



REAL ESTATE REGULATORY AUTHORITY, BIHAR

3rd, 4th & 6th Floor, Bihar State Building Construction Corporation Campus Hospital Road,
Shastri Nagar, Patna - 800023

No.RERA/Hiring/18-19/94- 872 Patna, dated 29.04.2025

HIRING OF DEPUTY OFFICE ADMINISTRATOR ON SHORT TERM CONTRACT BASIS

The Real Estate Regulatory Authority, Bihar urgently requires the service of retired person on short term contract for the following position:-

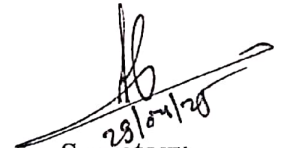
1. (a) **Name of the Position:** Deputy Office Administrator
(b) **Open for Hiring:** On Position.
(c) **Reservation category:** Unreserved (UR)
(d) **Qualification:** -Graduate from recognized university or equivalent.
(e) **Eligibility:** Incumbent must be a retired person who has worked not below the rank of Under Secretary of Bihar Secretariat Services or on an equivalent post having no adverse reporting during service tenure and no proceedings pending, 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 or till further order, which ever is earlier however it may be extended on the basis of assessment of performance for further period as decided by the Competent Authority.
(h) **Job Brief:** Office Management, efficient and expeditious disposal of work related to General Administration/ Establishment/ Accounts. Knowledge of Human Resource Management Rules/Bihar Treasury Rules, Comprehensive Financial Management System (CFMS) including e-billing, procurement through GeM portal, Annual Plan and Budget preparation etc.
(i) **Technical / Soft Skills required:** Computer proficiency and ability to work online, excellent communication and presentation skills; comfortable with English & Hindi, knowledge on various laws on litigation and non-litigation issues. Strong communication ability (oral and written). Excellent organizational skills. Creativity and problem-solving aptitude.
2. **CUT-OFF DATE:** Maximum age limit for the candidates applying for the position is 64 years as on 1st April, 2025
3. **HOW TO APPLY:-** Candidates having requisite eligibility and experience may submit their application in the prescribed format (Annexure "A") stating their experience acquired in various capacities of Under Secretary and describing outstanding achievements through mail to RERA, Bihar on rera@bihar.gov.in. In the subject line of mail "Application for Deputy Office Administrator" must be mentioned. Application can be sent through mail up to 2400 hrs. of 19th May, 2025.



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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 in original 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. Application needs 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 Interview.
7. Canvassing in any form will be a disqualification.


28/04/20
Secretary,
RERA, Bihar

No.RERA/Hiring/18-19/94-

Patna, dated



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Annexure "A"

Application for appointment of Deputy Office Administrator, RERA, Bihar on contract basis.

1. Applicant's Name :
2. Father's/Husband Name's:
3. Address for correspondence:-
4. Permanent Address:-
5. Date of Birth:
6. Age as on 01.04.2025:
7. Educational Qualification:
8. Date of Retirement:
9. Last Serving Department/Office:
10. Gender:
11. Category:
12. Nationality:
13. Email ID:
14. Mobile No:
15. Details of experience along with curriculum vitae and the details of holding various posts of of Bihar Secretariate Service from appointment till retirement. (Details may be attached separately)
16. Mention outstanding achievements/contributions made during the service tenure. (Details may be attached separately):
17. A copy of P.P.O
18. An affidavit that no adverse reporting during service tenure and no proceeding either disciplinary or criminal pending against the incumbent.
19. Copies of ACR of preceding last three years from the date of retirement.

I hereby, declare that the information given as above is true and correct to the best of my knowledge and belief and that there is no adverse reporting during service tenure and no proceeding pending, either disciplinary or criminal. I am aware that submitting wrong information in the application may lead to rejection of the candidature.

Place:-
Date:-

(Signature)
Name: