

Real Estate Regulatory Authority

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

No.RERA/Hiring Steno/51/2022- 866

Patna, dated 04-11-2024

NOTICE

HIRING OF STENOGRAPHERS ON SHORT TERM CONTRACT BASIS

Real Estate Regulatory Authority of 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:

Name of the Position: Stenographer

1. Position for Hiring: Seven Positions.
2. Reservation category: Unreserved (UR)-One
Extremely Backward Class (EBC)- One
Scheduled Caste (SC)-Two
Backward Class (BC)-One
Backward Class Women (BC-W)-One
Economically Weaker Section (EWS)-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 post of Stenographer or equivalent post from the State/Central Government or its organizations having age not more than 64 years as on 1st November, 2024. Incumbent must have experience of Stenography in English or Hindi, proficient in working online and Computer proficiency in Microsoft Office, understanding of the English Language, its vocabulary, legal terminology, grammar, sentence structure and its correct usage, etc. Candidates having experience in both English and Hindi stenography and typing will be given preference. Incumbent must not have any adverse reporting during service tenure and no proceedings, either disciplinary or criminal, pending against them. Persons retired recently will be given preference.
6. Other Attributes: Candidates should have good working knowledge of Computer based proficiency and stenography skills and ability to type in on computer. 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: To take dictations in English and/or Hindi of the orders relating to court proceedings or relating to office correspondence and to put up the drafts in a given time frame. Knowledge of the English and Hindi languages, correct use of words, particularly of legal nature, phrases and idioms and ability to write the languages correctly, precisely and effectively on the computers.
9. Eligible candidates having requisite qualification and experience may submit their application in the online format till 2400 Hrs. of 25th November 2024 following a dedicated link created for this purpose on the website "<https://rera.bihar.gov.in>" of Real Estate Regulatory Authority (RERA), Bihar.

Phone Number: 0612-2291014/2291015, E-mail ID: rerabihar@gmail.com



Real Estate Regulatory Authority

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

Applications received after the cut of date/time shall not be considered and no correspondence will be entertained in this regard. Incomplete application will not be entertained.

10. On filing the application online, a reference number will be generated for every candidate acknowledging successful filing, which may be used for future reference /correspondence/records. 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 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 Computer Based Examination including Skill Test for Stenography along with transcription on the computer.

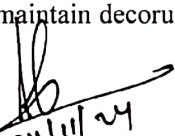
12. Only those candidates having obtained qualifying marks in the Computer Based Examination including Skill Test will be permitted to appear for Interview.

13. Applicants need to often visit the website of RERA for all important information including Computer Based Examination including Skill Test, results etc.

14. No travel cost will be paid to candidates appearing for the "Computer Based Examination, Skill Test and Interview".

15. Canvassing in any form will be a disqualification.

16. 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.


04/11/24
Secretary
RERA, Bihar

Real Estate Regulatory Authority

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

Format for Application for the post of Stenographer

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	Whether you have Certificate or any qualification in Stenography, Please Specify		
10	Domicile District		
11	Category of Reservation (UR/EBC/SC/ST/BC/EWS/ Specially Abled/any other).		
12	Are you Specially abled (Yes/No)		
13	If yes please write nature and degree		
14	Do you have requisite certificates to claim reservation		
15	Are you proficient in working online and skill to work on MS Office, give details.		
16	Do You have Experience and requisite skill of Stenography in English		
17	What is the speed (WPM)		
18	Do You have Experience and requisite skill of Stenography in Hindi		
19	What is the speed (WPM)		
20	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: