

Real Estate Regulatory Authority

4th & 6th Floor, Bihar State Building Construction RERA Campus
Hospital Road, Shastri Nagar, Patna - 800023
Phone Number: 0612-2291014/2291015
E-mail ID: rerabihar@gmail.com

NOTICE For

HIRING OF CONSULTANT, FINANCE 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 fulfil its responsibilities, the Authority is looking for qualified, result-oriented candidates with relevant experience for the following post:

DETAILS OF POSITION WHERE HIRING OF CONSULTANT, FINANCE

IS PROPOSED:

1. (a) **Name of the Position:** Consultant, Finance.
(b) **Open for Hiring :** One Position.
(c) **Reservation category :** Un Reserved (UR)
(d) **Honorarium:** Range—Rs.75,000/- (Rupees seventy five thousand only) to Rs.1,00,000/- (Rupees one lac only) P.M. Consolidated monthly Honorarium will be fixed in the given range by the Selection Committee, after taking into account the incumbent's qualification, experience, number of years of service and salary drawn over the last few years.
(e) **Qualifications :** CA/ICWA/MBA Finance shall be considered for appointment on contract basis.
(f) **Other:** At least Ten years post qualification experience in Real Estate sector, gained in either Corporate roles, Project Finance, Regulatory finance, experience in the relevant sector as Finance Consultant.
(g) **Age:** Maximum Age limit is 55 years.
(h) **Period of Contract:** One year which may be extended once only by another year with a 10% increase in consolidated honorarium in the second year.
(j) **Job Brief:**
 - i. Create monthly MIS for continuous monitoring, supervision to ensure proper compliance with all related regulations by the Promoters/Agents based on research and data reports.

- ii. Examine all financial reports and data closely to check for discrepancies Report with timely and accurate financial information Prepare reports to senior executives, stakeholders, and members.
- iii. Maintain statutory books and in-depth knowledge to analyse and interpret the books of accounts and statements thereof to unearth the actual financial worth and valuation
- iv. Looking after the correspondence, collate information and prepare reports, ensuring decisions made are communicated to relevant stake holders in a timely fashion.
- v. To ensure complete and timely compliance of related legal and statutory requirements with zero default status.
- vi. To ensure all related compliance including due diligence.
- vii. To provide legal inputs and advice on implementation of various policies and rules.
- viii. To advice RERA on procurement, agreements and contracts.

(f) Technical / Soft Skills required:

- i. Computer proficiency with Microsoft Office.
- ii. Excellent communication and presentation skills; comfortable with English, Hindi,
- iii. Analytical and interpersonal communication skills.
- iv. Knowledge on various laws on litigation and non-litigation issues.
- v. Knowledge of Real Estate Sector and the Govt. rules related to it.
- vi. Effective coordination and monitoring, Preparing Monthly plans through MIS
- vii. Strong communication ability (oral and written).
- viii. Excellent organizational skills.
- ix. Ability to work well under pressure.
- x. Creativity and problem-solving aptitude.
- xi. Should be an organized and cool-tempered professional who is able to handle a crisis and is expected to have a creative mind and excellent communication skills. Should also be confident in public speaking and project management abilities.
- xii. Goal will be to cultivate a positive image of RERA, Bihar.

2. CUT-OFF DATE:

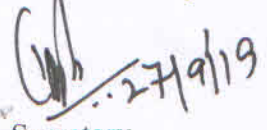
The cut-off date for the purpose of acquiring educational qualifications, experience, age etc. will be **01.01.2019**

3. HOW TO APPLY

- (a) Eligible persons who possess the requisite qualifications/experience should apply online from 09.00Hrs. of 27/09/2019 till 24.00 Hrs. of 14/10/2019 in the prescribed application format on the website of RERA i.e. <https://rera.bihar.gov.in> wherein, besides the personal information, details regarding Educational/Professional qualifications (right from matriculation onwards), experience, date of birth, caste category, details of issuing authority, disability and domicile, if any, should be filled in. Online application submitted after 24 Hrs.. on 14/10/2019 will not be considered.

- (b) On filing the application online reference no. of the candidate will be generated Reference no. should be used for all future references /records / correspondence /transactions.
- (c) Candidates are also required to take a print out of the application filled online, affix a recent passport size photograph on the appropriate place and submit with photo copies of: (a) Matriculation/Secondary Certificate as proof of Birth.(b) Mark Sheets & Certificates in support of all educational qualifications, (c) experience certificates along with evidence of salary paid over the period claimed as experience. (d) Caste Certificate (if applicable). These should be sent to Secretary, Real Estate Regulatory Authority, Bihar, 6th Floor, Bihar State Building Construction Corporation Ltd. Campus, Hospital Road, Shastri Nagar, Patna – 800023 through Registered/Speed Post/by Hand on or before 24.00 Hrs .of 14/10/2019 Applications not received till prescribed date and time or received after the prescribed date and time, will not be considered.
- (d) 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 “*Skill Interview*”.
- (e) Applicants need to often visit the website of RERA for all important information including date, time, and venue of “*Skill Interview*”.
- (f) No travel cost will be paid to candidates appearing for the “*Skill Interview*”.
- (g) Canvassing in any form will be a disqualification.

By Order of Authority


Secretary

Real Estate Regulatory Authority

4th&6thFloor.Bihar State Building Construction RERA Campus

Hospital Road, Shastri Nagar, Patna - 800023

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NOTICE

For

HIRING OFCONSULTANT, ARCHITECTURE 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 fulfil its responsibilities, the Authority is looking for qualified, result-oriented candidates with relevant experience for the following post:

DETAILS OF POSITION WHERE HIRING OF CONSULTANT, ARCHITECTURE IS PROPOSED:

1. (a)**Name of the Position:** Consultant, Architecture.
(b) **Open for Hiring :**One Position.
(c) **Reservation category : Un Reserved (UR)**
(d)**Honorarium:** Range–Rs.75,000/- (Rupees seventy five thousand only) toRs.1,00,000/- (Rupees one lac only) P.M. Consolidated monthly Honorarium will be fixed in the given range by the Selection Committee, after taking into account the incumbent's qualification, experience, number of years of service and salary drawn over the last few years.
(e)**Qualification:** B.Arch. with minimum of 50% marks from recognized university, or equivalent from a reputed Indian University which is recognized by Council of Architecture.
(f) **Other:** 10 (Ten) years in commercial and housing projects / office building projects as architectural consultant
(g) **Age:** Maximum Age limit is 55 years.
(h) **Period of Contract:** One year, which may be extended once only by another year with a 10% increase in consolidated honorarium in the second year.
(i) **Job Profile:**
(i) Interest in Real Estate and understanding of technical aspects of Buildings (Building Bye Law, deviation, Master Plan, Land use plans, Development Policies). Strong background in Building Plan analysis & real estate financial analysis related to residential, commercial & retail real estate is ideal.

- (ii) Ensuring Adherence to the standards for design requirement for each project and specifications Timely reporting and issuance of notices in case of deviation.
- (iii) Identification and regular reporting of deviations during site visits. Ensuring Adherence to local bye laws, Effective monitoring for ensuring good quality and accurate implementation as per sanction drawings and completion drawings of the approved projects.
- (iv) Measure the covered areas for the properties visited, get an in- depth feedback on the value of the land / apartment / industry from the real estate brokers available in the vicinity of the property being valued, analyze the properties in terms of transaction value, local enquiry of the property pertaining to legal issues.
- (v) Should be an organized and cool-tempered professional who is able to handle a crisis and is expected to have a creative mind and excellent communication skills. Should also be confident in public speaking and project management abilities.
- (vi) Goal will be to cultivate a positive image of RERA, Bihar.

(j) Technical / Soft Skills required:

- (i) Proficiency in Auto cad, Working knowledge of Photoshop, 3-D Max, coral draw, Revit*Innovative and Creative thinking, Coordination skills & Quality Orientation
- (ii) Effective coordination and monitoring, Preparing Monthly plans through MIS.
- (iii) Knowledge and ability to interpret and apply Architecture Skills to finalize valuations and reporting
- (iv) Strong communication ability (oral and written).
- (v) Excellent organizational skills.
- (vi) Ability to work well under pressure.
- (vii) Creativity and problem-solving aptitude.

1. CUT-OFF DATE:


The cut-off date for the purpose of acquiring educational qualifications, experience, age etc. will be **01.01.2019**

2. HOW TO APPLY

- (i) Eligible persons who possess the requisite qualifications/experience should apply online from 09.00Hrs. of 27/09/2019 till 24.00Hrs. of 14/10/2019 in the prescribed application format on the website of RERA i.e. <https://rera.bihar.gov.in> wherein, besides the personal information, details regarding Educational/Professional qualifications (right from matriculation onwards), experience; date of birth, caste category, details of issuing authority, disability and domicile, if any should be filled in.. Online application submitted after 24.00 Hrs. On 14/10/2019 will not be considered.
- (ii) On filing the application online reference no. of the candidate will be generated Reference no. should be used for all future references/records/ correspondence / transactions.

- (iii) Candidates are also required to take a print out of the application filled online, affix a recent passport size photograph on the appropriate place and submit with photocopies of: (a) Matriculation/Secondary Certificate as proof of Birth,(b) Mark Sheets & Certificates in support of all educational qualifications, (c) experience certificates along with evidence of salary paid over the period claimed as experience. (d) Caste Certificate (if applicable). These should be sent to Secretary, Real Estate Regulatory Authority, Bihar, 6th Floor, Bihar State Building Construction Corporation Ltd. Campus, Hospital Road, Shastri Nagar, Patna – 800023 through **Registered/Speed Post/by Hand** on or before 24.00 Hrs. of 14/10/2019 Applications not received till prescribed date and time or received after the prescribed date and time, will not be considered.
- (iv) 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 "***Skill Interview***".
- (v) Applicants need to often visit the website of RERA for all important information including date, time, and venue of "***Skill Interview***".
- (vi) No travel cost will be paid to candidates appearing for the "***Skill Interview***".
- (vii) Canvassing in any form will be a disqualification.

By Order of Authority


27/9/19
Secretary

Real Estate Regulatory Authority

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NOTICE For

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- Redressal of complaints.

To fulfil its responsibilities, the Authority is looking for qualified, result-oriented candidates with relevant experience for the following post:

1. DETAILS OF POSITION WHERE HIRING OF CONSULTANT, MEDIA IS PROPOSED:

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- Name of the Position:** Consultant, Media
 - Number of Post :** One Position.
 - Reservation category :** Un Reserved (UR)
 - Honorarium:** Range—Rs.75,000/- (Rupees seventy five thousand only) to Rs.1,00,000/- (Rupees one lac only) P.M. Consolidated monthly Honorarium will be fixed in the given range by the Selection Committee, after taking into account the incumbent's qualification, experience, number of years of service and salary drawn over the last few years.
 - Qualifications:** Graduate from recognised University.
 - Work Experience:** At least ten years' regular experience in a recognised print media company.
 - Other:** Applicant should be proficient in Hindi and English.
 - Age:** Maximum age limit is 55 years.
 - Period of Contract:** One year which may be extended once only by another year with a 10% increase in consolidated honorarium in the second year.
 - Job brief:**
 - Has to organize and oversee PR activities and ensure effective communication with clients e.g., Promoters, Allottees and Agents, Media and the Public.
 - Should be an organized and cool-tempered professional who is able to handle a crisis and is expected to have a creative mind and excellent communication

skills. Should also be confident in public speaking and project management abilities.

(iii) Goal will be to cultivate a positive image of RERA, Bihar.

(k) Responsibilities:

- (i) Develop PR media relations strategies to achieve the objective of RERA.
- (ii) Collaborate with internal teams and maintain open communication with senior management.
- (iii) Edit and update publications (brochures, videos, social media posts etc.).
- (iv) **Preparing press releases, keynote speeches and promotional material.**
- (v) Building positive relationships with stakeholders, media and the public.
- (vi) Organize PR events (e.g. open days, press conferences) and serve as the company's spokesperson.
- (vii) Address inquiries from clients e.g., Promoters, Allottees and Agents, media and the public.
- (viii) Track media coverage and Feedback.
- (ix) Prepare and submit PR reports.
- (x) Manage PR issues.

(l) Requirements:

- (i) Excellent communication and presentation skills; comfortable with English, Hindi,
- (ii) Analytical and interpersonal communication skills.
- (iii) Knowledge on various laws relating to land on litigation and non-litigation issues.
- (iv) Knowledge of Real Estate Sector and the rules of Govt. and RERA.
- (v) Effective coordination and monitoring Preparing Monthly plans through MIS.
- (vi) Experience managing media relations.
- (vii) Background in researching, writing and editing publications.
- (viii) Proficient in MS Office and social media.
- (ix) Familiarity with project management software and video/photo editing is a plus.
- (x) Strong communication ability (oral and written).
- (xi) Excellent organizational skills.
- (xi) Ability to work well under pressure.
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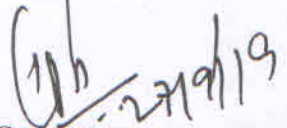
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