Uttar Pradesh Real Estate Regulatory Authority

Naveen Bhawan, Rajya Noyojan Sansthan,
Kalakankar House, Old Hyderabad, Lucknow 220007

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Advertisement for the position of a Data Analysis & Documentation Consultant in UP RERA

Uttar Pradesh Real Estate Regulatory Authority (U.P. RERA) invites online applications from eligible candidates for one position of Data Analysis & Documentation Consultant for assisting the Authority in carrying out of its functions.

The relevant details regarding the nature and scope of work, the eligibility condition, the terms and conditions of engagement and the method of selection for the position can be seen under the CAREER tab on the website of the Authority (https://up-rera.in). The candidates are advised to see the same before applying for the position.

The willing candidates can apply by clicking the link CAREER on the website of the Authority (https://up-rera.in).

The last date for submission of the application is **11ᵗʰMay, 2023**.

Secretary
U.P. RERA

Terms of Reference (ToR) for the position of a Data Analysis & Documentation Consultant in U.P. RERA

1. Introduction

The Real Estate Regulatory Authority has been established primarily for regulation and promotion of the real estate sector and to ensure sale of plot, apartment or building, as the case may be, or sale of real estate project, in an efficient and transparent manner and to protect the interest of consumers in the real estate sector and to establish an adjudicating mechanism for speedy dispute redressal and also to establish the Appellate Tribunal to hear appeals from the decisions, directions or orders of the Real Estate Regulatory Authority and the adjudicating officer and for matters connected therewith or incidental thereto.

The Authority is looking to hire the services of well-experienced, talented, innovative, and dynamic professional for Data Analysis and for maintaining documentation and reporting on all important and critical process carried out by U.P. RERA for improving its performance and ensuring compliance under the RERA Act. The consultant's position is primarily for the Regional Office of U.P. RERA at Greater Noida, Gautam Buddha Nagar.

2. Roles & Responsibilities of the Documentation Consultant

The Data Analysis & Documentation Consultant will be expected to assist the Authority in performance of the following functions:

a) Develop a good understanding of the RERA Act, 2016, U.P. RERA Rules and Regulations thereof including the operational processes and the data collected from stakeholders.

b) Prepare, update, and maintain Standard Operating Procedures (SOPs) for various operational processes of U.P. RERA.

c) Prepare, update and maintain the contact details of all the promoters registered with U.P. RERA and ensure the same are available on the U.P. RERA Web Portal.

d) Identify the requirement of relevant data for different divisions of U.P. RERA, Pull out such data for preparing various reports required for decision-making, Prepare and maintain periodic reports on Key Performance Indicators (KPIs) of U.P. RERA– Registered Projects, Registration Lapsed Projects, Registration Withdrawn Projects,

Completed Projects, Withdrawn Projects, QPR Compliance, AAR Compliance, Complaints, Compliance of Orders etc.

e) Provide the required data based information for preparing minutes of meeting for all meetings and ensure timely follow-up on the actionable with requisite internal and external stakeholders.

f) Provide support in monitoring of compliance of RERA Act, Authority's orders / notices etc.

g) Provide support on the Promoter and Project Grading processes.

h) Perform any other duty assigned by Hon'ble Chairman, Hon'ble Members, Secretary, Finance Controller, Technical Advisor, Legal Advisor and IT Manager as required.

3. Eligibility Conditions

3.1 The minimum eligibility conditions proposed for the Documentation Consultant are as given below:

a) **Educational Qualification:** The prospective candidate must have a B.Tech / BE in Computer Science/Information Technology or Masters of Computer Applications (MCA) from a reputed institute / university.

b) **Professional Experience:** The prospective candidate must have over five (5) years of experience in MIS, documentation, data compilation and analysis, qualitative and quantitative data interpretation.

c) **Government Experience:** The prospective candidate must have at least 3 years' experience working with IT Departments in Central / State Government / PSUs / Government Authorities, Regulatory Institutions.

d) **Communication Skills:** The prospective candidate must have excellent interpersonal and written communication skills. Proficiency in English & Hindi is a must.

e) **IT Skills:** The prospective candidate must have high-level of computer proficiency, specially - familiarity with commonly used Windows, MS Office software and software packages.

f) **Age:** The prospective candidate should be below the age of 40 years as on 1st April 2023

g) **Blacklisting:** The prospective candidate must not be facing any vigilance or criminal case/enquiry or have been backlisted / debarred by any Central / State Government Departments / Organizations. A declaration to this effect shall have to be submitted with the application.

3.2 **Preferred Experience**

a) The prospective candidate with experience of working in a Government/Regulatory Body shall be preferred.

4 Selection Process

4.1 **Method of Selection**

The selection will be based on interviews from amongst the eligible candidates.

4.2 **The Process of Selection**

The willing and eligible candidates can apply for the position online, on the website of the Authority (https://up-rera.in), within the stipulated time using the link CAREER on the homepage of the website.

The selection/interview committee shall objectively evaluate the applicants through interview on the following criteria– Educational Qualification, Professional Experience, IT Skills, Data Analysis, Documentation and Reporting Skills and Government Experience.

5 General Terms & Conditions

5.1 **Location:** The Data Analysis & Documentation Consultant with requisite qualification and experience as prescribed would be hired as Individual Consultant on full-time basis and will be based out of U.P. RERA Regional Office in Greater Noida.

5.2 **Working Hours:** The Data Analysis & Documentation Consultant will be required to be present in the office during normal office hours from 10:00 a.m. to 6:00 p.m., but the nature of duties may require monitoring / follow up beyond office hours.

5.3 **Conflict of Interest:** The Data Analysis & Documentation Consultant would not be permitted to take up any other assignment during the period of Consultancy with U.P. RERA.

5.4 **Supervision**: The Data Analysis & Documentation Consultant will be reporting to Secretary, U.P. RERA.

5.5 **Tenure:** The Data Analysis & Documentation Consultant will be engaged for a fixed period of five (5) years which may be extended by a similar term on satisfactory performance. However, their continuation in their respective position beyond the first five (5) years, would be contingent on a satisfactory Annual Performance Review based on clearly defined Key Performance Indicators. Extension beyond ten (10) years may be considered under exceptional circumstances with the approval of Hon'ble Chairman, U.P. RERA. However, no extension will be given beyond the age of 60 years.

5.6 **Honorarium**: The Data Analysis and Documentation Consultant will be paid a monthly remuneration of Rs. 70,000 (seventy thousand only) with a provision of 8 percent yearly increase in previous year's remuneration.

5.7 **Other Conditions of Consultancy:** The Data Analysis & Documentation Consultant will be provided the following :-

a) The Data Analysis & Documentation Consultant will be provided office cabin in the UP RERA Regional Office in Greater Noida.

b) The Data Analysis & Documentation Consultant will be provided equipment such as Desktop / Laptop and Printer cum copier for dispensing his duties and responsibilities.

c) The Data Analysis & Documentation Consultant will be reimbursed medical expenses for himself / herself and dependent spouse and children on the basis of actual bills within the cap of one month honorarium within a financial year.

5.8 The Data Analysis & Documentation Consultant will be reimbursed for outstation travel, wherever required, upon prior approval from Secretary, U.P. RERA and on submission of actual bills. The rates of T.A./ D.A/ travel by road etc will be payable to the consultant as per the rates admissible to the U.P. Government personnel working in level-9 of the pay band matrix.

5.9 **Payment:** The Data Analysis & Documentation Consultant shall be paid on a monthly basis within one week after completion of the month based on the biometric attendance or on certification by Secretary, U.P. RERA.

5.10 Leave: The Data Analysis & Documentation Consultant is entitled to 20 days leave in a year with full Honorarium but not more than 6 days in continuation at a time.

5.11 **Tax Deduction at Source:** The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which U.P. RERA will issue TDS Certificate/s. U.P. RERA will have no liability for taxes or other contribution payable by the Individual Consultant on payments made under this contract.

5.12 **Cessation:** The appointment of Data Analysis & Documentation Consultant is of a temporary nature and U.P. RERA can cancel the appointment at any time without providing any reason, by giving a prior notice of one-month or by paying advance remuneration of one-month. The selected candidate can similarly terminate the contract by giving one-month prior notice to the Authority or by depositing amount equivalent of one month's honorarium with the Authority.

Contract: The Data Analysis & Documentation Consultant will be required to sign an agreement before commencing services to U.P. RERA.