

# **Rajasthan Real Estate Regulatory Authority**

## **Details of the post of Registrar**

### **1. Name of the post:**

Registrar, Real Estate Regulatory Authority, Rajasthan

### **2. Eligibility criteria:**

A person shall not be qualified for appointment as the Registrar unless he has been retired from Rajasthan Administrative Service. Preference will be given to Higher Supertime/Supertime scale officer.

He/she must have experience of at least 30 years of work as Rajasthan Administrative Service out of which minimum 3 years experience must be required of land related matters/Urban Development and Housing departments/ boards/ corporations etc.

### **3. Age limit:**

Not more than 65 Years.

### **4. Tenure:**

- (i) The appointment shall be for a period of two years, which may be extended further upto one more year in the discretion of the Authority and subject to concurrence of the State Government. In case his services are no longer needed or his performance or conduct is not found satisfactory by the Authority, his services may be terminated by the Authority, at any time, by serving a notice of one month. The officer may also terminate this assignment by giving one month's notice to the Authority.

### **5. Salaries, allowances and other conditions:**

- (a) He shall be paid a monthly remuneration equal to the basic pay last drawn minus the uncommuted pension; and Dearness Allowance, as applicable.
- (b) He will be entitled to fifteen days of casual leave on calendar year basis.
- (c) He will be allotted a vehicle by the Authority for official use as also for his daily commute from residence to office and office to residence.
- (d) Travelling allowance for the journeys performed outside Jaipur for official purpose will be paid/reimbursed as per Authority rules.
- (e) The reimbursement of mobile/telephone/internet expenses will be made as per Authority rules.

### **6. Role and responsibilities:**

The Registrar shall be the principal executive of the Authority and shall exercise his powers and perform his duties under the control of the Chairperson.

Registrar shall have the following powers and perform the following duties, namely:-

- i. shall have custody of the records and seal of the Authority;
- ii. shall receive or cause to receive all documents, including, inter alia, complaints, applications or reference pertaining to the Authority;
- iii. shall scrutinize documents, including, inter alia, complaints, applications or references and shall be entitled to seek clarifications or rectifications upon the same and issue appropriate directions pertaining to the acceptance or rejection of such documents;
- iv. shall prepare or cause to be prepared briefs and summaries of pleadings presented by various parties in cases filed before the Authority;
- v. shall carry out such functions under the Act or the rules, as may be delegated to him by the Chairperson, by general or special order;
- vi. shall assist the Authority the Authority in the proceedings relating to the power exercisable by the Authority, as directed by the Chairperson;
- vii. shall provide notice for meeting, prepare the agenda for meeting and minute the proceedings of the Authority;
- viii. shall authenticate the order passed by the Authority;
- ix. shall, so far as it is possible, monitor compliance of the orders passed by the Authority and shall forthwith bring to the notice of the Authority any non- compliance thereof; and
- x. shall have the right to collect from the State Government or other offices, companies and firms or any other party as may be directed by the Chairperson, such information and record, report, documents, etc., as may be considered necessary for the purpose of efficient discharge of the functions of the Authority under the Act and the rules and place the same before the Authority.

## **7. Submission of application:**

The applicants may send their applications in the prescribed Application Format hosted (in pdf as also in Word format) on **<https://www.rera.rajasthan.gov.in>** along with the self-attested copies of supporting documents, so as to reach the office of Registrar, Rajasthan Real Estate Regulatory Authority, 3<sup>rd</sup> floor, RSIC Wing, Udyog Bhawan, Tilak Marg, Jaipur, **on or before 03.09.2024** in hard copy; or through email at email id. **registrar.rajasthanrera@gmail.com**. All the pages of the duly filled application form should bear signatures of the applicant; and **“Application for the post of Registrar”** should be clearly written on the envelope or in the subject line of email, as the case may be.

**8. Notes:**

- (i) The Authority reserves the right to reject any or all applications received, without assigning any reason therefore.
- (ii) Incomplete applications shall not be entertained and the Authority shall not be responsible for any postal delays.

## APPLICATION FOR THE POST OF REGISTRAR

Affix the latest  
passport size photo

**1. Full Name (in block letters):**

**2. Date of Birth (DD/MM/YYYY):**

**3. Age:**

**4. Retirement emoluments details:**

**(i) Date of retirement:**

**(ii) Name of the service from which retired:**

**(iii) Post from which retired:**

**(iv) Last pay drawn**

**(A) Basic pay:**

**(B) Total emoluments:**

**5. Permanent residential address:**

**6. Address for communication:**

**7. Mobile/Phone Number (s):**

**8. Email id:**

**9. Of enquiries or proceedings pending:**

- (i) Is there any in-house or departmental enquiry presently pending against you, within or outside your organisation? Yes/No
- (ii) Have you ever been implicated by any investigating agency within or outside your organization? Yes/No
- (iii) Is there any case pending against you at the Vigilance Organization/Crime Branch/Court of Law in the State or outside the State? Yes/No

**10. Details of employment in Rajasthan Administrative Service, in chronological order, from latest to earliest: (please add rows as required)**

S. No.	Designation	Duration	
		From	To
1	2	3	4

**11. Special qualifications, achievements and any other additional information that the candidate may like to provide in support of his suitability for the post:**

**Declaration**

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/ distorted. If at any time, I am found to have concealed/ distorted any material information; my appointment shall be liable to be summarily terminated without notice.

**Full Signature of the Applicant**

**Date:**

**Place:**

**List of Documents required to be attached:**

1. Proof of the Post last held (Copy of GPO or PPO).
2. Proof of last salary drawn (Copy of LPC).
3. Proof of Age (Copy of appointment order or retirement order or any other document).
4. Any other document the candidate may wish to provide.