



भू-सम्पदाविनियामकप्राधिकरण
(REAL ESTATE REGULATORY AUTHORITY, BIHAR)

था/छठातल्ला, बिहारराज्य भवननिर्माणनिगमलिमिटेड, मुख्यालय भवन, परिसर
शास्त्रीनगर, पटना-800023

No.RERA/Admn./55/2025- ३३३

Patna,dated 22/09/25

HIRING OF RECORD KEEPER ON SHORT TERM CONTRACT BASIS

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

1. (a) **Name of the Position:** Record Keeper
(b) **Open for Hiring:** One Positions.
(c) **Reservation category:** Un reserved (General)
(d) **Qualification:-** Must be a Graduate

(e) **Eligibility:** Incumbent must be a retired person who has worked not below the rank of Court Officer/ Court Master or on an equivalent post of High Court, Civil Court or Statutory Organization, having experience of the Record Keeping in the High Court, Civil Court or Statutory Organization and have no adverse reporting during service tenure or 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 extendable on the basis of assessment of performance.

(h) **Job Brief:** Knowledge of court procedure and practices regarding disposal of cases/complaints, transfer of orders for transmission, execution of cases, maintenance and upkeep of records.

2. CUT-OFF DATE:Maximum age limit for the candidates applying for the position is 62 years as on 1st October,2025

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, they worked in and outstanding achievements through mail to RERA, Bihar on rera@bihar.gov.in. In the subject line of mail "Application for Record

[Handwritten signature]



Keeper” must be mentioned. Application can be sent through mail up to 2400hrs. of 03rd October,2025.

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 along 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. Applicants need 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 Test/Interview.

7. Canvassing in any form will be a disqualification


Secretary
RERA, Bihar

Format for Application for the post of Record Keeper

Sr, no.	Description of information desired	To be filled in by candidate
1.	Name of the Candidate	
2.	Sex	
3	Permanent Address	
4	Address for Correspondence	
5	Name and address of the Institution where working	
6	Date of Birth	
7	Age as on 01/10/2025	
8	Date of Retirement	
9	Name of the Degree of Graduation and year of passing.	
10	Domicile District	
11	Category of Reservation (UR/EBC/SC/ ST/BC/EWS/Specially Able (Disable) /any other). If Specially Abled write the nature and extent of disability.	
12	Do you have requisite certificate to claim reservation	
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 Organization, Nature of work, Period of holding the post. Total numbers of years of experience.	
15	Mention details of any outstanding work done by you during service period.	
16	Upload Self-declaration regarding adverse reporting and no proceedings, either disciplinary or criminal, pending.	

Place:

Name and Signature of the Applicant

