

U.P. Real Estate Appellate Tribunal

(4th Floor, Indira Bhawan, Ashok Marg, Lucknow)

Vacancy Notice for filling up of various posts of the Tribunal on "Deputation / Re-appointment" basis

U.P. Real Estate Appellate Tribunal, Lucknow requires willing, qualified and experienced personnel on **Deputation / Re-appointment** basis.

1. ELIGIBILITY:-

1.1 Only those personnel who are either presently working in the Government or PSUs or Hon'ble High Court/ Courts/ Tribunals in the same Scale of Pay / Grade Pay may apply against these posts on **Deputation** basis.

OR

1.2 Persons who have retired from equivalent post of the same Scale of Pay / Grade Pay from Government, PSUs or Hon'ble High Court/ Courts/ Tribunals may apply for **Re-appointment** in the Tribunal.

2. POSTS:-

Eligible and willing candidates may apply for appointment in the Tribunal against the posts shown in the table below:-

Sl. No (1)	Name of the post (2)	Source of Appointment as fixed by Government (3)	Pay-scale/ Grade pay (4)	Number of Posts sanctioned (5)	Qualifications and experience (6)
1	Private Secretary	Posting of an officer on the same pay-scale on <u>Deputation</u> or personnel retired from the same pay-scale on <u>Reappointment</u> basis.	Rs. 15600-39100/= G.P. 5400/=	02	-Must be a Graduate from any recognized University and good knowledge of stenography (i.e. speed of 100 w.p.m. in English shorthand & 40 w.p.m. in English Typewriting) - Having good knowledge in computer. -Must be having at least 5 years experience of working in High Courts/Courts/Tribunals. -Preference will be given to a candidate having Law Degree from a recognized University.
2	P.A./ Stenographer	Posting of an official on the same pay-scale on <u>Deputation</u> or personnel retired from the same pay-scale on <u>Reappointment</u> basis.	Rs. 9300-34800/= G.P. 4600/=	02	-Bachelor Degree and good knowledge of Stenography (i.e. speed of 100 w.p.m. in English Shorthand & 40 w.p.m. in English typewriting) -Having good knowledge in Computer. -Preference will be given to a candidate having Law Degree from a recognized University.

3	Accountant	Posting of an official on the same pay-scale on <u>Deputation</u> or personnel retired from the same pay-scale on <u>Re-Appointment</u> basis.	Rs. 9300-34800/= G.P. 4200/=	01	-Must be a commerce graduate and having 3 years of experience of accountancy. -Candidates having higher qualification in the field will be given preference. -Candidates must be proficient in preparing budget, processing salary bills, arrears and other payment related work through Treasury. -Candidates must be proficient in working & equipped with knowledge of filling TDS & GST Returns. -Preference will be given to the candidates having knowledge of working on Tally.
4	Bench Secretary	Posting of an official on the same pay-scale on <u>Deputation</u> or personnel retired from the same pay-scale on <u>Re-appointment</u> basis.	Rs. 5200-20200/= G.P. 2800/=	04	-Graduation + Computer knowledge. -Preference would be given to a Law Graduate. -Having proficiency in English writing & ability to summarise and make notes. -Preference will be given to the candidates having experience of working in High Court as Bench Secretary.
5	Senior clerk/ In-charge (Registry)	Posting of an official on the same pay-scale on <u>Deputation</u> or personnel retired from the same pay-scale on <u>Reappointment</u> basis.	Rs. 5200-20200/= G.P. 2400/=	01	-Graduation + 'O Level' or equivalent course with typing Speed of 40 w.p.m. of English typewriting. -With 02 years experience. -Having proficiency in English writing & ability to summarise and make notes. -Preference will be given to the candidate having experience in working of e-court and knowledge of shorthand.
6	Clerk-cum- Computer Operator	Posting of an official on the same pay-scale on <u>Deputation</u> / <u>Re-appointment</u> basis.	Rs. 5200-20200/= G.P. 2400/=	02	-Graduation + 'CCC' Certificate issued by NIELIT (DOEACC Society) or equivalent with typing Speed of 40 w.p.m. of English typewriting. -With 02 years experience. -Having proficiency in English writing & ability to summarise and make notes. -Preference will be given to the candidate having experience in working of e-court and knowledge of shorthand.

3. AGE:- The minimum age should be 21 years on the date of this vacancy notice.

4. TERMS AND CONDITIONS:-

- (i) The appointment of the selected candidates would either be on **Deputation** basis or on **Re-appointment** basis, as the case may be. Normal duration for appointment on **Deputation / Re-appointment** basis will be one year, or till the operational requirement. The term can be extended beyond one year also

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based on the satisfactory service of the candidates and as per the needs of the Tribunal.

(ii.) **Salary:-**

The rules for salary and other allowances will be governed by the latest Rules of U.P. Government for personnel coming on **Deputation** in the same Scale of Pay/ Grade Pay.

As regards **Re-appointment** of the retired personnel is concerned, the salary will be based as per extant Government Order in force.

In case a person has retired from a Scale of Pay/ Grade Pay higher than that for the post for which he is applying, his salary will be determined in the Pay Scale/ Grade Pay applied for, but the deduction of gross pension will be done as per higher grade from which he retired.

(iii.) **Medical Reimbursement:-**

For personnel coming on **Deputation**, the medical facilities/ reimbursement for medical treatment will be determined by the extant Rules of U.P. Government in force.

Medical Reimbursement for self, spouse or dependent family members can be given up to a limit of one month remuneration in a year for those appointed on **Re-appointment** basis.

(iv.) The service rendered during the **Re-appointment** period will not confer any right for automatic regularization / absorption in U.P. Real Estate Appellate Tribunal in any circumstances.

(v.) During employment on **Re-appointment** basis, U.P. Real Estate Appellate Tribunal will be at liberty to terminate the services at any time for administrative reasons whatsoever. The **Re-appointment** can also be terminated forthwith, if the work of the candidate is found to be unsatisfactory or if the candidate is found to be physically or mentally invalid or incapacitated.

Similarly, for those coming on **Deputation**, the Tribunal reserves the right of returning them to their parent cadre without any notice or assigning any reason.

(vi.) The candidates on **Deputation / Re-appointment** basis are required to follow the dress code as per administrative requirement, at their own costs.

(vii.) No other employment will be permitted during the **Deputation / Re-appointment** period.

- (viii.) The candidates will be responsible for filing of their income-tax return from time to time.
- (ix.) The candidates recruited on **Re-appointment** basis will be eligible to casual leave as per the U.P. Government rules / orders issued from time to time. Personnel coming on **Deputation** will be eligible to leave as per the Rules of U.P. Government in force.
- (x.) The personnel recruited on **Deputation / Re-appointment** basis should not perform/ involve in any activities that are considered against the interests of U.P. Real Estate Appellate Tribunal, and if found, his/her services will be terminated immediately.
- (xi.) Those applicants who are already working in Government / PSU's / Hon'ble High Court / Courts / Tribunals, etc. will have to submit No Objection Certificate at the time of joining, if selected, from their present organization if they are coming on **Deputation** to U.P. Real Estate Appellate Tribunal.
- (xii.) Incomplete / illegible applications will be summarily rejected and no correspondence will be entertained in this regard. The candidates are required to see the Eligibility, Scale of Pay / Grade Pay, educational qualification and experience details carefully before applying for any post.
- (xiii.) The mobile no. and email-id will not be changed by the candidates till the completion of the selection process, and the administration will not be responsible for non-receipt of communication, if mobile no. and email-id are changed in between.
- (xiv.) Residential accommodation shall be arranged by the candidates at their own cost on appointment.
- (xv.) Persons recruited on **Re-appointment** basis will have to submit a Medical Certificate issued by Chief Medical Superintendent with regard to their health.

5. SUBMISSION OF APPLICATION FORM:-

The scanned copy of application on the prescribed proforma, typed or neatly handwritten, duly signed, along with self attested photograph in the space provided, and self certified documents as well as scanned copy of DD/IPO will be sent through e-mail to

reat-appellate@up.gov.in

on or before **Monday 30.04.2024 (5:30 P.M.)**

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and the hard copy of the application form along with all the documents and DD/IPO in original is to be received through post in the office of “**The Registrar, U.P. Real Estate Appellate Tribunal, 4th Floor, Indira Bhawan, Ashok Marg, Lucknow-226001** by **Monday 10.05.2024 (05:30 P.M.)** in a sealed envelope super scribed as “Application form for the post of”. Late applications will be rejected. The proforma of the application is available with this vacancy notice.

6. APPLICATION FEE:-

Candidates are required to pay the fee in following manner:-

Sl. No.	Category	Amount
(i)	Unreserved/OBC/EWS Category	Rs.1000/-
(ii)	SC/ST Category	Rs.800/-

NOTE:-

- Payment of fee shall be accepted through Demand Draft or IPO in the name of “**U.P. Real Estate Appellate Tribunal, Lucknow**” which will be sent with the application form by the candidates without which the application form will be rejected.
- Application without prescribed fee shall not be considered.
- No request for refund of fee once paid by the candidate will be entertained under any circumstances.
- Any kind of service, processing, transaction charges or any other amount charged by the bank will be borne by the candidates.

(File No.:- Staff Sanction file No. 32/2019

Date-19.04.2024)



Tahreem Khan
19/04/24

(Tahreem Khan)

Registrar,

U.P. Real Estate Appellate Tribunal,
Lucknow.

U.P. Real Estate Appellate Tribunal

(4th Floor, Indira Bhawan, Ashok Marg, Lucknow)

Proforma for application

- 1. Application for the post of
- 2. Basis of application
(Tick the correct one) Deputation / Re-appointment
- 3. (a) Name of the applicant
- (b) Father's Name
- 4. Date of Birth
- 5. Age as on 19.04.2024
- 6. Postal address
- 7. Permanent address
- 8. E-mail ID
- 9. Mobile No.
- 10. For candidates on Deputation basis only :-
 - a) Present post held
 - b) Organization of present post
 - c) Pay scale/ grade pay at present
 - d) Present basic pay

OR

- 11. For candidates on Re-appointment basis only :-
 - a) Last pay drawn (before retirement)
 - b) Organization of the past post
 - c) Pay scale/ grade pay at last post held
 - d) Last basic pay
 - e) P.P.O. No.
 - f) Gross "Basic" pension sanctioned
- 12. Educational qualifications

Self attested photo to be pasted.

13. Experience

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14. Any other achievements

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15. DD/IPO No. with Bank Branch

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16. Account No. of Candidate

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IFSC Code

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17. Why do you think that you are a suitable candidate for the post for which you are applying (not more than 150 words)

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Date :

Signature

Place:

Name

List of enclosures:-

- 1.
- 2.
- 3.
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- 5.
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- 7.
- 8.
- 9.