

## APPENDIX E-7

### MAHARASHTRA REAL ESTATE REGULATORY AUTHORITY

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Dated : 24th April 2017

#### MAHARASHTRA REAL ESTATE REGULATORY AUTHORITY (RECRUITMENT AND CONDITIONS OF SERVICE OF EMPLOYEES) REGULATION, 2017

#### *NOTIFICATION*

No:MahaRERA-2017/Recruitment/19:- In exercise of the powers conferred on it under sub-sections (1) and clause (i) of sub-section (2) of Section 85 of the Real Estate (Regulation and Development) Act, 2016, and of all other powers enabling it in that behalf, the Maharashtra Real Estate Regulatory Authority, with the approval of the State Government, hereby makes the following Regulations:-

#### CHAPTER-I

#### PRELIMINARY

**1. Short Title, extent and commencement.-** (1) These regulations may be called the Maharashtra Real Estate Regulatory Authority (Recruitment and Conditions of Service of Employees) Regulations, 2017.

(2) They shall come into force on the date of their notification in the Official Gazette.

(3) These Regulations shall be applicable to all employees of the Maharashtra Real Estate Regulatory Authority appointed under Section 20 of the Real Estate (Regulation and Development) Act, 2016.

**2. Definitions.-** (1) In these regulations, unless the context otherwise requires:-

(a) "Act" means the Real Estate (Regulation and Development) Act 2016 as amended from time to time;

(b) "Appendix" means A to C appendix of these Regulations ;

(c) "Authority" means the Maharashtra Real Estate Regulatory Authority;

(d) "Chairperson" means the Chairperson of the Authority ;

(e) "Competent Authority" means the Chairperson or such other officer of the Authority designated for the purpose by the Authority, in accordance with these Regulations ;

(f) "Employees" include all persons appointed as officers or staff on deputation, contract or regular basis, in accordance with these Regulations;

(g) "Functions" means and includes all works relating to the activities of the Authority;

(h) "Member" means a Member of the Authority;

(i) "Officer" means an Employee of the Authority in the category of 'officer' in accordance with these Regulations;

(j) "Secretary" means the Secretary of the Authority;

(k) "Service" means the service by officers and staff of the Authority;

(l) "Staff" means an Employee of the Authority in the category of 'staff' in accordance with these Regulations;

(m) "Year" means Calendar year;

(n) "Government" or "State Government" means the Government of Maharashtra;

(2) Words or expressions occurring in these Regulations and not defined herein but defined in the Act shall have the meanings

assigned in the Act and / or the rules and regulations made there under.

## CHAPTER-II OFFICERS AND STAFF OF THE AUTHORITY

**3. Categorization of Posts.-** (1) The categories of employees of the Authority, their pay scales, sanctioned strength has approved by the State Government shall be as shown in the Appendix-A;

(2) The posts shown at serial numbers 1 to 7 in the Appendix 'A' shall be in the category of 'officers', and the remaining posts shall be in the category of 'staff'.

(3) The Authority shall have the power to amend the categories of posts from time to time.

**4. Qualification, Experience & Mode of Recruitment.-**

(1) The educational qualifications, experience, other conditions and mode of appointment to the posts on the establishment of the Authority shall be as prescribed in Appendix - 'B'.

(2) The employees shall be appointed by the Authority either:

- (i) on deputation; or
- (ii) on contract basis;

Provided that on failure to get employees on deputation or contract basis, employees may be appointed on a regular basis.

(3) The Authority shall have the power to determine the mode of recruitment/appointment to a particular vacancy or a group of vacancies or all vacancies.

**5. Re-designation of Posts.-** (i) Without changing the pay-scale of a post, the Authority may, at its discretion, re-designate that post to indicate its functional requirements:

(ii) The Authority may alter, amend or revise the number, categories, pay-scale, qualifications or other provisions contained in Appendix 'A' and Appendix 'B' considering its functional requirements with the prior approval of the State Government.

Provided that the Authority shall notify such re-designation of posts or modification to Appendix 'A' and Appendix 'B'.

Provided further that, the authority may at its discretion relax the qualifications given in Appendix 'B' for such officers / staff who have retired from Government department or Public Sector Undertakings or Urban Local Bodies or Public Utilities, and having higher relevant experience for the concerned post.

### CHAPTER III

#### PROCEDURE FOR RECRUITMENT AND APPOINTMENT

**6. Appointing Authority.-** All appointments of Officers and Staff shall be made by the Authority.

**7. Announcement of Vacancies.-** Except as provided in these Regulations, the Authority shall advertise for the vacancies to be filled in on a regular basis by duly giving wide publicity.

Provided that the vacancies to be filled in by deputation shall be circulated to the relevant Government departments, public sector undertakings or public utility.

**8. Eligibility.-** The educational qualification for the posts shall be as stipulated in Appendix 'B' and the same shall not be relaxed.

**9. Reservation of posts.-** The policy of the State Government regarding reservation of posts shall be applicable for recruitments on regular basis.

**10. Medical Fitness Certificate.-** All eligible candidates shall furnish a medical fitness certificate before appointment as may be required by the Authority, except candidates on deputation and on contract.

**11. Verification of Character.-** All appointments on regular basis shall be subject to verification of the character and antecedents as may be decided by the Authority from time to time.

Provided such verifications shall not be applicable in case of candidates who are already in the employment of Government or public sector organizations prior to joining the Authority.

**12. Age limit.-** (1) The age limit for appointments to the posts on regular basis shall be as prescribed for similar posts by the State Government. The upper age limit shall not be applicable for appointment to the posts on deputation or contract basis.

(2) Persons retired on superannuation shall be eligible for appointment in the service of the Authority on a contract basis only.

**13. Probation.-** (1) Except as provided in these Regulations, a candidate appointed by nomination on a regular basis shall be on probation for a period of one year.

(2) The services of the probationer may be terminated by the Authority after giving thirty days clear notice, if his performance is unsatisfactory in the opinion of the Authority.

(3) The probationer may resign from service by giving thirty days clear notice or equivalent salary in lieu thereof.

(4) Such terminated probationer shall not be entitled to any compensation upon termination.

(5) The period of probation shall not include the period spent on earned leave, extraordinary leave, medical leave and the period of unauthorized absence but shall include any period spent on casual leave.

(6) The Authority may extend the probation period by a further period of one year, if it deems appropriate, based on the performance of the probationer during the period of probation.

**14. Seniority.-** The seniority of an employee in a particular cadre shall be reckoned from the date of his appointment in that cadre and subject to his placement in the merit list recommended by the Selection Committee.

Provided that such date shall be reckoned as the date of appointment in the Authority in case of employees who are already in service with the Authority prior to the formulation of these Regulations.

**15. Selection Committee,-** (1) All appointments, on regular basis to the various posts, shall be made on the recommendations of the Selection Committee.

(2) The Selection Committee for the posts of Officers shall be the Authority and shall also include the Secretary of the Authority as Member-Secretary.

(3) The Authority may co-opt one or more experts as members of the Officers' Selection Committee to assist it.

(4) The Selection Committee for the posts of Staff shall be chaired by the Secretary and shall consist of such Officers as may be designated by the Authority.

(5) The Committee may co-opt one or more experts as members of the Staff Selection Committee to assist it.

(6) The Selection Committees shall, in consultation with the Authority, from time to time devise the mode and procedure of selection of candidates to various posts.

**16. Superannuation.-** The employees, appointed on a regular basis, shall retire from the service of the Authority on attaining the age of superannuation as may be laid down by the State Government from time to time.

**17. Resignation.-** An employee of the Authority appointed on a regular basis may resign from his post by giving ninety day's clear notice to the Authority or by depositing three month's salary in lieu of such notice:

Provided that the Authority, at its discretion, may relax this condition in exceptional cases after recording the reasons therefore.

**18. Appointment on Deputation,-** (1) The vacancies of Officers and Staff may be filled in by deputation of employees from a Government department or public sector undertakings or Urban Local Body or public utility.

(2) The Authority shall determine the vacancies to be filled in by deputation and the period of such deputation from time to time:

Provided that the period of deputation may be extended by mutual consent between the Authority, the individual concerned and the concerned Government department/ undertaking/ utility.

(3) If the Authority decides that the services of the person on

deputation are no longer required, the incumbent shall be repatriated to his parent organization even before the completion of the normal period of his deputation.

(4) The pay, allowances and other benefits and conditions of service of a person on deputation from a Government department shall be governed by the relevant provisions of the Maharashtra Civil Services (Joining time, foreign service and payments during suspension, dismissal and removal) Rules, 1981 or such other rules or regulations governing the same as may be in force from time to time.

(5) The pay, allowances, other benefits and conditions of service of a person on deputation from a public sector undertaking or public utility shall be governed by the relevant rules of his parent organization:

Provided that in the absence of any such rules, the provisions of Maharashtra Civil Services (Joining time, foreign service and payment during suspension, dismissal and removal) Rules, 1981 or such other rules or regulations governing the same as may be in force from time to time, shall be applied.

(6) The Authority may absorb a deputationist in the Authority's services on contract basis.

Provided that such deputationist's terminal benefits shall be protected in such a way that the individual concerned is not adversely affected upon absorption.

**19. Appointment on Contract.-** (1) The vacancies of Officers and Staff shall preferably be filled in by appointing persons on a contract basis, so as to obtain experienced and/or qualified or otherwise suitable candidates.

(2) The duration of the first appointment on contract basis shall not exceed five years:

Provided that the duration of the contract may be further renewed by the Authority from time to time for a period not exceeding two years at a time, for each subsequent extension.

(3) Persons appointed on contract shall be entitled to a consolidated remuneration, which would remain fixed during the

contract period:

Provided that, where the period of such contract exceeds one year, the Authority may consider increasing such remuneration, but not more often than once a year;

Provided further that, while determining such remuneration, the pay and the other monetary benefits and allowances available to a regular employee in that category or post shall be taken into consideration:

Provided further that, the Authority may, at its discretion, compensate for the fixed nature of the remuneration in such cases by suitable placement of the selected candidate in the scale of pay of that category or post.

(4) The remuneration may be revised at the discretion of the Authority when it decides to extend or renew the contract of an employee who was initially appointed on contract.

Provided that the increase in remuneration at the time of every renewal shall be limited to a maximum of 25% of the original amount.

(5) An employee appointed on a contract basis shall be eligible for earned leave on average pay for thirty days, and casual leave for eight days during a calendar year or part thereof.

(6) Where an employee has been appointed on a contract basis, then such employee or the Authority shall be entitled to terminate the contract and discontinue the employment by giving thirty day's clear notice in writing to the other party or by depositing one month's pay in lieu of such notice.

## CHAPTER IV PAY AND ALLOWANCES

**20. Pay Scale.-** The scales of pay of the employees shall be such as prescribed in Appendix `A' or as may be revised by the Authority from time to time to be at par with employees of corresponding grade/ pay-scale of the State Government.

**21. Increment.-** The employees shall be eligible to draw annual increments as a matter of course unless it is withheld under the



orders of the competent authority.

Except in case of confirmation after probation, an increment shall become payable on the first day of the month in which it becomes due.

**22. Pay Fixation,-** (1) The pay of an employee on his first appointment on a regular basis shall be fixed at the minimum stage of pay-scale of the respective cadre:

Provided that the Authority shall have the discretion to fix the salary of any employee, in the pay-scale applicable to him, on initial appointment in such way as to protect reasonably the emoluments of such employee in the earlier employment or as deemed appropriate by the Authority.

(2) When an employee is appointed to a higher post on promotion, his initial pay in the time scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in the lower post by one increment at the stage at which such pay has accrued:

Provided that in case of an employee drawing pay at the maximum of the pay-scale, the amount of last increment shall be taken into account for pay fixation in the aforesaid manner.

(3) When an employee is appointed from a higher post to a lower post due to reversion or due to reduction of establishment, his pay in the lower post shall be fixed at the stage in the time scale of the lower post at which he would have drawn his pay had he been not appointed to the higher post.

(4) The pay of an employee, reappointed on regular basis after a physical break of more than 24 hours, due to any reason shall be fixed at the minimum of the time-scale.

(5) When a competent authority orders reversion of an employee from a higher post to a lower post as a penalty, the pay of such employee shall be fixed at a stage, not exceeding the maximum of the lower post.

**23. Allowances.-** (1) The employees of the Commission shall be entitled to draw Dearness Allowances, City Compensatory

Allowance, Conveyance Allowance and House Rent Allowance on such scales and subject to such conditions as may be made applicable to Government employees by the State Government from time to time.

(2) Where any Staff undertakes any special functions, having regard to the multifunctional requirements of the Authority, or any additional functions pertaining to another post, owing either to a vacancy in such other post or to special circumstances resulting in an increase in workload of such other post, then such employee may be granted a special allowance for the additional functions so undertaken:

Provided that such special allowance shall be paid on a monthly basis on the recommendation of the Secretary and with the prior approval of the Authority:

Provided further that the amount of such special allowance shall be as determined by the Authority and shall in no event exceed the 25% of basic salary applicable to such other post, payable for such period for which such additional functions were undertaken.

**24. Overtime Allowance.-** The employees of the Authority shall be entitled to draw overtime allowance on such terms and conditions as may be made applicable to the corresponding grade of the employees of the State Government, from time to time.

**25. Ex-gratia Payment.-** (1) The employees of the Authority shall be eligible for ex-gratia payment as per the scale and conditions laid down from time to time by the State Government for its employees.

(2) The employees of the Authority shall be entitled to such other allowances as may be made applicable to its employees by the State Government from time to time.

**26. Other.-** (1) In respect of all matters relating to pay and allowances not specifically covered under these Regulations, the relevant provisions of the Maharashtra Civil Services (Pay) Rules, 1981 shall be applicable to the employees of the Authority;

(2) The above provisions in Chapter IV shall not apply to employees appointed on contract basis.

**CHAPTER V**  
**OTHER CONDITIONS OF SERVICE**

**27. Working Hours.-** The Authority shall follow the office timings as notified from time to time by the State Government for its offices in Mumbai and elsewhere, unless otherwise decided by the Authority

**28. Holidays.-** The employees of the Authority shall be entitled to such public holidays as may be declared by the State Government from time to time:

Provided that the Authority may direct an employee to work on holidays if the exigencies of service so demand.

**29. Leave Travel Concession.-** The regular employees of the Authority shall be eligible for Leave Travel Concession for his hometown and for "Maharashtra Darshan" as per prevailing rules of State Government.

**30. Loans and Advances.-** The regular employees of the Authority shall be eligible for all types of interest bearing advances as well as non-interest bearing advances as per the scales sanctioned and conditions laid down by the State Government for its employees.

**31. Promotion.-** The regular employees of the Authority shall be eligible for promotion to next higher post after fulfilling the criteria as prescribed in the Regulations

**32. Pay scale in lieu of stagnation.-** The regular employees of the Authority shall be eligible for next stage of higher pay scale on completion of twelve continuous years of service, subject to assessment of his performance as per the relevant State Government Orders or Resolutions.

**33. Medical Reimbursement.-** The Authority shall reimburse the medical expenses/hospitalization charges/medical checkup charges incurred for the illness of regular employees of the Authority or dependent member of his family as per prevailing rules of the State Government.

**34. Provident Fund.-** The provisions of the Employees Provident

Fund & Miscellaneous Provisions Act, 1952 and the Employees' Provident Fund Scheme, 1952, as may be in force from time to time, shall apply to all regular employees of the Authority.

**35. Pension.-** The provisions of the State Government's new Defined Contribution Pension Scheme (D.C.P.S.) for its employees as may be enforced from time to time shall be made applicable to the regular employees of the Authority.

**36. Gratuity.-** The regular employees of the Authority shall be governed by the provisions of the Gratuity Act, 1972 as amended from time to time.

**37. Leave.-** The employees in regular service of the Authority shall be governed by the provisions of Maharashtra Civil Services (Leave) Rules, 1981 and any other applicable laws, rules and regulations of the State Govt. in the matter of admissibility and regulation of leave

**38. Conduct & Discipline.-** (1) The provisions of the Maharashtra Civil Services (Conduct) Rules, 1979 and the Maharashtra Civil Services (Discipline and Appeal) Rules, 1979, as amended from time to time and any other applicable laws, rules and regulations, as applicable to employees of the State Government, shall apply to the employees in the regular service of the Authority.

(2) The appointing authority, disciplinary authority, appellate authority and reviewing authority in respect of the officers and staff of the Authority shall be as specified in Appendix-`C'.

**39. Traveling Allowance and Daily Allowance.-** The employees of the Authority shall be governed by the rules applicable to the State Government employees for the purposes of traveling allowance and daily allowance.

Provided that, the Daily Allowance on tour will be either at the rate prescribed in TA rules or on the basis of actuals, within the limits decided by the Authority, in the event of Government accommodation not being available. The reimbursement of actual expenses shall be subject to production of supporting vouchers.

**CHAPTER VI**  
**MISCELLANEOUS**

**40. Record of Service.-** A record of service of all employees shall be maintained as per the format followed for State Government employees.

**41. Performance Appraisal.-** The performance of the regular employees shall be assessed and reviewed annually in the manner and in the form adopted by the State Government

**42. Residential Telephone, Cell Phone and Internet Facility.-** Eligibility and reimbursement for residential telephone, cell phone and Internet facility to Officers and staff shall be as per prevailing norms of the State Government.

**43. Training.-** The employees may have to undergo such training as may be decided by the Authority.

**44. Authority for service matter.-** In respect of any service matter not specifically mentioned in these Regulations, the relevant provisions of the Maharashtra Civil Services Rules and/or other dispensation of the State Govt. in this behalf shall be applicable to the employees of the Authority.

**45. Saving of inherent power of the Authority,-** Nothing in these Regulations shall bar the Authority from adopting a procedure which is at variance with any of the provisions of these Regulations, if the Authority, in view of the special circumstances of the matter or class of matters and for reasons to be recorded in writing, deems it necessary or expedient to depart from the procedure prescribed in the Regulations.

**46. Power to remove difficulties.-** If any difficulty arises in giving effect to any of the provisions of these Regulations the Authority may, by general or special order, do anything not being inconsistent with the provisions of the Act which appears to it to be necessary or expedient for the purpose of removing the difficulties.

**APPENDIX - A**

Category of Employees, sanctioned strength and pay scales

(See Regulation 3)

| S.No | Designation of Post                         | Pay Band and Grade Pay<br>(In Rupees) |                 | Sanctioned<br>Strength |
|------|---|---------------------------------------|-----------------|------------------------|
| 1.   | Secretary                                   | Rs. 15600 – 39000                     | Rs 8400/Rs 7600 | 1                      |
| 2.   | Deputy Secretary                            | Rs. 15600 – 39000                     | Rs 7600/Rs 6600 | 2                      |
| 3.   | Finance Controller                          | Rs. 15600 – 39000                     | Rs 7600         | 1                      |
| 4.   | Legal Adviser                               | Rs. 15600 – 39000                     | Rs 6600         | 1                      |
| 5.   | Technical Officer/<br>Ex. Engineer          | Rs. 15600 – 39000                     | Rs 6600         | 3                      |
| 6.   | Administrative Officer<br>/ Under Secretary | Rs. 15600 – 39000                     | Rs 6600         | 3                      |
| 7.   | Account Officer                             | Rs. 15600 – 39000                     | Rs 5400         | 3                      |
| 8.   | Legal Assistant                             | Rs. 9,300 – 34,800                    | Rs 4400         | 4                      |
| 9.   | Clerks                                      | Rs. 5200 – 20200                      | Rs.1900         | 16                     |
| 10.  | Accountant                                  | Rs. 5200 – 20200                      | Rs.1900         | 4                      |
| 11.  | Steno (Higher Grade)                        | Rs. 9,300 – 34,800                    | Rs 4400         | 4                      |
| 12.  | Steno (Lower Grade)                         | Rs. 9,300 – 34,800                    | Rs 4300         | 6                      |
| 13.  | Multi-Tasking Staff                         | Rs. 4,400 – 7,400                     | Rs 1300         | 14                     |

**APPENDIX 'B'**

Educational Qualifications, Experience and  
Other Conditions for Recruitment

(See Regulation 4)

A. **Secretary.**- Recruitment to the post of Secretary shall be either-

i. by deputation of a person from Government Department or Public Sector Undertakings or Urban Local Bodies or Public Utility (equivalent to the post of Joint Secretary to the State Govt.), preferably having qualifications or established experience in Housing, Urban Development, Real Estate Development, Infrastructure or Administration.

or

ii. by nomination of a person on contract basis having qualifications, experience as at (i) above.

**B. Deputy Secretary.-** Recruitment to the post of Deputy Secretary shall be either -

i. by deputation of a person from Government Department or Public Sector Undertakings or Urban Local Bodies or Public Utility (equivalent to the post of Deputy Secretary to the State Govt.), preferably having qualifications or established experience in Housing, Urban Development, Real Estate Development, Infrastructure or Administration.

or

ii. by nomination of a person on contract basis having qualifications, experience as at (i) above.

**C. Finance Controller. -** Recruitment to the post of Finance Controller shall be either:

i. By appointment on deputation from a Government Department, or a Public Undertaking or Urban Local Body or a Public Utility,

or

iii. By appointment on contract.

*Educational qualification:* Degree from a recognized university, preferably in Accountancy, Commerce, or Statistics.

*Experience:*

a. 10 years' experience in accounting procedures in a Government Department or a Public Undertaking or a Public Utility.

b. Knowledge of operating accounting software is essential.

c. Proficiency in written and verbal communication skills.

d. Computer literacy preferred

**D. Legal Adviser.-** Recruitment to the post of Legal Adviser, as may be applicable shall be either:

1. By appointment on deputation from a Government

Department, or a Public Undertaking or Urban Local Body or a Public Utility.

or

2. By appointment on contract.- Educational qualification: Degree from a recognized university, preferably in law

*Experience:*

- a. 10 years' experience in law
- b. Computer literacy preferred.
- c. Proficiency in written and verbal communication skills.

**E. Accounts Officer.-** Recruitment to the post of Accounts Officer shall be either:

1. By appointment on deputation from Government Department, or a Public Undertaking or Urban Local Body or a Public Utility

or

2. By appointment on contract.

*Educational qualification:* Degree from a recognized university, preferably in Accountancy, Commerce, or Statistics.

*Experience:*

- a. 5 years' experience in accounting procedures in a Government Department or a Public Undertaking or a Public Utility.
- b. Knowledge of operating accounting software is essential.
- c. Proficiency in written and verbal communication skills.
- d. Computer literacy preferred

**F. Technical Officer. -** Recruitment to the post of Technical Officer shall be either:

1. By appointment on deputation from Government Department, or a Public Undertaking or Urban Local Body or a Public Utility

or



2. By appointment on contract.

*Educational Qualifications:*

- a. Engineering Degree from a recognized university.
- b. Computer literacy preferred.

*Experience:*

- a. 5 years Experience in Housing, Urban Development, Real Estate Development or Infrastructure.
- b. Proficiency in written and verbal communication skills.

**F. Administrative Officer.-** Recruitment to the post of Administrative Officer shall be either:-

1. By appointment on deputation from Government Department, or a Public Undertaking or Urban Local Body or a Public Utility

or

2. By appointment on contract.

*Educational Qualifications:*

- a. Degree from a recognized university.
- b. Computer literacy preferred.

*Experience:*

- a. 5 years Experience in Housing, Urban Development, Real Estate Development, Infrastructure or Administration.
- b. Proficiency in written and verbal communication skills.

**G. Legal Assistant.-** Recruitment to the post of Legal Assistant, as may be applicable shall be either:

1. By appointment on deputation from a Government Department, or a Public Undertaking or Urban Local Body or a Public Utility.

or

2. By appointment on contract.

*Educational qualification:* Degree from a recognized university preferably in law

*Experience:*

- a. 3 years' experience in law
- b. Computer literacy preferred.
- c. Proficiency in written and verbal communication skills.

**H. Accountant.-** Recruitment to the post of Accountant shall be either:

1. By appointment on deputation from a Government Department, or a Public Undertaking or Urban Local Body or a Public Utility
2. By appointment on contract.

*Educational qualification:* Degree from a recognized university, preferably in Accountancy, Commerce, or Statistics.

*Experience:*

- a. Preferable Experience in accounting procedures in a Government Department or a Public Undertaking or a Public Utility.
- b. Knowledge of operating accounting software is essential.
- c. Proficiency in written and verbal communication skills.
- d. Computer literacy preferred

**I. Clerks.-** Recruitment to the post of Clerks shall be either:

1. By appointment on deputation from Government Department, or a Public Undertaking or Urban Local Body or a Public Utility
- or
2. By appointment on contract.

*Educational Qualifications:*

- a. Degree from a recognized university.
- b. Diploma/Certificate in Computer Applications.
- c. Computer literacy preferred.

*Experience:*

- a. 1 year working experience of computer operation, including

use of the latest version of MS Office suite/Windows Operating System, internet and e-mail applications.

- b. Proficiency in written and verbal communication skills.

**J. Personal Assistant (Higher Grade).-** Recruitment to the post of Higher Grade Personal Assistant shall be either:

1. By appointment on deputation from a Government Department, or a Public Undertaking or Urban Local Body or a Public Utility

or

2. By appointment on contract.

*Educational Qualifications:*

- a. Degree from a recognized University.

- b. Should possess Government Commercial Certificate with the speed of 120 words per minute in shorthand and 40 words per minute in English typewriting.

- c. Computer literacy is essential.

*Experience:*

- a. Working experience of 3 years, preferable as Personal Assistant

- b. Proficiency in written and verbal communication skills.

**K. Steno (Higher Grade).-** Recruitment to the post of Higher Grade Steno shall be either:

1. By appointment on deputation from a Government Department, or a Public Undertaking or Urban Local Body or a Public Utility

or

2. By appointment on contract.

*Educational Qualifications:*

- a. Degree from a recognized University.

- b. Should possess Government Commercial Certificate with the speed of 120 words per minute in shorthand and 40 words per minute in English typewriting.

- c. Computer literacy is essential.

*Experience:*

- a. Working experience of 3 years, preferable as Steno
- b. Proficiency in written and verbal communication skills.

**L. Steno (Lower Grade).**- Recruitment to the post of Lower Grade Steno shall be either:

1. By appointment on deputation from a Government Department, or a Public Undertaking or Urban Local Body or a Public Utility,

or

2. By appointment on contract.

*Educational Qualifications:*

- a. Degree from a recognized University.
- b. Should possess Government Commercial Certificate with the speed of 120 words per minute in shorthand and 40 words per minute in English typewriting.
- c. Computer literacy is essential.

*Experience:*

- a. Working experience of 1 year, preferable as Steno
- b. Proficiency in written and verbal communication skills.

**M. Multi-Tasking Staff.**- Recruitment to the post of Multi-Tasking shall be either:

1. By appointment on deputation from a Government Department, or a Public Undertaking or Urban Local Body or a Public Utility

Or

2. By appointment on contract.

*Educational Qualification:*

- a. Must have passed 8th standard examination from a school recognized by the Government.

Other Conditions:

- a. Must possess good physique
- b. Experience of office working

### APPENDIX - C

Competent Authority for the purposes of disciplinary  
action and appeals

(See Regulation 38)

| Description                         | Designated Authority     | Class of Employees     |
|-------------------------------------|--------------------------|------------------------|
| Appointing Authority                | Chairperson              | Officers               |
|                                     |                          | Staff                  |
| Disciplinary Authority<br>Secretary | Chairperson              | Secretary              |
|                                     |                          | Other Officers & Staff |
| Appellate Authority                 | Authority<br>Chairperson | Secretary              |
|                                     |                          | Other Officers & Staff |
| Reviewing Authority                 | Authority                | Officers               |
|                                     |                          | Staff                  |

GAUTAM CHATTERJEE  
Maharashtra Real Estate Regulatory Authority