

Memo. No. 2148 /NKDA/Admn-12/2009

Dated : 17.04.2017

## NOTICE

### CONTRACTUAL ENGAGEMENT OF RETIRED GOVT. EMPLOYEES.

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

1. Estate Manager(Two) :- (i) Applicants must be retired WBCS(Exe.) officer with background preferably in L & L R Department or an officer retired from L & L.R. Department as S.R.O - I
2. Supervisor( three) :- (i) Graduate in any discipline.  
(ii) Retired from Govt./Govt. Undertaking from the post not below the rank of Section Officer or equivalent.  
(iii) Should have sufficient knowledge in computer operation.
3. Stenographer (one) :- (i) Graduate in any discipline.  
(ii) Retired from Govt./Govt. Undertaking from the post of Stenographer or equivalent post .  
(iii) Should have sufficient knowledge in computer operation.
4. Accounts Clerk/Cashier(one) : (i) Retired Govt/Govt undertaking Group-B/Group-C employee Having working experience as Accounts Clerk/Cashier and other related posts.
5. Sub- Assistant Engineer(five) : (i) Should have served under Govt. Departments / Govt. Undertakings at least as Sub-Assistant Engineer(Civil).  
(ii) Must have Diploma in Civil Engineering.

Phone : 033-2324-2324 / 2132 / 2148, 18003451571

Fax : 033-2324-2147

Website : [www.nkdamar.org](http://www.nkdamar.org)

6. Work Assistant(one) : (i) Should have served under Engineering Departments of Govt./Govt. Undertakings at least as Work Assistant in Civil works..
7. Clerk(one) : (i) Retired from the post of UDA/UDC preferably from Govt. Secretariat/Directorate/collectorate. Should have sufficient knowledge in computer operation.
8. Executive Architect(two) : (i) Retired . Executive Architect/Senior Architect of / State Govt Central Government/.Govt. Undertaking.  
(ii) Bachelor in Architecture with membership in the council of Architecture.
9. Assistant Architect(two) : (i) Retired Assistant Architect from State / Central Government/Govt. undertaking.  
(ii) Bachelor in Architecture with membership in the council of Architecture.
10. Junior Architect(four) : (i) Retired Diploma Architect from State /Central Government/Govt. undertaking.  
(ii) Diploma in Architecture.
11. Surveyor(Civil) (three) : (i) Retired Surveyor from State/ Central Govt./Govt. undertaking.
12. Assistant Finance Officer (one) ..(i) Retired officer of WBA & AS or simillar other services of State  
Govt./Govt. undertaking .  
(ii) Having experience in working at Municipality or commercial undertaking will be preferred.
13. Data Entry Operator (one) : Retired Govt. employee having working experiece in computer data entry.

14. Record Keeper (one) : (i) Retired Record Keeper of Govt./Govt. undertaking.  
(ii) Desirable: Working experience in revenue collection Department of Govt./Municipalities.
15. Accountant (one) : (i) Candidates served under Government Department/Establishment In the capacity of Accountant/ Sr. Accountant.  
(ii) Desirable : Candidates served under revenue Collection Department of Govt. / Municipalities etc.
16. Head Assistant (one) : (i) Retired from Govt./Govt. Undertaking from the post not below the rank of Section Officer or equivalent.  
(ii) Should have sufficient knowledge in computer operation.  
(iii) Desirable : Experience in working in revenue collection Department of Govt./Municipalities.
17. Group-D(four) : (i) Retired Group-D employee of State / Central Govt./Govt. undertaking.  
(ii) Passed Madhyamik or equivalent.

**Other Conditions:-**

- A. Age should be within 62 years as on 31.03.2017
- B. The initial tenure of engagement will be for a period of 6(six) months which may be extended further, if the service is required by the authority and 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 should be final.
- D. The payment of remuneration will be made as under:-
- E. 1. Estate Manager ... Consolidated amount of Rs. 30,000/- per month.  
2. Supervisor .... Consolidated amount of Rs.18,000/- per month.  
3. Stenographer ... Consolidated amount of Rs.15,000/- per month  
4. Head Assistant ... Consolidated amount of Rs.16,000/- per month  
5. Accounts Clerk/Cashier ... Consolidated amount of Rs.13,000/-per month  
6. Accountant ... Consolidated amount of Rs.18,000/- per month

7. Sub-Assistant Engineer	... Consolidated amount of Rs.18,000/- per month
8. Work Assistant	... Consolidated amount of Rs.13,000/- per month
9. Clerk	... Consolidated amount of Rs.13,000/- per month
10. Data Entry Operator	... Consolidated amount of Rs.13,000/- per month
11. Record Keeper	... Consolidated amount of Rs.13,000/- per month
12. Executive Architect	... Consolidated amount of Rs.30,000/- per month
13. Assistant Architect	... Consolidated amount of Rs.21,000/- per month
14. Junior Architect	... Consolidated amount of Rs.18,000/- per month
15. Surveyor	... Consolidated amount of Rs.18,000/- per month
16. A. F. O	... Consolidated amount of Rs.30,000/- per month
17. Gtroup-D	... Consolidated amount of Rs.9,000/- per month

Willing candidates should submit application(s) in plain paper along with bio-data mentioning name, Postal address, Contact numbers, e-mail id( if any), Age, Qualification & Experience, Name of the Department 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 15<sup>th</sup> May, 2017 by 5.00 p.m.

*CBW*  
*17/04/2017*

**Chief Executive Officer**

New Town Kolkata Development Authority.

Memo. No. 2148/1(2)/NKDA/Admn-12/2009

Dated : 17.04.2017

Copy forwarded for information to :-

1. P.A. to Hon'ble Chairman, New Town Kolkata Development Authority
2. P.A to Member Secretary, New Town Kolkata Development Authority.

**Chief Executive Officer**

New Town Kolkata Development Authority.