

Memo No- RERA/Hiring Actt./- 42/2021-23 dated - 03-09-2021

Real Estate Regulatory Authority, Bihar

4th&6thFloor, Bihar State Building Construction Campus
Hospital Road, Shastri Nagar, Patna – 800023 and Ground and
2nd floor of TE Bldg, BSNL, Patel Nagar, Patna-800023

Phone Number: 0612-2291014/2291015, E-mail ID: rera@bihar.gov.in, rerabihar@gmail.com

NOTICE

HIRING OF ACCOUNTS EXECUTIVE 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 urgently requires the services of Retired Person on contract for a period of fixed term for the following temporary post:

1. Name of the Position: Accounts Executive
2. Position for Hiring: One Position.
3. Reservation category: Unreserved (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. Qualification: Graduate from recognized university or equivalent.

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6. Essentials: Incumbent must be a retired Officer of Bihar SecretariateService, not below the rank of Section Officer or similar and equivalent post from the State/Central Government or its organizations who has experience of working in the capacity of Drawing and Disbursing Officer (DDO), therefore it is mandatory that incumbent should have good knowledge in relevant field. He / She must not have any adverse reporting during service tenure and no proceedings, either disciplinary or criminal, pending. Persons retired recently will be given preference.
7. Other Attributes: Candidates should have good working knowledge of technology-based skills on the computer and ability to type on computer. They should also possess strong communication and interpersonal skills.
8. Period of Contract: One year, which may be extended by another year on the basis of the assessment of their performance.
9. Job Profile: Knowledge of Bihar Financial Rules, Treasury Rules, Comprehensive Financial Management System including e-billing, Procurement through GeM portal, Annual Plan and Budget preparation etc.
10. Eligible candidates having requisite eligibility and experience may submit their application stating their experience in the capacity of Drawing and Disbursing Officer and outstanding achievements through mail to RERA, Bihar on rera@bihar.gov.in. In the subject line of mail “Application for Accounts Executive” must be mentioned. Applications can be sent through mail up to 2400 Hrs. of 15th September 2021.

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11. On filing the application online, a reference number will be generated for every candidate acknowledging successful filing, which may be used for future reference /correspondence/records.
12. All these applications will be scrutinized and the shortlisted candidates will have to appear for Interview. Only Eligible Retired candidates having requisite experience will be permitted to appear for Interview. No certificate needs to be submitted along with application. Shortlisted candidates need to bring requisite certificates relating to their qualifications, experience, date of birth, date of retirement along with the requisite documents in original with a copy of PPO in original and self-attested copies thereof at the time of Interview. Filling wrong information in the application may lead to rejection of candidature.
13. Applicants need to often visit the website of RERA for all important information including result and date/ time of joining
14. No travel cost will be paid to candidates appearing for the "Interview".
15. Canvassing in any form will be a disqualification.



Secretary