

# Real Estate Regulatory Authority

4<sup>th</sup> & 6<sup>th</sup> Floor, Building of Bihar State Building Construction Corporation Ltd,  
Shastri Nagar, Patna – 800023

RERA/Hiring/18-19/24 - 861

Patna, Dated: 01.11.2024

NOTICE

## HIRING OF OFFICE ADMINISTRATOR ON SHORT TERM CONTRACT BASIS

Real Estate Regulatory Authority, Bihar is inviting applications from retired candidates having requisite qualification, experience and skill for the following temporarily created position to be filled in on short term contract basis:

1. Name of the Position: Office Administrator

Position for Hiring: One Position.

2. Reservation category: One Unreserved (UR)

3. 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.

4. Qualification: Graduate from recognized university or equivalent.

5. Essentials: Incumbent should have retired not below the rank of Under Secretary of Bihar Secretariat Services or equivalent post from the State/Central Government or its organizations. Incumbent must have understanding of the English Language, its vocabulary, legal terminology etc. Incumbent must not have any adverse reporting during service tenure and no proceedings, either disciplinary or criminal, pending against them. Incumbent must be below the age of 64 years as on 1<sup>st</sup> November 2024.

6. Other Attributes: Candidates should be proficient in working online with proficiency in Microsoft Office. Incumbent should also possess strong communication and interpersonal skills.

7. Period of Contract: One year or till further orders, which may be extended for further period on the basis of the performance.

8. Job Profile: Management of Office establishment, efficient and expeditious disposal of work related to General Administration/ Establishment/ Accounts/Budget, 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. knowledge on various laws on litigation and non-litigation issues. Incumbent must have excellent organizational skills, creative and problem-solving aptitude.

9. Eligible Candidates having requisite eligibility and experience may submit their application in the prescribed format stating their experience acquired in various capacities, they worked in and outstanding achievements, if any, through mail to RERA, Bihar on [rera@bihar.gov.in](mailto:rera@bihar.gov.in). In the subject line of mail "Application for Office Administrator" must be mentioned. Application can be sent through mail up to 2400 hrs. of 18<sup>th</sup> November, 2024. Applications received after the cut off date/time shall not be considered and no correspondence will be entertained in this regard. Incomplete application will not be entertained.

10. No certificate needs to be submitted along with the application. Shortlisted candidates need to produce requisite certificates relating to their qualifications, experience, date of birth, date of retirement, Caste Certificate and Domicile certificate issued recently by the Competent authority in

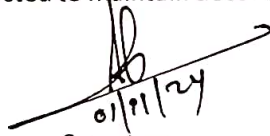
Phone Number: 0612-2291014/2291015, E-mail ID: [rerabihar@gmail.com](mailto:rerabihar@gmail.com)

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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.

11. All these applications will be scrutinized and the shortlisted candidates will be subjected to Test and/or Interview.
12. Applicants need to often visit the website of RERA for all important information including Computer Based Examination including Skill Test, results etc.
13. No travel cost will be paid to candidates appearing for the "Computer Based Examination, Skill Test and Interview".
14. Canvassing in any form will be a disqualification.
15. After appointment, the Incumbent shall maintain absolute secrecy of the facts and documents which come to their knowledge during the period. Incumbents are also expected to maintain decorum of RERA, Bihar's office.

  
01/11/24  
Secretary

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### Format for Application for the post of Office Administrator

| 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      | Date of Retirement  |                                     |                 |
| 6      | Name of the Position worked on just before retirement                     |                                     |                 |
| 7      | Name and address of the Institution from where retired                    |                                     |                 |
| 8      | Name of the Degree of Graduation  |                                     |                 |
| 9      | Domicile District   |                                     |                 |
| 10     | Category of Reservation (UR/EBC/SC/ST/BC/EWS/ Specially Abled/any other). |                                     |                 |
| 11     | Are you Specially abled (Yes/No)  |                                     |                 |
| 12     | If yes please write nature and degree                                     |                                     |                 |
| 13     | Mention details of any outstanding work done by you during service period |                                     |                 |

Upload a separate sheet duly signed by you specifying the Name of the post last held, Name of the Organisation, Nature of work, Period of holding the post. At the end write total numbers of years of experience. Also upload Self-declaration duly signed by you regarding adverse reporting during service tenure, if any, stating that no proceedings, either disciplinary or criminal is pending.

Place:

Name and Signature of the Applicant

Date: