



GOA REAL ESTATE REGULATORY AUTHORITY

101, 1st Floor, 'SPACES' Building, Plot No. 40, EDC Patto Plaza, Panaji 403 001 Goa

www.rera.goa.gov.in

Tel: 0832-2437655; e-mail: goa-rera@gov.in

F.No.1/RERA/C.R.P/104/2020/159

Dated 02/03/2023

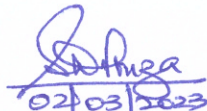
To,
The Director,
Department of Information and Publicity,
Panaji-Goa.

Sub:-Publication of Advertisement in the Newspaper.

Sir,

I am directed to enclose herewith advertisement F.No. 1/RERA/C.R.P/104/2020 dated 02.03.2023, for the post of Head Clerk to be published in the dailies 'Navhind Times' and 'Gomantak'. The relevant bill may be forwarded to this office for settlement.

Yours faithfully,


02/03/2023
(Sandra D'Souza)
O.S.D (RERA)

Encl: as above



GOA REAL ESTATE REGULATORY AUTHORITY

101, 1st Floor, 'SPACES' Building, Plot No. 40, EDC Patto Plaza, Panaji 403 001 Goa
www.rera.goa.gov.in

Tel: 0832-2437655; e-mail: goa-rera@gov.in

F.No.1/RERA/C.R.P/104/2020/159

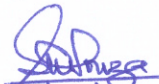
Dated 02/03/2023

Advertisement for the post of Head Clerk

Applications are invited for the post of Head Clerk on contract basis for handling matters of Accounts, Audit, Establishment and Co-ordination on a remuneration of Rs. 40,000/- per month approximately. The details of duties, responsibilities and Bio-data are available in the website of Goa RERA. (www.rera.goa.gov.in)

The contract initially will be for a period of one year and extendable further on need basis.

Interested candidates who are superannuated as Office Superintendents/ Head Clerks after 31.03.2022 from the Government Departments including Public Sector Undertakings may apply to the Goa RERA within 20 days from the date of advertisement to the O.S.D., Goa Real Estate Regulatory Authority on the above address.


02/03/2023
(Sandra D'Souza)
O.S.D (RERA)

**Application for the post of the Head Clerk on Contract Basis in the Goa
Real Estate Regulatory Authority.**

Bio-data of the Applicant

1. Name, Address, mobile number and e-mail id:
2. Date of Birth and Age (maximum 64 years):
3. Date of Superannuation:
4. Department from which superannuated:
5. Departments in which worked during
Government service and posts held:
6. Experience in the field of Establishment,
Accounts, Audit and Co-ordination with various
Departments during Government service
(Furnish brief details):
7. Any other remarks:

Place:

Date:

Signature of the Applicant

Duties to be performed

1. All administrative, establishment, Accounts and co-ordination matters.
2. Annual Reports and Annual Statement of Accounts of the Authority, to be submitted to Government.
3. Banking Transaction/Accounts reconsideration in State Bank of India.
4. Filing returns/TDS with consultation with CA (Outdoor duties).
5. Maintaining cash Book and other records such as stationery/Assets/Petty cash, etc.
6. Audit of (CA) internal and CAG, and submitting compliance report.
7. Verification of fees paid by promoters for projects/ agents/complaint. etc.