation, Nature of work, Period of holding the post. Total number of years of experience		
17	Mention details of any outstanding work done by you during service period.		
18	Upload Self-declaration regarding adverse reporting during and no proceedings, either disciplinary or criminal, pending. To be uploaded.		

Place:
Date:

Name and Signature of the Applicant