



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No. 2167 /NKDA/Admn-799/2018 (Part-II)

Date: 08.08.2020.

## NOTICE

### CONTRACTUAL ENGAGEMENT OF RETIRED GOVT. EMPLOYEES

Applications are invited from eligible retired employees of State/Central Government and Government Undertakings, having eligibility criteria as detailed below for engagement (temporary) in the following positions under New Town Kolkata Development Authority (NKDA) on contractual basis.

1. Chief Architect  
Should have served under Govt. Department/ Govt. Undertakings at the level of Chief Architect/Superintending Architect or equivalent and must have qualification of Bachelor in Architecture.
2. Administrative Officer  
Must have retired from a post not above the rank of Deputy Secretary or equivalent from WBCS (Exe.) or any other equivalent cadre with background preferably in L&LR Department or SLRS-I (not below the rank of SRO-I)
3. Estate Manager  
Must have retired from a post not above the rank of Deputy Secretary or equivalent from WBCS (Exe.) or any other equivalent cadre with background preferably in L&LR Department or SLRS-I (not below the rank of SRO-I)
4. Assistant Engineer (Civil)  
Should have served under Govt. Department/ Govt. Undertakings at the level of Assistant Engineer (Civil) for at least 3 years and must have qualifications of Civil Engineering

5. Sub-Assistant Engineer(Civil) Should have served under Govt. Department/ Govt. Undertakings at the level of Sub-Assistant Engineer (Civil) for at least 3 years and must have qualifications of diploma in Civil Engineering.
6. Sub-Assistant Engineer (Electrical) Should have served under Govt. Department/ Govt. Undertakings at the level of Sub-Assistant Engineer (Electrical) for at least 3 years and must have qualifications of diploma in Electrical Engineering.
7. Accountant  
(a) Must be Commerce Graduate.  
(b) Retd. From Govt./Govt. Undertaking from the post not below the rank of Accountant or equivalent.  
(c) Must have working knowledge in Income Tax /GST matters.  
(d) Should have sufficient knowledge in computer operation.
8. Supervisor Must be Graduate in any discipline. Retired from Govt./Govt. Undertakings from the post not below the rank of Section Officer or ex-defence personnel not below the rank of J.C.O or Equivalent. Should have sufficient knowledge in Computer Operation.
9. Surveyor Must have retired from State/Central Govt./ Govt. Undertaking as Surveyor and passed Madhyamik Examination.
10. Head Assistant Should have served under Govt./Govt.Undertakings at least as Section Officer or equivalent. Should have proficiency in Computer Operation. Must be Graduate in any discipline
11. Jr Office Assistant Must have worked in Govt./Govt. Undertakings At least in the rank of Upper Division Assistant. Should have sufficient knowledge in Computer Operation.
12. Work Assistant (Civil) Should have served under Engineering Departments Of Govt/Govt. Undertakings as Work Assistant(Civil)

13. Work Assistant (Electrical

Should have served under Engineering Departments  
Of Govt/Govt. Undertakings as Work Assistant  
(Electrical)

**Other conditions:**

- a) Nature of Duty : As and where allotted by the Authority
- b) Age should not be more than 62 years as on 01.06.2020
- c) Initial tenure of engagement is for a period of 6 (six) months which may be extended further subject to satisfactory performance as well as further requirement of service by the Authority.
- d) Selection is to be made on the basis of interview and as per service records. Decision of the authority in this regard will stand final.

Willing candidate may submit application in plain paper (separate application for different posts) address to The Chief Executive Officer, New Town Kolkata Development Authority, 03 Major Arterial Road, Kolkata 700156 clearly mentioning the post applied for as narrated below.

- i) Name:
- ii) Father's Name:
- iii) Complete Postal address with contact numbers and e-mail ID:
- iv) Date of Birth & Age:
- v) Qualification
- vi) Experience
- vii) Name of the Department/Office last served:
- viii) Name of the post last held:
- ix) Recent passport size photograph should be pasted on the application.

*Copies of all relevant certificates and testimonials should be attached.*

**LAST DATE OF RECEIVING APPLICATIONS IS 30.06.2020.**

*[Signature]*  
Chief Executive Officer

New Town Kolkata Development Authority

Memo No. \_\_\_\_\_/NKDA/Admn-799/2018 (Part-II)

Date:

Copy forwarded for information to:

- P.A to Hon'ble Chairman, NKDA

*[Signature]*  
Chief Executive Officer

New Town Kolkata Development Authority