

REAL ESTATE REGULATORY AUTHORITY

4th&6thFloor,Bihar State Building Construction Corporation Campus
Hospital Road, Shastri Nagar, Patna - 800023
Phone Number: 0612-2291014/2291015
E-mail ID: rera@bihar.gov.in

No. RERA/316 No/17/2018/464

Dated 29.8.2019

SHORT TERM NOTICE

For

**HIRING OF RETIRED PERSONNEL ON VARIOUS POST ON SHORT TERM
CONTRACT BASIS**

Government of India has enacted the Real Estate (Regulation and Development) Act, 2016 and all the sections of the Act have come into force with effect from May 1, 2017. The Bihar Real Estate (Regulation & Development) Rules 2017 was notified by the Government of Bihar on April 28th, 2017. The Real Estate Regulatory Authority of Bihar has been providing the platform for Registration of the Real Estate Projects and displaying details of Promoter and Real Estate Agents.

The key responsibilities of the Authority are as follows:

- Ensuring Disclosures of Real Estate Projects by Promoters.
- Real Estate Projects Registration.
- Real Estate Agents Registration.
- Redressal of complaints.

To fulfill its responsibilities, the Authority urgently requires the services of Retired Government Servants on contract basis for a fixed term period for the following posts:

A. DETAILS OF POSITION WHERE HIRING ON CONTRACT IS PROPOSED:

1. (a) Name of the Position: Officer In Charge of Verifications

(b) Open for Hiring: One Position.

(c) Reservation category: Un Reserved (UR)


(d) 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.

(e) Qualification: B.E. Civil from recognized university or equivalent from a reputed Indian University .

(f) Other: Incumbent must be a person, retired recently as Executive Engineer from Government, having no adverse reporting during service tenure and no proceedings, either disciplinary or criminal, pending.

(g) Period of Contract: One year, which may be extended by another year

(h) Job Profile: Understanding of real estate sector and technical aspects of Buildings (Building Bye Law, deviation, Master Plan, Land use plans, Development Policies). Strong background in Building Plan analysis related to residential, commercial & retail real estate is ideal. Knowledge and ability to interpret and apply skills to finalize valuations and reporting. Strong communication ability (oral and written).


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2. (a) **Name of the Position:** Office Administrator
(b) **Open for Hiring :** One Position.
(c) **Reservation category :** Unreserved (UR)
(d) **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.
(e) **Qualification:** Graduate from recognized university. or equivalent .
(f) **Other: :** Incumbent must be a person, retired as Under Secretary, from Government, having no adverse reporting during service tenure and no proceedings , either disciplinary or criminal, pending. Persons retired recently will be given preference.
(g) **Period of Contract:** One year, which may be extendable by another year
(h) **Job Profile:** Management and co-ordination of work; Efficient and expeditious disposal of work. For this, they shall take all necessary steps including distribution of work among the staff as evenly as possible;

3. (a) **Name of the Position:** Senior Office Superintendent
(b) **Open for Hiring :** One Position.
(c) **Reservation category :** Unreserved (UR)
(d) **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.
(e) **Qualification:** Graduate from recognized university or equivalent .
(f) **Other: :** Incumbent must be a person, retired as Under Secretary, from Government, having no adverse reporting during service tenure and no proceedings , either disciplinary or criminal, pending. Persons retired recently will be given preference.
(g) **Period of Contract:** One year, which may be extendable by another year
(h) **Job Profile:** Knowledge of Office Procedures and practices, submit receipts which should be seen by higher officers at dak stage; disposal of routine cases, issue reminders, obtain or supply factual non-classified information; take intermediate routine action; record, where necessary, a note setting out his own comments or suggestions before submitting the case to higher appropriate officer.

4. (a) **Name of the Position:** Officer in Charge Receipts
(b) **Open for Hiring :** One Position.
(c) **Reservation category :** Unreserved (UR)
(d) **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.
(e) **Qualification:** Graduate from recognized university. or equivalent .
(f) **Other: :** Incumbent must be a person, retired as UDC/Clerk, from Government, having no adverse reporting during service tenure and no proceedings , either disciplinary or criminal, pending. Persons retired recently will be given preference.

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(g) **Period of Contract:** One year, which may be extendable by another year

(h) **Job Profile:** Submit receipts which should be seen by higher officers at dak stage; Enable office for easy tracking of Dak/Documents/Files on submission, streamline the present system of recording receipt and movements of Dak/Documents and files, assisting in opening certain Registers like; Log Book, Letter Receiving Register, File Index Register, File Movement Register, Dispatch Register (in proper format), etc.

5. (a) **Name of the Position:** Bench Clerk

(b) **Open for Hiring :** One Position.

(c) **Reservation category :** Unreserved (UR)

(d) **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.

(e) **Qualification:** Graduate from recognized university or equivalent.

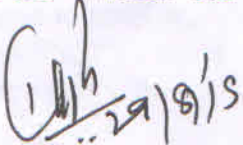
(f) **Other: :** Incumbent must be a person, retired as Bench Clerk, from Civil Court having no adverse reporting during service tenure and no proceedings, either disciplinary or criminal, pending. Persons retired recently will be given preference.

(g) **Period of Contract:** One year, which may be extendable by another year

(h) **Job Profile:** Knowledge of Court Procedures and practices regarding disposal of cases/complaints, transfer of orders for transmission, maintenance and upkeep of records.

B. HOW TO APPLY

- (i) Eligible persons who possess the requisite qualifications/experience should send their application giving personal information, qualifications, experience, date of birth, date of retirement along with the requisite documents with a copy of PPO, to Secretary, Real Estate Regulatory Authority, Bihar, 6th Floor, Bihar State Building Construction Corporation Ltd. Campus, Hospital Road, Shastri Nagar, Patna – 800023 **by Hand or through email on e-mail ID: rera@bihar.gov.in before 17.00 Hrs. of 05 September 2019**. Applications not received till prescribed date and time or received after the prescribed date and time, will not be considered.
- (ii) A list of eligible candidates will be prepared on the basis of their application etc. and from this list only shortlisted candidate will be entitled to appear in the "***Written test or/and Interview***".
- (iii) Applicants need to often visit the website of RERA for all important information including date, time, and venue of "***Written test or/and Interview***".
- (iv) No travel cost will be paid to candidates appearing for the "***Written test or/and Interview***".
- (v) Canvassing in any form will be a disqualification.


Secretary