

उ.प्र. भू-सम्पदा विनियामक प्राधिकरण

राज्य नियोजन संस्थान, (नवीन भवन)

कालाकांकर हाउस, पुराना हैदराबाद, लखनऊ-226007

संख्या: 13072 /उ.प्र. रेरा/चार्टर्ड एका. भर्ती/2024-25

दिनांक: 06 सितम्बर, 2024

उ.प्र. रेरा मुख्यालय लखनऊ में चार्टर्ड एकाउन्टेन्ट की सेवाएं प्राप्त करने हेतु विज्ञापन

उ.प्र. भू-सम्पदा विनियामक प्राधिकरण, मुख्यालय लखनऊ में प्राधिकरण के कार्यों को सुचारु रूप से संपादित करने एवं हितधारकों को त्वरित अनुतोष प्रदान करने यथा कास्टिंग, एकाउन्टिंग एवं ऑडिट सम्बन्धी कार्यों में सहयोग प्रदान करने हेतु प्रतिमाह नियत मानदेय पर 01 वर्ष की अवधि के लिए चार्टर्ड एकाउन्टेन्ट की आवश्यकता है। उक्त पद हेतु निर्धारित योग्यता एवं अनुभव निम्नवत् है:-

1. The Applicant Should be a practicing Chartered Accountant with strong analytical and reporting skills with proficiency in communications.
2. The applicant should have at least 2 years experience of working as a chartered Accountant.
3. The applicant should have experience of accounting/ audits of projects/organizations. Experience of working on accounts of government authorities will be preferred.
4. The applicant must be proficient in use of computer utilities for the purpose of analysis and crunching of data.
5. The applicant should not be facing any vigilance or criminal case/enquiry and should not have been punished at any stage of his/her career. A declaration to this effect shall have to be submitted with the application.
6. The applicant must not have worked with any real estate builder/ promoter irrespective of whether builder/ promoter's project is registered in U.P. RERA or not.

उक्त पद हेतु ऑनलाईन आवेदन आमंत्रित किये जाते हैं। इस पद की टर्म्स एवं कंडीशन्स तथा आवेदन का प्रारूप उ.प्र. रेरा की वेबसाईट <https://up-rera.in> पर दिनांक 11-09-2024 से उपलब्ध रहेगा। इच्छुक अभ्यर्थियों द्वारा उ.प्र. रेरा की वेबसाईट <https://www.up-rera.in> के CAREER लिंक पर जा कर दिनांक: 11-09-2024 से दिनांक 25-09-2024 की सांय 05:00 बजे तक निर्धारित प्रारूप पर ऑन लाईन आवेदन किया जा सकता है।

सचिव, रेरा।

उ.प्र. भू-सम्पदा विनियामक प्राधिकरण,

राज्य नियोजन संस्थान, (नवीन भवन)

कालाकांकर हाउस, पुराना हैदराबाद, लखनऊ-226007

संख्या: 13072/यू.पी.रेरा/प्रशा./2023-24

दिनांक: 06 सितम्बर 2024

Terms of reference for engagement of Chartered Accountant for U.P. RERA

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.

To achieve the mandate as given in the Real Estate (Regulation and Development) Act, 2016. (hereinafter "the RERA Act") and the Uttar Pradesh Real Estate (Regulation and Development) Rules, 2016 (hereinafter "the UP RERA Rules"), the Authority seeks to engage a Chartered Accountants on fixed honorarium basis to ensure compliance of provisions pertaining to internal audit, internal control, auditing requirements of compliances envisaged in the Act, the Rules and Uttar Pradesh Real Estate Regulatory Authority (General) Regulations, 2019 and the directions and orders issued by the Authority from time to time in compliance to various provisions of the RERA Act and the U.P. RERA Rules. The CA will also be responsible for processing project account change and closure applications and for random checking of the files pertaining to costing/ refund of amount to allottees of the real estate projects along with interest thereon payable, if any, by the promoter in terms of the Act or the rules and regulations made thereunder.

The Chartered Accountant will work at the Headquarter of U.P. RERA at Lucknow.

Scope of work

The Chartered Accountant will perform the task/ activities assigned hereunder. The Chartered Accountant will also perform any other work/ task assigned by the Hon'ble Chairman of the Authority.

Tasks/ activities to be performed by the Chartered Accountants

- The Chartered Accountant shall work under the Finance Division of U.P. RERA and shall coordinate with Execution division, Technical Division, Conciliation cell and the Project Management Division of U.P. RERA. The Chartered Accountants shall report to the Secretary, U.P. RERA who is the Principal Executive Officer of the Authority.



- The services to be rendered by the Chartered Accountant shall include, but not limited to, the following –

Services to be rendered by the Chartered Accountant At Headquarters, U.P. RERA

1. Internal auditing and control functions comprising of
 - Undertaking internal audit of U.P. RERA accounts on timely basis.
 - Review of internal control processes in terms of booking of income and expenditure of the Authority and the receipts/ registrations on the web portal of U.P. RERA through online transactions.
 - Examine the income & expenditure accounts of U.P. RERA, including the requisite vouchers, invoices, ledgers, approvals taken etc.
 - Examine the stock verification exercise by U.P. RERA
 - Reporting of any irregularities / deviations to the Authority.
 - Recommend remedial actions to ensure conformity to the laws, rules, regulations and orders governing the powers to incur and sanctioned expenditure.
2. Undertaking verification of project accounts of the projects registered with U.P. RERA as and when required:
 - Identification of projects whose separate accounts must be verified.
 - Collection of necessary data / documents from promoters, banks and any other organization, as required, to verify compliance with RERA Act, the Rule and Regulations and the Real Estate Project (Maintenance of Separate Bank Account) Directions 2020.
 - Analysis and reporting of the findings of the verification audit to the Authority.
 - Keep a track of the follow-up actions recommended by the Authority.
3. Processing the proposals of project account change and project account closure as per the provisions of U.P. RERA Project Accounts Directions.
4. As and when required, undertaking a random audit of submission of QPRs by the promoters for their registered projects, Form-REG-1 (Architect Certificate), Form-REG-2 (Structural Engineering Certificate), Form-REG-3 (Chartered Accountant's Certificate), Form-REG-4 (Architect's Certificate at completion of project) and Form-REG-5 (Annual Report on Statement of Accounts) submitted by promoters and report any deviations to the Authority.
 - Examine the certificates submitted by promoters and identify any deviations / irregularities
 - Cross-verify with the project account details and identify if the withdrawals are adhering to the provisions of the Act.
 - Report finding of the audit to the Authority and keep a track of follow-up actions recommended.

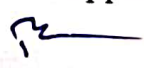
5. Undertaking financial audit of a project as and when required by the Authority
6. Random verification of costing and processing the refund proposals
 - Random verification of the costing done by the C.A. firm of U.P. RERA pertaining to matters of refund of amount to allottees of the real estate projects along with interest thereon payable by the promoter in terms of the Act or the rules and regulations made thereunder as per the orders of the Authority and the Tribunal,
 - Random verification of the refund proposals as received from the Execution division,
 - Random verification of the account of refunds vis-à-vis the recovery certificates issued

The Eligibility Conditions

The applicants meeting the following eligibility conditions will only be eligible to apply:

1. The applicant should be a practicing Chartered Accountant with strong analytical and reporting skills with proficiency in communications.
2. The applicant should have at least 2 years of experience of working as a Chartered Accountant.
3. The applicant should have experience of accounting/ audits of projects/ organizations. Experience of working on accounts of government authorities will be preferred.
4. The applicant must be proficient in use of computer utilities for the purpose of analysis and crunching of data.
5. The applicant must not have worked with any real estate builder/ promoter irrespective of whether builder/ promoter's project is registered in U.P. RERA or not.
6. The applicant should not be facing any vigilance or criminal case/enquiry and should not have been punished at any stage of his/ her career. A declaration to this effect shall have to be submitted with the application.

Terms and Conditions of Engagement

1. The period of the engagement of the Chartered Accountant shall be one (01) year from the date of signing the contract, with the provision of extension of contract for one more year based on mutual consent of both the parties, provided the proficiency of work, compliance of obligations in time and timeliness are adhered to by the concerned Chartered Accountant. However, if the Chartered Accountant works in U.P. RERA for one year only, cooling period of six (06) months will be necessary for being eligible for any other assignment or for practicing in U.P. RERA; or if the Chartered Accountant works for more than one year in U.P. RERA, cooling period of one (01) year will be necessary after completion of the contract period for being eligible for any other assignment or for practicing in U.P. RERA
 2. The selected applicant will sign a contract with the Authority.
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3. The selected applicant will be paid an amount of Rs. 50,000/- per month with a provision of annual enhancement of 05 (five) percent.
4. Taxes and levies, as per applicability, will be exclusive of remuneration.
5. In case of outside travel necessitated for completion of assignment, T.A. and D.A. as admissible to the officers of the U.P. Government in the pay grade Rs 6600/- will be payable.
6. The Chartered Accountants will be provided adequate space respectively in its office at Lucknow along with computer, printer, internet connection and intercom etc. As per requirement of the work, access to the web portal (and the data therein) of U.P. RERA will be permissible.
7. Twelve days of leave will be admissible to the Chartered Accountant with prior information to the competent level and the approval thereon.
8. The Authority can terminate the contract anytime, without assigning 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 an amount equivalent of one month's remuneration with the Authority.

Method of Selection

The selection will be on the basis of interview from amongst the eligible applicants.

The Process of Selection

The willing and the eligible applicants can apply for the engagement 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.


Secretary
U.P. RERA