

Real Estate Regulatory Authority

4th&6thFloor, Bihar State Building Construction RERA Campus

Hospital Road, Shastri Nagar, Patna - 800023

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NOTICE

For

HIRING OF LEGAL EXECUTIVE ON SHORT TERM CONTRACT BASIS

Real Estate Regulatory Authority, Bihar is looking for qualified, result-oriented candidates with relevant experience for the temporarily created following positions:

DETAILS OF POSITION WHERE HIRING OF LEGAL EXECUTIVE

IS PROPOSED:

1. (a) **Name of the Position:** Legal Executive.
- (b) **Open for Hiring:** Five Positions.
- (c) **Reservation category:** Two for Un Reserved (UR)
 - One reserved for Extremely Backward Class (EBC)
 - One for Un Reserved (Women)
 - One reserved for Scheduled Caste
- (d) **Eligibility:** Incumbent must be a person having qualification of Bachelor of Law shall be considered for appointment on short term contract basis as Legal Executive with having at least experience of 3 years at Bar/ Authority / Institutions of equivalent nature may be appointed as Legal Executive through open source initially for three years. Honorarium may be fixed at Rs.6 Lacs (Rs. Six lacs) per annum.

Maximum age limit for the candidates applying for the position is 35 years as on 1st June 2022.

Candidates having experience of working in **RERA, Bihar will be given weightage up to ten percent in overall marks obtained.** Candidates having Master's degree of Law will be given preference in case the marks obtained are same with that of Bachelor degree holders.

Computer proficiency with Microsoft Office is essential. The Incumbent must not have any adverse reporting and no proceedings, either disciplinary or criminal, pending. Candidates need to give a self-declaration in this regard.
- (h) **Period of Contract:** Three years which may be extendable on the basis of assessment of work.
- (j) **Job Brief:**
 - i. Legislative- prepare a brief on what Rules/Regulations
 - ii. Legal Consultation
 - iii. Compilation and documentation of major judgements
 - iv. legal aid to Allottees
 - v. Capacity building of various stake holders
 - vi. Scrutiny of complaint filed under section 31 and to guide complainant to make the complaint error free, by removing deficiency
 - vii. Ensuring service of Notices and appearance of parties
 - viii. Listing and hearing of the cases
 - ix. Support by legal team to the Bench

- x. legal opinion on various issues
- xi. Dissemination of Orders
- xii. Collection, maintenance and archiving of orders through Indexation
- xiii. Monitoring of compliance of various orders
- xiv. Execution of cases under section 40(2) and rule 26
- xv. to represent and appear before the high court, civil court and Tribunal
- xvi. Legal support in Enquiries/ Investigation, if any
- xvii. Representation and appearance on behalf of Authority in Suo Motu / Revocation/ Rejection cases before various Benches.
- xviii. Legal support in registration and Monitoring of Projects
- xix. Legal support in respect of actions required under section 5,7, 8 etc.
- xx. Any Other which may be assigned

(j) 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.
- xii. Goal will be to cultivate a positive image of RERA, Bihar.

2. CUT-OFF DATE:

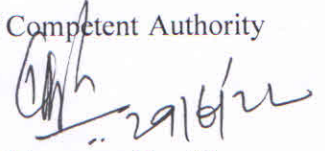
The cut-off date for the purpose of acquiring educational qualifications, experience, age etc. will be **01.07.2022**

3. HOW TO APPLY

- (a) Eligible persons who possess the requisite qualifications/experience should apply online from **09.00Hrs. of 05/07/2022 till 24.00 Hrs. of 25/07/2022** in the prescribed online application format on the website of RERA following a dedicated link created for this purpose under menu of "Recruitment" on the website "<https://rera.bihar.gov.in>" of Real Estate Regulatory Authority (RERA), Bihar, <http://www.rera.bihar.gov.in/wherein>, besides the personal information, details regarding Educational/Professional qualifications (right from graduation onwards), experience, date of birth, details of caste category, disability and domicile, if any, should be filled in and recent photograph of the candidate and attachments required should be uploaded. Online application submitted after **24.00 Hrs. of 25/07/2022** 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 affixed with a recent passport size photograph on the appropriate place and signed photocopies of: (a) Matriculation/Secondary Certificate as proof of Birth, (b) Mark Sheets & Certificates in support of all educational qualifications, (c) experience certificates of the concerned organisations or evidence of salary paid over the period claimed as experience. (d) Caste Certificate (if applicable) (e) Domicile certificate (if applicable) (f) Certificate if the candidate is specially abled with % of disability (g) Self Declaration for having Computer proficiency with MS Office etc with original certificates will be required at the time of Written Test/and/or/Interview.
- (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 "**written test and/or /Interview**".
- (e) Applicants need to often visit the website of RERA for all important information including date, time, and venue of "**written test and/or /Interview**".
- (f) No travel cost will be paid to candidates appearing for the "**written test and/or /Interview**".
- (g) Canvassing in any form will be a disqualification.

By the Order of Competent Authority



(Kamal Narayan Singh)

Secretary

Memo No-RERA/TE/Legal/49/2022-23/122, Patna, dated. 29.06.2022

Format for Application for the post of Legal Executive

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	Domicile District		
6	Name and address of the Institution where working		
7	Date of Birth		
8	Age as on 01/06/2022		
9	Name of the Degree of Graduation and year of passing.		
10	Name of the Degree of Post-Graduation and year of passing.		
11	Whether LLB/BL/ LLM		
12	Month and Year of Passing LLB/BL/ LLM)		
13	Category of Reservation (UR/EBC/SC/ST/BC/EWS/ Specially Abled/any other). If Specially Abled write the category and extent also		
14	Do you have requisite certificate to claim reservation		
15	Are you proficient working online and skill to work on MS Office, give details.		
16	Do you have at least three years (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. For evidence upload a certificate issued by concerned organisation indicating experience and / or proof of salary payment)		
17	Mention details of any outstanding work done by you during service period.		
18	Upload Self-declaration regarding adverse reporting during and no proceedings, either disciplinary or criminal, pending. To be uploaded.		

Place:
Date:

Name and Signature of the Applicant