

# Uttar Pradesh Real Estate Regulatory Authority

Naveen Bhawan, Rajya Noyojan Sansthan,

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No-4281 UP RERA / IT MANAGER / 2023-24

DATE-21-4-23

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## **Advertisement for the position of an IT Manager in UP RERA**

Uttar Pradesh Real Estate Regulatory Authority (U.P. RERA) invites online applications from eligible candidates for one position of IT Manager 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 **11<sup>th</sup> May, 2023**.



Secretary  
U.P. RERA

# **Terms of Reference (ToR) for the position of an IT Manager 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.

Section 34 of the RERA Act 2016 lay down the functions of Authority, wherein sub-section (b), (c) and (d) mandates the need for a website for the Authority and publishing and maintenance of records on the website for public viewing as given below –

*(b) to publish and maintain a website of records, for public viewing, of all real estate projects for which registration has been given, with such details as may be prescribed, including information provided in the application for which registration has been granted;*

*(c) to maintain a database, on its website, for public viewing, and enter the names and photographs of promoters as defaulters including the project details, registration for which has been revoked or have been penalised under this Act, with reasons therefor, for access to the general public;*

*(d) to maintain a database, on its website, for public viewing, and enter the names and photographs of real estate agents who have applied and registered under this Act, with such details as may be prescribed, including those whose registration has been rejected or revoked;*

In pursuance of the above, the Authority has created a website [www.up-rera.in](http://www.up-rera.in) which has been serving the state for a period of more than 5 years. The Authority, from time to time, keeps enhancing the existing IT systems to cater to the needs of internal and external stakeholders and make the web portal more transparent, accessible and robust.

**The Authority is looking to hire the services of well-experienced, talented, innovative and dynamic individual consultant as an IT Manager to provide expertise and support to the Authority in its digital transformation journey.**

## 2. Roles & Responsibilities of the IT Manager

The IT Manager 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 and assess the readiness of the existing IT Systems in meeting the provisions of the Act, Rules and Regulations.
- b) Provide technical guidance in developing / enhancing the U.P. RERA web portal to meet the demands of internal and external stakeholders.
- c) Provide technical support to resolve complex performance problems and architectural challenges.
- d) Provide technical support for developing and maintaining the IT Systems for Promoter and Project Grading.
- e) Provide technical support on establishing and integration of emerging technologies such as Business Intelligence Dashboards / MIS, e-Office, AI / ML etc.
- f) Preparation and maintenance of updated SOPs for various internal IT processes.
- g) Prepare guidelines on security aspects of all IT Service management.
- h) Coordinate and support various internal divisions of U.P. RERA in terms of their IT requirements including the procurement and maintenance of hardware, software and other IT Infrastructures as required.
- i) Provide support on managing Internal office network including Broadband Connectivity, Network Infrastructure, Network Security etc.
- j) Coordinating with System Integrator and other consultants hired by U.P. RERA for developing, enhancing and maintaining its web portal and IT systems.
- k) Any other work assigned by hon'ble Chairman or the Secretary

## 3. Eligibility & Preferred Experience

3.1 The minimum eligibility conditions proposed for the IT Manager 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)

- b) **Professional Experience:** The prospective candidate must have over ten (10) years' experience working in the IT Sector/Industry, wherein at least five (5) years must be in a supervisory role.
- 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) **Age:** The prospective candidate should be below the age of 45 years as on 1<sup>st</sup> April 2023
- e) **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 managing a System Integrator (SI) for the development of IT Systems shall be preferred.
- b) 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 Competency, Supervisory experience and Government Experience.

## 5. General Terms & Conditions

- 5.1 **Location:** The IT Manager with the 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 Headquarters in Lucknow.

- 5.2 **Working Hours:** The IT Manager 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 / supervision beyond office hours.
- 5.3 **Conflict of Interest:** The IT Manager would not be permitted to take up any other assignment during the period of Consultancy with U.P. RERA.
- 5.4 **Supervision:** The IT Manager will be reporting to Hon'ble Chairman, U.P. RERA and Secretary, U.P. RERA.
- 5.5 **Tenure:** The IT Manager 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 IT Manager will be paid a monthly remuneration of Rs. 1,20,000 (one lakh twenty thousand only) with a provision of 8 percent yearly increase in previous year's remuneration.
- 5.7 **Other Conditions of Consultancy** - The IT Manager will be provided the following -
- a) The IT Manager will be provided office cabin in the UP RERA Headquarters Building in Lucknow.
  - b) The IT Manager will be provided equipment such as Laptop and Printer cum copier for dispensing his duties and responsibilities.
  - c) The IT Manager will be provided TA / DA for outstation travel with prior approval of Secretary, UP RERA wherever required. The rates of T.A./ D.A/ travel by road etc will be payable to the IT Manager as per the rates admissible to the U.P. Government personnel working in level-12 of the pay band matrix.
  - d) IT Manager 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.
  - e) IT Manager will be reimbursed for fuel/Taxi fare on the basis of bills for the local journey performed by for the works relating to the Authority.

- 5.8 **Payment:** The IT Manager shall be paid on a monthly basis within one week after completion of the month based on the biometric attendance registered by the IT Manager or on certification by Secretary, U.P. RERA.
- 5.9 **Leave:** The IT Manager shall be entitled to 20 days' leave in a year with full Honorarium but not more than 6 days in continuation at a time.
- 5.10 **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 Advisor on payments made under this contract.
- 5.11 **Cessation:** The appointment of IT Manager is of a temporary nature and U.P. RERA can cancel the appointment at any time without providing any reason, by giving 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.
- 5.12 **Contract:** The IT Manager will be required to sign an agreement before commencing services to U.P. RERA.