

Real Estate Regulatory Authority

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

NOTICE

HIRING OF STENOGRAPHER (ENGLISH/HINDI) 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 fulfill its responsibilities, Real Estate Regulatory Authority of Bihar is inviting retired candidates having requisite qualification, experience and skill for the following temporarily created position:

Name of the Position: Stenographer (English/ Hindi)

1. Position for Hiring: Four Positions.
2. Reservation category: One Extremely Backward Class (EBC)
One for Women under Unreserved (UR (W))
One for scheduled Caste (SC)
One for 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 from the post of Steno or rank above it or similar and equivalent post from the State/Central Government or its organizations. Incumbent must have experience of Stenography and typing in English or Hindi, proficient in working online and Computer proficiency in Microsoft Office, understanding of the English/Hindi Language, its vocabulary, legal terminology, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. Candidates having experience in both English and Hindi stenography and typing will be given preference. 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.
6. Other Attributes: Candidates should have good working knowledge of Computer based proficiency and stenography skills and ability to type in on computer. They should also possess strong communication and interpersonal skills.
7. Period of Contract: One year, which may be extended for further period

Real Estate Regulatory Authority

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

8. Job Profile: To take dictations in English/ Hindi of the orders relating to court proceedings or relating to office correspondence. Knowledge of the English/Hindi languages, correct use of words, particularly of legal nature, phrases and idioms and ability to write the languages correctly, precisely and effectively on the computers.
9. Eligible candidates having requisite qualification and experience may submit their application in the online format from 0900 Hrs. of 06th of June 2022 till 2400 Hrs. of 21st of June 2022 following a dedicated link created for this purpose on the website "<https://rera.bihar.gov.in>" of Real Estate Regulatory Authority (RERA), Bihar, Sixth Floor, Bihar State Building Construction Corporation Building, Shastri Nagar, Patna-800023. 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. 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. No certificate needs to be submitted along with application. Shortlisted candidates need to produce 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.
11. All these applications will be scrutinized and the shortlisted candidates will have to appear in the Computer Based Examination including Skill Test for Stenography. The candidates will be given two dictations, one will be of legal nature. Each dictation will be for 10 minutes in English at the speed of 100 word per minute (w.p.m). The matter will have to be transcribed on computer.
12. Only those candidates having obtained qualifying marks in the Computer Based Examination including Skill Test for Stenography will be permitted to appear for Interview.
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 " Skill Test and Interview".
15. Canvassing in any form will be a disqualification.
16. 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.

By the order of Competent Authority


Secretary

Memo No-RERA/TE/Hiring/Skno/51/2022. - 94 Patna. dated - 02.06.2022

Real Estate Regulatory Authority

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

Format for Application for the post of Stenographer (English/Hindi)

Sr, no.	Description of information desired	To be filled in by candidate online	Remarks, if Any
1.	Name of the Position/Post (Write specifically whether for English or Hindi or both)		
2.	Name of the Candidate		
3.	Sex		
4.	Permanent Address		
5.	Address for Correspondence		
6.	Domicile District		
7.	Name and address of the Institution from where retired		
8.	Date of Retirement		
9.	Name of the Degree of Graduation		
10.	Whether you have Certificate or any qualification in Stenography, Please Specify		
11.	Category of Reservation (UR/EBC/SC/ST/BC/EWS/ Specially Abled/any other). If Specially Abled write the category also		
12.	Do you have requisite certificate to claim reservation		
13.	Are you proficient in working online and skill to work on MS Office, give details.		
14.	In case you are a retired person, do you have experience in English stenography. (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.		
15.	Mention details of any outstanding work done by you during service period.		

Real Estate Regulatory Authority

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

16. Upload Self-declaration regarding adverse reporting during service tenure and no proceedings, either disciplinary or criminal, pending. uploaded or not

Place:

Name and Signature of the Applicant

Date: