



भू-सम्पदा विनियामक प्राधिकरण, बिहार  
(REAL ESTATE REGULATORY AUTHORITY, BIHAR)

चौथा/छठा तल्ला, बिहार राज्य भवन निर्माण निगम लिमिटेड, मुख्यालय भवन, परिसर  
शास्त्रीनगर, पटना-800023

No.RERA/ Admn./Hiring Accounts/32/2024- 706 Patna, dated 09.09.2024.

**Notice Inviting application for Assistant Accountant on Short term Contract basis**

The Real Estate Regulatory Authority of urgently requires the service of retired person on short term contract for a period of fixed term for the following positions:-

1. Name of the position:- **Assistant Accountant**
2. No. of hiring position:- Two position
3. Reservation category:- 1. Unreserved (UR)  
2. Extremely Backward Class (EBC)
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.
6. Essentials:- Incumbent must be a retired person not below the rank of Upper Division Clerk(Accounts)/ Assistant or similar and equivalent post having work with State/Central Government or its organizations who has experience of working in the capacity of Accounts Clerk/Cashier/Accountant. 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, disciplinary or criminal, pending. Persons retired recently will be given preference.
7. Other Attributes:- Candidates should must have good working knowledge of I.T. technology-based skill on the computer and ability to work on computers. They should also possess strong communication and interpersonal skills.
8. Period of Contract:- One year, which may be extended for further term year on the basis of the assessment of their performance as decided by the Competent Authority.

9. Job Profile:- Knowledge of Bihar Treasury Rules, Comprehensive Financial Management System(CFMS) 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 in the prescribed format stating their experience in the capacity of Upper Division Clerk and outstanding achievements through mail to RERA, Bihar on [rera@bihar.gov.in](mailto:rera@bihar.gov.in). In the subject line of mail "Application for Assistant Accountant" must be mentioned. Application can be sent through mail up to 2400hrs. of 30.10.2024

11. All these applications will be scrutinized and shortlisted candidates will have to appear for Test/Interview. Only eligible retired candidates having requisite qualification and experience will be permitted to appear for Test/ Interview. No certificate needs to be submitted along with application. Shortlisted candidates need to bring requisite certificate 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. Application needs 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,

RERA, Bihar


Memo No.RERA/ Admn./Hiring Accounts/32/2024- 706

Patna, dated 09.09.2024

Copy to :-

I.T.Consultant,RERA,Bihar

For information and needful please.

  
Secretary,

RERA, Bihar

**APPLICATION FORMAT FOR THE POSITION OF ASSISTANT  
ACCOUNTANT**

1. Name of Retired personal:-
  2. Date of birth:-
  3. Date of superannuation:-
  4. Qualification:-
  5. Name of last post hold & name  
Organization:-
  6. Reservation category:-
  7. Permanent address:-
  8. Present Address:-
  9. Whether any vigilance inquiry or criminal  
Proceedings were registered/pending against you :-
- Note:- Copy of P.P.O. may be attached.

Signature