

# Real Estate Regulatory Authority

4<sup>th</sup>&6<sup>th</sup>Floor,Bihar State Building Construction RERA Campus  
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## 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 temporarily created following post:

### **DETAILS OF POSITION WHERE HIRING OF CONSULTANT, FINANCE**

#### **IS PROPOSED:**

1. (a) **Name of the Position:** Consultant, Finance.  
(b) **Open for Hiring:** Three Positions.  
(c) **Reservation category:** One for Un Reserved (UR)  
One reserved for Extremely Backward Class (EBC)  
One for Un Reserved (Women)  
(d) **Eligibility:** Incumbent must be a person having qualification of CA/ ICWA/MBA (Finance) shall be considered for appointment on short term contract basis as Consultant, Finance with at least seven years of post-qualification experience in Real Estate sector, gained in either corporate roles, Project Finance/ project Credit financing or Regulatory finance with maximum age limit is 55 years as on 1<sup>st</sup> September 2021. Computer proficiency with Microsoft Office is essential. Consolidated monthly Honorarium will be fixed in the given range of Rs.75,000/- (Rupees seventy-five thousand only) to Rs.1,00,000/- (Rupees one lac only) P.M. 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.

OR

Incumbent must be a person retired recently from a nationalised or renowned private Bank or Financial Institution as an Officer having experience in Project

approval or credit Financing particularly of Real Estate Sector or Regulatory finance experience in the Real Estate Sector from Government, autonomous or Statutory organization having qualification of CA/ICWA/MBA(Finance) may apply in response to advertisement. Computer proficiency with Microsoft Office is essential 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 for retired persons.

The Incumbent must not have any adverse reporting during service tenure and no proceedings, either disciplinary or criminal, pending. Candidates need to give a self-declaration in this regard.

(h) **Period of Contract:** One year which may be extendable on the basis of assessment of work.

(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 evaluate the financial viability of the real estate project with timely and accurate financial information.
- iii. Maintain statutory books and in-depth knowledge to analyse and interpret the books of accounts and statements thereof to unearth the actual financial net-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 **01.09.2021**

3. **HOW TO APPLY**

- (a) Eligible persons who possess the requisite qualifications/experience should apply online from 09.00Hrs. of 20/09/2021 till 24.00 Hrs. of 05/10/2021 in the prescribed online application format on the website of RERA following a dedicated link created for this purpose under menu of “Recruitment” on the website “<https://rera.bihar.gov.in>” of Real Estate Regulatory Authority (RERA), Bihar, wherein, besides the personal information, details regarding Educational/Professional qualifications (right from graduation onwards), experience, date of birth, details of caste category, disability and domicile, if any, should be filled in and recent photograph of the candidate and attachments required should be uploaded. Online application submitted after 24.00 Hrs. of 05/10/2021 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 affixed with a recent passport size photograph on the appropriate place and signed photocopies of: (a) Matriculation/Secondary Certificate as proof of Birth,(b) Mark Sheets & Certificates in support of all educational qualifications, (c) experience certificates of the concerned organisations or evidence of salary paid over the period claimed as experience. (d) Caste Certificate (if applicable). (e) Self Declaration for having Computer proficiency with MS Office etc with original certificates will be required at the time of Interview.
- (d) A list of eligible candidates will be prepared on the basis of their application etc. and from this list only shortlisted candidates will be entitled to appear in the “**written test and/or /Interview**”.
- (e) Applicants need to often visit the website of RERA for all important information including date, time, and venue of “**written test and/or /Interview**”.
- (f) No travel cost will be paid to candidates appearing for the “**written test and/or /Interview**”.
- (g) Canvassing in any form will be a disqualification.

By the Order of Competent Authority

Sd/-

(Kamal Narayan Singh)  
Secretary

### Format for Application for the post of Finance Consultant

Sr, no.	Description of information desired	To be filled in by candidate online	Remarks, if Any
1.	Name of the Candidate		
2.	Sex		
3	Permanent Address		
4	Address for Correspondence		
5	Domicile District		
6	Name and address of the Institution where working or from where retired		
7	Whether Retired or not		
8	Date of Birth		
9	Age as on 01/09/2021		
10	Name of the Degree of Graduation and year of passing.		
11	Name of the Degree of Post-Graduation and year of passing.		
12	Whether CA/ICWA/MBA(Finance)		
13	Month and Year of Passing CA/ICWA/MBA(Finance)		
14	Category of Reservation (UR/EBC/SC/ST/BC/EWS/ Specially Abled/any other). If Specially Abled write the category also		
15	Do you have requisite certificate to claim reservation		
16	Are you proficient working online and skill to work on MS Office, give details.		
17	In case you are not retired person, Do you have at least seven years of post-qualification experience of Project credit Financing particularly of Real Estate Sector or Regulatory finance experience in the Real Estate Sector. (Please upload a separate sheet duly signed by you specifying the Name of the post, Name of the Organisation, Nature of work, Period of holding the post. At the end write total numbers of years of experience. Please don't mention the		

	task not relating to requisite experience. For evidence upload a certificate issued by concerned organisation indicating experience and / or proof of salary payment)		
18	In case you are a retired person, do you have experience of Project approval or credit Financing particularly of Real Estate Sector or Regulatory finance experience in the Real Estate Sector. (Please upload a separate sheet duly signed by you specifying the Name of the post, Name of the Organisation, Nature of work, Period of holding the post. At the end write total numbers of years of experience. Please don't mention the task not relating to requisite experience. For evidence upload a certificate issued by concerned organisation indicating experience and / or proof of salary payment)		
19	Mention details of any outstanding work done by you during service period.		
20	Upload Self-declaration regarding adverse reporting during service tenure and no proceedings, either disciplinary or criminal, pending. uploaded or not		

Place:  
Date:

Name and Signature of the Applicant