



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)  
3, Major Arterial Road, New Town, Kolkata - 700 156

Memo. No.5006/NKDA/Admn-12/2009

Dated : 01.09.2016

## NOTICE

### CONTRACTUAL ENGAGEMENT OF RETIRED GOVT. EMPLOYEES.

Applications are invited from Retired Employees of State Government/Central Government and Government Undertakings for engagement in the following posts on contractual basis, having eligibility criteria as mentioned against each.

- (1) **Head Assistant (Two)** :- (i) Retired from Govt./Govt. Undertaking from the post not below the rank of Section Officer or equivalent.  
(ii) Must be a Graduate in any discipline  
(iii) Should have sufficient knowledge in computer operation.
- (2) **Junior Office Assistant(One)** :- (i) Retired from the post of UDA/UDC preferably from Govt. Secretariat/Directorate/Collectorate. Should have sufficient knowledge in computer operation and computer typing.

#### Other Conditions:-

- A. Applicants must be within 62 years of age on 01.09.2016  
B. The initial tenure of engagement will be for a period of 6(six) months which may be extended further, if found satisfactory.  
C. Selection will be made on the basis of interview and past service records and decision of the Authority in this regards is final.  
D. The payment of remuneration will be made as under:-  
1. Head Assistant ... Consolidated amount of Rs. 16,000/- per month.  
2. Junior Office Assistant .... Consolidated amount of Rs.13,000/- per month.  
E. Willing candidates should submit application(s) in plain paper along with bio-data mentioning name, Postal address, Contact numbers, Age, Qualification & Experience, Name of the Department/Office last served, Name of the post last held and a passport-size recent photograph. Applications must reach to:-

THE CHIEF EXECUTIVE OFFICER,  
NEW TOWN KOLKATA DEVELOPMENT AUTHORITY,  
03, MAJOR ARTERIAL ROAD,  
NEW TOWN, KOLKATA-700156

within 20<sup>th</sup> September, 2016.

*(Handwritten Signature)*  
01/09/2016

**Chief Executive Officer**

New Town Kolkata Development Authority.