

Real Estate Regulatory Authority

4th & 6th Floor, Building of Bihar State Building Construction Corporation Ltd,
Shastri Nagar, Patna – 800023

RERA/CM/- 10/2021- 22/860

Patna, dated - 01.11.2024

NOTICE

HIRING OF COURT MASTERS ON SHORT TERM CONTRACT BASIS

Real Estate Regulatory Authority, Bihar is inviting applications from retired candidates having requisite qualification, experience and skill for the following temporarily created position to be filled in on short term contract basis:

1. Name of the Position: Court Master

Positions for Hiring: Four Positions.

2. Reservation category: Economically Weaker Section-One
Extremely Backward Class (EBC)-One
Women under Unreserved (UR (W))-One
Scheduled Caste (SC)-One

3. 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.

4. Qualification: Graduate from recognized university or equivalent.

5. Essentials: Incumbent should have retired not below the rank of Court Officer or Court Master or equivalent post from the Hon'ble High Court or Civil Court or statutory organisations. Incumbent must not have any adverse reporting during service tenure and no proceedings, either disciplinary or criminal, pending against them. Incumbent must be below the age of 64 years as on 1st November 2024.

6. Other Attributes: Candidates should have good working knowledge of Computer based proficiency and understanding of the English Language, legal terminology etc. They should also possess strong communication and interpersonal skills.

7. Period of Contract: One year or till further orders, which may be extended for further period on the basis of the performance.

8. Job Profile: Knowledge of court procedure and practices regarding disposal of cases /complaints, transfer of orders for transmission, execution of cases, maintenance and upkeep of records and all related works.

9. Eligible Candidates having requisite eligibility and experience may submit their application in the prescribed format stating their experience acquired in various capacities, they worked in and outstanding achievements, if any, through mail to RERA, Bihar on rera@bihar.gov.in. In the subject line of mail "Application for Court Master" must be mentioned. Application can be sent through mail up to 2400 hrs. of 18th November, 2024. Applications received after the cut off date/time shall not be considered and no correspondence will be entertained in this regard. Incomplete application will not be entertained.

10. No certificate needs to be submitted along with the application. Shortlisted candidates need to produce requisite certificates relating to their qualifications, experience, date of birth, date of retirement, Caste Certificate and Domicile certificate issued recently by the Competent authority in

Phone Number: 0612-2291014/2291015, E-mail ID: rera@bihar.gov.in

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original with a copy of PPO in original and self-attested copies thereof at the time of Interview. Filling wrong information in the application may lead to rejection of candidature.

11. All these applications will be scrutinized and the shortlisted candidates will be subjected to Test and/or Interview.
12. Applicants need to often visit the website of RERA for all important information including Computer Based Examination including Skill Test, results etc.
13. No travel cost will be paid to candidates appearing for the "Computer Based Examination, Skill Test and Interview".
14. Canvassing in any form will be a disqualification.
15. After appointment, the Incumbent shall maintain absolute secrecy of the facts and documents which come to their knowledge during the period. Incumbents are also expected to maintain decorum of RERA, Bihar's office.


Secretary

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Format for Application for the post of Court Master

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		
5	Date of Retirement		
6	Name of the Position worked on just before retirement		
7	Name and address of the Institution from where retired		
8	Name of the Degree of Graduation		
9	Domicile District		
10	Category of Reservation (UR/EBC/SC/ST/BC/EWS/ Specially Abled/any other).		
11	Are you Specially abled (Yes/No)		
12	If yes please write nature and degree		
13	Do you have requisite certificates to claim reservation		
14	Mention details of any outstanding work done by you during service period		

Upload a separate sheet duly signed by you specifying the Name of the post last held, Name of the Organisation, Nature of work, Period of holding the post. At the end write total numbers of years of experience. Also upload Self-declaration duly signed by you regarding adverse reporting during service tenure, if any, stating that no proceedings, either disciplinary or criminal is pending.

Place:

Name and Signature of the Applicant

Date: