

REAL ESTATE REGULATORY AUTHORITY, BIHAR

Ground and 4th Floor of Telephone Exchange Building, BSNL, Patel Nagar Patna and 4th & 6th Floor,
Bihar State Building Construction Corporation Campus
Hospital Road, Shastri Nagar, Patna – 800023

SHORT TERM NOTICE

for

Hiring of Retired Officer of Indian Administrative Service/State Administrative Service Cadre as "Special Secretary" on short term contract basis.

Government of India has enacted the Real Estate (Regulation and Development) Act, 2016 (RERA Act) 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 (RERA Rules) 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 urgently requires the services of Retired Persons on contract for a period of fixed term for the following posts:

DETAILS OF POSITION WHERE HIRING ON CONTRACT IS PROPOSED:

1. Name of the Position: Special Secretary
2. Number of Positions: One
3. Reservation Category: Un Reserved (UR)
4. 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.
5. Eligibility: Incumbent must be a Retired Officer of Indian Administrative Service or State Administrative Service Cadre having worked as Special secretary/Additional Secretary in the state Government or on equivalent posts, had retired recently and having no adverse reporting during service tenure and no proceedings, either disciplinary or criminal, pending, who apply in response to advertisement. The candidate should be proficient in working on computers. Ability to work online is essential. Strong communication ability (oral and written).
6. Job Profile: To handle all matters relating to Administration including Personnel Management. he will be in the superior charge of Legal wing of RERA, Bihar. He may be delegated with other duties as considered necessary.
7. Place of Work: The place of work will be at Patna Office of RERA, Bihar.

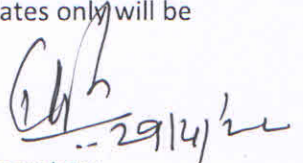
Phone Number: 0612-2291014/2291015

E-mail ID: rera@bihar.gov.in

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8. Period of Engagement: Initially for a period up to one year and may be extended further for a period as decided by Authority on the basis of the assessment of their performance and need of work.
9. Eligible candidates having requisite eligibility and experience may submit their application along with Curriculum Vitae stating their experience in handling land related matters and outstanding achievements through mail to RERA, Bihar on rera@bihar.gov.in. In the subject line of mail "Application for "Special Secretary" must be mentioned. Applications can be sent through mail up to 2400 Hrs. of 17th May 2022. Application received after the cut of date shall not be considered and no correspondence will be entertained in this regard. Incomplete application will not be entertained.
10. Shortlisted candidates need to bring requisite documents at the time of Interview/Test. Submitting wrong information in the application may lead to rejection of candidature.
11. All the applications, received will be scrutinized and the shortlisted candidates only will be called for interview.


Secretary