

Real Estate Regulatory Authority

4th&6thFloor,Bihar State Building Construction RERA Campus
Hospital Road, Shastri Nagar, Patna - 800023
Phone Number: 0612-2291014/2291015
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No. RERA/Contract Enrolment/2018 (Part 2)/655

28.1.2020

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 following post:

DETAILS OF POSITION WHERE HIRING OF CONSULTANT, FINANCE

IS PROPOSED:

- (a) **Name of the Position:** Consultant, Finance.
- (b) **Open for Hiring :** One Position.
- (c) **Reservation category:** Un Reserved (UR)
- (d) **Honorarium:** Range-Rs.75,000/- (Rupees seventy five thousand only) to Rs.1,00,000/- (Rupees one lac only) P.M. Consolidated monthly Honorarium will be fixed in the given range 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.
- (e) **Qualifications:** CA/ICWA/MBA Finance shall be considered for appointment on contract basis.
- (f) **Other:** At least Ten years post qualification experience in Real Estate sector, gained in either Corporate roles, Project Finance, Regulatory finance, experience in the relevant sector as Finance Consultant.

- (g) **Age:** Maximum Age limit is 55 years.
- (h) **Period of Contract:** One year which may be extended by another year with a 10% increase in consolidated monthly honorarium.
- (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 check for discrepancies Report with timely and accurate financial information Prepare reports to senior executives, stakeholders, and members.
 - iii. Maintain statutory books and in-depth knowledge to analyse and interpret the books of accounts and statements there of to unearth the actual financial 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.

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. Goal will be to cultivate a positive image of RERA, Bihar.

CUT-OFF DATE:


The cut-off date for the purpose of acquiring educational qualifications, experience, age etc. will be **01.01.2020**.

HOW TO APPLY

- (a) Eligible persons who possess the requisite qualifications/experience should apply online from **28th January 2020** till **24.00 Hrs. Of 11th February 2020** in the prescribed application format on the website of RERA i.e. <https://rera.bihar.gov.in> Wherein, besides the personal information, details regarding Educational/Professional qualifications (right from matriculation onwards), experience, date of birth, details of caste category, disability and domicile, if any, should be filled in. Online application submitted after **24.00 Hrs.- on 11th February 2020** 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, affix a recent passport size photograph on the appropriate place and submit its signed copy with photocopies of: (a) Matriculation/Secondary Certificate as proof of Birth,(b) Mark Sheets & Certificates in support of all educational qualifications, (c) experience certificates along with evidence of salary paid over the period claimed as experience. (d) Caste Certificate (if applicable). These should be sent to Secretary, Real Estate Regulatory Authority,Bihar,6th Floor, Bihar State Building Construction Corporation Ltd. Campus, Hospital Road, Shastri Nagar, Patna – 800023 through **Registered/Speed Post/ by Hand** on or before **05.00PM. of 14th February 2020**. Applications in hard copy with documents, not received till prescribed date and time or received after the prescribed date and time, will not be considered.
- (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 **“Skill /Interview”**.
- (e) Applicants need to often visit the website of RERA for all important information including date, time, and venue of **“Skill/Interview”**.
- (f) No travel cost will be paid to candidates appearing for the **“Skill/Interview”**.
- (g) Canvassing in any form will be a disqualification.

By Order of Authority

Secretary


28/1/2020