

Memo No : 2342/NKDA/ADMN-750/2017

Date: 17/05/2018

NOTICE

New Town Kolkata Development Authority (NKDA) invites applications from eligible citizens of India for empanelment as Tax Assistant (TAX SATHI) to facilitate the tax payers (Property Tax) of New Town, Kolkata in online registration, submission of self-assessment form, submission of returns and payment of property tax etc.

The application (duly filled and signed) should be addressed to the Administrative Officer at the office of New Town Kolkata Development Authority. Applications received after stipulated time and date shall be rejected summarily.

1. Mode Of Submission of Application :

- All applications must be sent through ordinary post to Administrative Officer, New Town Kolkata Development Authority, 03 MAR, New Town, Kolkata – 700156.

Or

- Scanned copies of application along with supporting documents and scanned copy of demand draft for application money may be sent to the email ID : taxsathi.nkda@gmail.com. However, the original demand draft should reach NKDA office within 23/05/2018 by 05:30 P.M. along with original application & supporting documents.

2. The last date for submission of application is on 23/05/2018 up to 05:30 P.M. Application received after this time will be rejected.

3. The notice may also be downloaded from our web site www.nkdamar.org.

4. The NKDA has right to accept / reject any / all applications without assigning any reason whatsoever and the decision of this Authority shall be final and binding.

5. APPLICATION MONEY :

Willing applicants have to submit a demand draft of Rs.100/- (Rupees One Hundred) only in favour of "New Town Kolkata Development Authority" payable at "Kolkata", along with the application.

If the application is sent through e-mail, then scanned copy of the demand draft also needs to be attached. Hard copy of the original demand draft should reach NKDA office within 23/05/2018 by 05:30 P.M. along with hard copy of original application and supporting documents.

6. SECURITY DEPOSIT

Successful candidates qualified for training programme will have to make a security deposit of Rs.1000/- (Rupees one thousand) only in the form of Demand Draft. Security Deposit will be refunded only on successful completion of training.

7. GENERAL CONDITIONS:-

- The applications received without prescribed application form with copies of requisite certificates shall be rejected.
- Validity: the empanelment will be valid for 01 (one) year from the date of publication of the empanelment list in the website of NKDA.
- Conditional application will not be entertained and the application shall be summarily rejected.
- The Authority reserves the right to deny or accept or reject any or all the applicants and even to annul the process at any point of time without prejudice to further action and without assigning reason thereof.

- e. NKDA reserves the right to terminate or debar the empanelment at any point of time giving 10 (ten) days prior notice in writing.
- f. Other terms & conditions of empanelment will be as prescribed by this Authority from time to time.

8. MINIMUM ELIGIBILITY CRITERIA:

- a. The applicant should be citizen of India.
- b. Age- From 21- 50 years (As on 01/01/2018)
- c. **Educational Qualification:** Should have passed Madhyamik examination from any recognised board.
- d. Certificate course in Computer of at least for 6(six) months from any recognised Institute.
- e. Photo copy of Aaddhar / EPIC (Electoral Photo Identity Card).
- f. There should not be any criminal case pending against the applicant. An undertaking in this regard should be also submitted (Form of deceleration has been integrated in application Form).
- g. Applicants already employed in any Govt./ Govt. Undertaking / Private sector will not be entertained.

9. SCOPE OF WORK:

1. Tax Assistant will facilitate the citizen in online registration, submission of self-assessment form / submission of return and payment of property tax etc.
2. NKDA will debar / blacklist the Tax Assistants:
 - If they are found to be charging more than the stipulated fee.
 - If there is any wrong assessment and the Tax Sathi's responsible for that.
 - Misconduct with citizen or with the officials of NKDA.
 - Any other disciplinary lapse that are any instance of moral turpitude.
3. Cost of Laptop, Computer, internet etc., office set up (if any) and any other resources required for such services will be borne by the Tax Assistant. However, NKDA will render a formal training to the selected applicants.
4. After completion of training, an examination will be conducted. only the qualified applicants will be empanelled as Tax Assistants.
5. Validity of such empanelment will be initially for 01(one) year from the date of issue of the empanelment list may be renewed subject to fulfilment of terms and conditions.
6. The Tax Assistant will be issued a certificate bearing name, enrolment no. etc. by NKDA. They shall always carry this certificate. The certificate should be shown on demand by the tax payer.

10. REMUNERATION OF TAX SATHI:

- a. 1.5% of the total Annual Property Tax for helping the assessee in submitting online self assessment subject to successful payment of the property tax, on pro-rata basis. Payment to Tax Sathi will be made by NKDA.
- b. 1.5% of the paid Property Tax for helping the assessee to make online / offline payment, for first time only, applicable upon the amount paid. Provided that the total amount (a+b) payable to the Tax Sathi shall be limited to the ceiling of Rs. 1000.00/. Payment to Tax Sathi will be made by NKDA.
- c. If assessment is made by assessee himself but payment is made by taking assistance of Tax Sathi then Tax Sathi will get 1% of first time payment only applicable upon the amount paid. Payment to Tax Sathi will be made by NKDA subject to a ceiling of Rs. 1000.00.
- d. For all other cases, for providing assistance in online payment of property tax, Rs.250/- per assessee will be paid by the assessee to the Tax Sathi, if assistance of Tax Sathi is availed.

NOTE - Above remuneration is subject to change by this Authority time to time.

11. DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATION MONEY:

1. Application form dully filled up and signed	
2. Self Attested copy of Madhyamik Pass Certificate	
3. Self Attested copy of certificate of Computer training	
4. Self Attested copy of Aadhar / EPIC Card	
5. Application Money in the Form of Demand Draft	

12. MODE OF SELECTION :

1. Submission of application along with application money within the stipulated time frame as mentioned above.
 2. A ^{list} of shortlisted candidates will be published and will be called for assessment test.
 3. All shortlisted candidates called for assessment test will have to make a security deposit of Rs. 1000/- (Rupees one thousand) only in the form of Demand Draft. Security Deposit will be refunded only on qualifying of assessment test.
 4. Only qualified candidates after assessment test will be enrolled as 'TAX SATHI', New Town, Kolkata.
13. Prospective applicants are advised to note carefully the eligibility criteria before applying
14. Conditional / Incomplete applications will not be accepted under any circumstances.
15. NKDA reserves the right to alter the mode of selection as per convenience.
16. Any further notification in connection with this will be published in the official website of New Town Kolkata Development Authority (www.nkdamar.org). The applicants are requested to follow the websites for such notifications etc.


Administrative Officer
New Town Kolkata Development Authority

Memo No : 2342/1(4) /NKDA/ADMN-750/2017

Date: 11/05/2018

Copy forwarded for information to:

1. The Finance Officer, New Town Kolkata Development Authority.
2. P.A. to the Hon'ble Chairman, New Town Kolkata Development Authority.
3. Office Notice Board.
4. NKDA official website (www.nkdamar.org)


Administrative Officer
New Town Kolkata Development Authority

No. _____
Date _____
[For official use only]

FORMAT OF APPLICATION FOR ENROLLMENT OF TAX SATHI IN NEW TOWN KOLKATA

1. Notice Memo No : /NKDA/ADMN-750/2017 Dated : 17/05/2018
2. Name of the Applicant:
(In Capital Letter)
3. Date of birth: 4. Sex:
5. Name of Father / Mother/ Guardian of the applicant:
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6. Communication Address of the Applicant
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7. Permanent Address of the Applicant
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8. Contact details of the applicant:-
 - a. Phone (Mobile)
 - b. E mail
9. Educational Qualification:-
 - a. Madhyamik
 - b. Computer knowledge
10. Aadhar / EPIC No.



I hereby declare that the particulars mentioned above are true and best of my knowledge. I also further declare that no criminal case is pending in any court of law in anywhere in India and I have never been convicted by any court of law anywhere in India.

Enclosure:-

1. Self Attested copy of Madhyamik passed certificate.
2. Self Attested copy of certificate of Computer Training
3. Self Attested copy of Aadhar/ EPIC .
4. Any other documents

Date :
Place:

Signature of the applicant