



## Uttar Pradesh Real Estate Regulatory Authority

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

Email id – [contactuprera@up-rera.in](mailto:contactuprera@up-rera.in)

Website <https://up-rera.in>

No. 12694 /U.P. RERA/2025-26

Date: 11 December, 2025


### Notice for Expression of Interest (EOI) for positions of Consultant in U.P. RERA

U.P. RERA seeks to select one consultant each for its Technical and Legal divisions to strengthen the regulatory framework and ensure effective oversight of compliances by the promoters and the real estate agents, and to assist the Chairman and the Authority in policy formulation, compliance monitoring, and institutional strengthening.

For this purpose, Expression of Interest (EOI) is sought on U.P. RERA web-portal on its CAREER section eligible professionals. The details of the EOI process are as under:

	Position of Consultant	Number of Consultant required	Details of Position available on	Last date of EOI
1	Consultant (Regulatory compliances)	ONE	Terms of Reference (TOR), conditions of the Position and web form for EOI available on <a href="http://www.up-rera.in/applicationform">www.up-rera.in/applicationform</a> under CAREER section on the portal	27.12.2025
2	Legal Consultant	ONE	Terms of Reference (TOR), conditions of the Position and web form for EOI available on <a href="http://www.up-rera.in/applicationform">www.up-rera.in/applicationform</a> under CAREER section on the portal	27.12.2025

The applicants should ensure that EOIs are complete in all respect and are submitted alongwith necessary documents as required in the EOI web-form and TOR.

  
(Mahendra Verma)  
Secretary  
U.P. RERA

# Terms of Reference (ToR) for Engagement of Consultant (Regulatory Compliance)

## 1. Background

The Uttar Pradesh Real Estate Regulatory Authority (UP RERA) has been established under the provisions of the Real Estate (Regulation and Development) Act, 2016 to regulate and promote the real estate sector, ensure transparency in project implementation, protect the interest of consumer, and promote fair practices among the promoters, the agents, and the allottees.

As the sector keeps evolving, UP RERA's regulatory responsibilities are also expanding and now include new forms of real estate transactions, digital marketing practices, and diversified financial arrangements. Therefore to strengthen the regulatory framework and ensure effective oversight of compliances by the promoters and the real estate agents, now there is a strong need to engage a full-time Consultant (Regulatory Compliances) to assist the Chairman and the Authority in policy formulation, compliance monitoring, and institutional strengthening.

## 2. Objectives of the Assignment

The primary objective of this engagement is to support the Authority, Hon'ble Chairman, UP RERA and the officers of the Authority in:

- Strengthening the legal and regulatory framework of UP RERA.
- Overseeing various compliances under the registered real estate projects by the promoters and by the agents.
- Enhancing the efficiency and transparency of regulatory processes.
- Oversee the development of new IT functionalities that enable effective monitoring and decision-making.
- Advising on regulatory, policy, and governance matters pertaining to the functions of the Authority.

## 3. Scope of Work

### A. Regulatory Policy and Advisory Functions

- i) Assist and advise on enforcement of the Real Estate (Regulation and Development) Act, 2016, the UP RERA Rules, 2016, and all related regulations and circulars.
- ii) Assist in drafting new regulations, guidelines, and circulars to address emerging regulatory needs, as required.

- iii) Prepare concept notes and discussion papers for Hon'ble Chairman and for consideration of the Authority.
- iv) Conduct benchmarking of UP RERA's regulatory practices against other State RERAs and global regulatory standards.

#### **B. Oversight of Project and Agent Regulatory Compliance**

- i) Supervise periodic compliance audits of registered projects and agents.
- ii) Ensure that quarterly project progress reports, annual audit certificates, and agent renewals are scrutinized as per regulatory norms.
- iii) Ensure development of Compliance Dashboard and monitor the compliances and early warning systems for delayed or high-risk projects.
- iv) Recommend action for non-compliance, including issuance of notices, penalties, or revocation of registration of the project, in coordination with the Compliance and Legal Wings.
- v) Periodical review of applications relating to registration of projects by the promoters and applications for registration of agents to ensure adherence to regulatory requirements and documentation standards.
- vi) Track compliance status of post-registration activities (bank account disclosures, approvals, and promoter obligations, etc).

#### **C. Institutional Strengthening and Coordination**

- i) Develop, maintain and improve standard operating procedures (SOPs) for real estate project and real estate agent registration lifecycle activities.
- ii) Coordinate between regulatory, legal, IT, and finance wings for end-to-end compliance management.
- iii) Support digitization and automation of compliance tracking, data validation, and reporting processes.
- iv) Facilitate inter-agency coordination with housing authorities, banks, and local bodies to ensure holistic compliance monitoring.

#### **D. Capacity Building and Stakeholder Engagement**

- i) Design and conduct capacity-building sessions for UP RERA officials on regulatory and compliance frameworks.
- ii) Engage with promoters, agents, and professional bodies to improve compliance awareness.
- iii) Prepare FAQs, circulars, and guidance notes to promote clarity and self-compliance in the sector.

- iv) Support and evaluate training programs for real estate agents under the UP RERA certification framework or any other training and capacity building program.

#### **E. Strategic and Advisory Support to the Chairman**

- i) Prepare background notes, briefing papers, and analytical summaries on regulatory issues for meetings and conferences.
- ii) Draft speaking points, presentations, and communication materials on key policy or compliance issues.
- iii) Assist in identifying policy gaps and recommending reforms for greater efficiency and consumer protection.
- iv) Serve as the Chairman’s focal point for all regulatory matters requiring interdepartmental or inter-agency coordination.

#### **F. Regulatory Systems & Process Automation**

- i) Identify and conceptualize new IT functionalities to support regulatory, compliance, and monitoring activities of UP RERA.
- v) Work closely with the IT team and vendors to define functional requirements, workflows, and user experience specifications.
  - Review and validate system modules related to - Project registration and compliance tracking, Agent registration and training management, Data analytics and MIS dashboards etc for regulatory insights.
- ii) Suggest enhancements in existing portals for better integration, user accessibility, and compliance automation.

### **4. Deliverables**

<b>S.No.</b>	<b>Deliverable</b>	<b>Frequency / Timeline</b>
1.	Monthly regulatory and compliance report summarizing project and agent compliance status	Monthly
2.	Drafts of new/amended regulations, guidelines, and circulars with explanatory notes	As and when required
3.	Compliance monitoring framework and dashboard (including quarterly compliance audit summary)	Quarterly
4.	Concept / discussion papers on emerging regulatory issues	As required
5.	SOPs and process documents for project and agent	As required

	compliance management	
6.	Regulatory and policy opinion notes for matters referred by the Chairman	Monthly
7.	Reports on legal/judicial developments relevant to UP RERA	Monthly
8.	Records of stakeholder consultations, training sessions, and awareness workshops	As scheduled
9.	Weekly Tracker on different parameters as required by the Authority, Govt. of U.P. and/or Govt. of India	Weekly
10.	Annual regulatory performance review and reform roadmap	Annual
11.	End-of-year report summarizing key interventions, compliance statistics, and policy recommendations	Annual

## 5. Reporting and Supervision

The Consultant shall report to the Secretary, UP RERA. Periodic review meetings will be held to assess progress and quality of outputs. The consultant will work in close coordination with Members and Heads of relevant divisions of UP RERA and under overall supervision and direction of Hon'ble Chairman, U.P. RERA

## 6. Qualification and Experience

- Postgraduate in Public Policy/ Economics/ Urban Governance or Management.
- Minimum 5 years of professional experience in regulatory affairs, compliance oversight, or policy advisory roles with a regulatory body, government, or related public-sector institutions.
- Strong understanding of real estate regulations, real estate project finance, compliance mechanisms, and administrative laws relevant and applicable in the real estate sector.
- Experience in drafting regulations, compliance frameworks, and monitoring systems.
- Excellent analytical, drafting, and communication skills.

## 7. Place of Posting

The Consultant will be based at UP RERA Headquarters, Lucknow / Greater Noida Regional Office, as required. For travels as per requirement of UP. RERA, T.A/D.A shall be admissible to the Consultant at the rate at which T.A/D.A. is admissible to the officer working

in the Grade Pay of Rs 8900/- per month in the Government of Uttar Pradesh with prior approval from the competent level for the said travel.

## **8. Provision of Leave**

Selected Consultant (Regulatory Compliances) will be entitled to leave as admissible to Group 'A' officers of Government of Uttar Pradesh with prior sanction from the competent level.

## **9. Selection Process**

- i. An Expression of Interest (EOI) will be asked for on the web-portal of U.P. RERA under the CAREER section.
- ii. On the basis of EOIs received, short listing of eligible applicants will be done by U.P. RERA.
- iii. The short listed applicants will be required to make a presentation before the committee constituted and headed by Hon'ble Chairman U.P. RERA or his nominee on his behalf, on their understanding of the assignment, the relevant laws and a tentative work-plan that they propose to follow in next one year in case of selection.
- iv. The short listed applicants will be required to submit the presentation beforehand along with their salary slips (indicating the gross and net amount) issued by the last organisation they are/ were working with.
- v. The final decision on the selection of the suitable candidate on the basis of the recommendations of the above Committee shall be made with the approval of the Hon'ble Chairman, UP RERA who reserves the right to reject all applications at any stage prior to his final approval without assigning any reasons therefor.

## **10. Remuneration**

Remuneration will be commensurate with experience, qualifications and the last salary drawn vis-a-vis UP RERA's approved norms and benchmark for engagement of the said consultant on the basis of negotiation. There will be yearly increase of 5 percent in the remuneration

## **11. Duration and Tenure**

The engagement will be on a full-time contractual basis for an initial period of two (2) years, however, the Authority shall review the performance of the Consultant on annual basis. The selected candidate shall have to execute a contract with the Authority and the contract and the tenure will commence from the date joining in the office of the Authority which can not be later than the 15<sup>th</sup> day from the date of signing of the contract. The Hon'ble Chairman can relax the period of joining subject to his satisfaction on a written request of the selected candidate giving out justification for the same.

## **12. Extension of the Contract**

The contract is extendable with the approval of the Hon'ble Chairman, UP RERA based on outstanding performance, institutional needs, and mutual consent, but not for more than one year at a time subject to a maximum period of three years beyond the original contract period of two years.

## **13. Termination of the Contract**

The parties can terminate the contract any time with a prior written notice of one month or by payment of an amount equal to one month remuneration. The Authority can terminate the contract any time with the approval of the Hon'ble Chairman, UP RERA without assigning reasons for the same by paying one month's advance remuneration to the consultant.