



MAHARASHTRA REAL ESTATE APPELLATE TRIBUNAL

महाराष्ट्र स्थावर संपदा अपीलीय न्यायाधिकरण

MahaREAT/Admn./1078/2023

Date: 30/09/2023

Notice

MahaREAT invites applications from retired Principal/Senior District and Sessions Judges for the post of Registrar in the Tribunal on following terms:

- (i) The Post of Registrar will be filled in from retired Principal/Senior District and Sessions Judges/Additional Sessions Judges from the State of Maharashtra.
- (ii) The duties/functions to be performed by the person to be appointed as Registrar are as per Annexure - A.
- (iii) The appointment to the post of Registrar shall be purely on contractual basis for a period of 11 months extendable/renewable at the discretion of the Tribunal.
- (iv) Remuneration of Rs. 1,25,000/- per month.
- (v) The appointee can be terminated at any time with a prior notice of 10 days by the appointee or the Tribunal, as the case may be, subject to other conditions provided in the agreement to be executed after appointment.
- (vi) No residential accommodation will be provided to the appointee by the Tribunal.
- (vii) Conveyance allowance shall be Rs. 50,000/-
- (viii) The eligible candidate fulfilling the above criteria for appointment may send their applications in the prescribed application form (Annexure B) directly to the I/C Registrar.
- (ix) The application form can be downloaded from MahaRERA website, named, <https://maharera.maharashtra.gov.in> >> Appellate Tribunal >> Vacancy section.
- (x) The last date of application will be **20th October 2023** till 05:00 PM.

Applicants may send their applications as per the prescribed Application Form (Annexure B) directly to the I/C Registrar, Maharashtra Real Estate Appellate Tribunal, 1st Floor, One Forbes Building, Thapar House, Dr. V. B. Gandhi Road, Kala Ghoda, Fort, Mumbai 400001 or by email to registrar.mahareat@maharashtra.gov.in with subject line "Application for the Post of Registrar".

Encl: Powers and Duties of Registrar as per Maharashtra Real Estate Appellate Tribunal Regulations, 2019 (Annexure A) and Application Form (Annexure B)



By Order,

Shank

Registrar

**Powers and Duties of Registrar as per Maharashtra Real Estate Appellate
Tribunal Regulations, 2019**

(Annexure A)

The Registrar shall have the following powers and perform the following duties, viz. -
to

- a) have charge of and affix the seal of the Tribunal.
- b) sign receipts for papers received in the Tribunal.
- c) sign registers and books of proceedings and notices on the notice board.
- d) sign 'By Order';
- e) perform such duties and exercise such powers in relation to the recruitment of staff of the Tribunal;
- f) issue notices, prepare agenda and record the minutes of the meetings of the Tribunal;
- g) receive all appeals, execution petitions, miscellaneous applications and other documents relating to the proceedings presented to the Tribunal.
- h) examine all appeals and applications so received as per 11 (i) to (iii) of the Regulations and take further necessary action;
- i) endorse on such appeals and applications the date of receipt for the purpose of calculating limitation;
- j) authenticate translations;
- k) arrange the board fixing the appeals etc. for hearing;
- l) receive replies, cross objections, rejoinders in appeals and cross appeals;
- m) ensure maintenance of and sign roznamas daily;
- n) issue certified copies of the judgments, orders, decrees of the Tribunal and documents filed in the proceedings as per the procedure;
- o) collect from the State Government or other Offices, Companies and Firms or any other party, such information and record, report documents, etc., as may be directed by the Chairperson;
- p) discharge functions, as Chief Ministerial Officer relating to leave of absence, establishment, pay and allowances, contingent bills, budget estimates and similar matters of administration under the control of the Chairperson;
- q) exercise general control over the matters relating to arrangement, maintenance and destruction of records;



- r) return the documents in disposed of cases by substituting certified copy/copies wherever necessary;
- s) return original documents etc. produced by the parties in the Tribunal whenever they apply for the return;
- t) carry on routine correspondence as may be required;
- u) be overall in charge of compliance of writs, drawing of decrees, copying, establishment, accounts, stationery, dead stock register, library, records and protocol;
- v) any other duties as may be assigned by the Chairperson and members;



Application Form (Annexure B)

Attested copy of
passport size
photograph to be
pasted

1	Name (In FULL BLOCK LETTERS)	
2	Post Applied for	REGISTRAR
3	Date of Birth	
4	Date of Appointment in Judicial Service	
5	Date of Appointment/Promotion as Principal/ Senior District and Sessions Judge	
6	Date of Superannuation	
7	Designation at the time of Superannuation and Place	
8	Pay at the time of Superannuation	
9	Permanent Address	

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10	Correspondence Address			
11	Email ID (Mandatory)			
12	Mobile Number (Mandatory)			
13	Educational Qualifications (Graduation Onwards)			
	Name of Exam	Name of the University/ Institute/ Board	Year of Passing	Subjects

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14	Details of five posts held immediately prior to superannuation		
15	If presently employed (Tick whichever applicable)		
	(i) Self Employed	Yes	No
	(ii) Employed with Other Agency	Yes	No
	(iii) Not Employed	Yes	No
16	If answer to 15 (i) or 15 (ii) is Yes, please mention		
	Nature of Employment		
	Designation		
	Date of Appointment		
	Period of Appointment/ Employment		
	Name of the present office/organisation		



	Address of the present office/ organisation	
17	Any other information	

I hereby declare that I have read and understood the powers and duties of Registrar as mentioned in Annexure A. I also declare that.

- I. The information furnished above is true and correct to the best of my knowledge.
- II. there is no vigilance/ disciplinary case or criminal case pending or contemplated against me.
- III. No major/minor penalty has been imposed on me.
- IV. In the event of my selection, I shall abide by the terms and conditions of service attached to the post.

Place:

Date:

Signature and Date



Name: