



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority under Government of West Bengal)

3, Major Arterial Road • New Town • Kolkata – 700156

Memo no:1284/NKDA/Admn – 01/2010 Part

Date:16.07.2010

ADVERTISEMENT No: Admn –01/2010

Applications are invited from Indian Citizens having the requisite qualifications as mentioned below against each for filling up the following posts on contract basis in New Town Kolkata Development Authority, as per the terms and conditions given hereunder: -

Sl.No.	Category	Eligibility Criteria	Vacancy	Consolidated Monthly Remuneration
1.	System Manager	B.E / B.Tech in Comp. Science/ I.T. /MCA or equivalent degree from any recognized/affiliated University / Institute in India. 5 (Five) years experience in Electronic Database management including experience of actual programming or Database administration. Experience in Government project preferred.	1 (One)	Rs.27,000/-
2.	Assistant Architect	Degree in Architecture with five years working experience in relevant field preferably in Government project or Big Housing projects / Architecture Firm	1 (One)	Rs.27,000/-
3.	Draftsman	H. S. passed from any recognized Board in India. Diploma in Draftsmanship (Civil) along with Certificate in latest version of AUTOCAD & AUTOLISP. Two years experience in reputed Survey / Consultancy / Engineering Firm.	1 (One)	Rs.15,000/-

AGE : Not exceeding **40 (Forty) years** as on 01st. July, 2010.

MODE OF SUBMISSION OF APPLICATION:

Application should be made in the prescribed format which may be downloaded from this website (www.nkdamar.org) through Speed Post. No application shall be received by hand. All applications received up to 05.30 P.M on 30.07.2010 will be accepted. All applications shall accompany attested copies of documents / certificates. The envelop must be superscribed with the name of the post applied for.

LAST DATE OF SUBMISSION OF APPLICATION:

APPLICATION MUST REACH WITHIN 30.07.2010 up to 05.30 P.M.

TO

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

SELECTION OF CANDIDATES :

The Authority reserves its right to place a reasonable limit on the total number of candidates to be called for interview/selection test. Fulfillment of essential qualifications merely does not entitle a candidate to be called for interview. Where number of applications received in response to this advertisement is large, it may not be convenient or possible for the Authority to interview all the candidates. The Authority may restrict the number of candidates to be called for written exam / skill test / interview to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed along with documentary evidences.

PERIOD OF ENGAGEMENT:

Initially for one year on contract basis which may be extended for a further period subject to renewal, if considered necessary depending upon the performance etc. The engagement is terminable by serving one month's notice from either side.

(TO BE SUBMITTED BY THE CANDIDATE)

To
The Chairman,
New Town Kolkata Development Authority,
03, Major Arterial Road,
Kolkata- 700156

Recent
Passport size
Photograph

(To be pasted)

Sir,

On being aware of the vacancy, I would like to apply for the following post and would like to furnish the flowing information of your kind consideration.

1. Post Applied for :
 2. Name of the Applicant :
(IN CAPITAL LETTERS)
 3. Address (Present and Permanent) :
 4. Telephone No. / Mobile No. :
 5. Father's / Husband's Name. :
 6. Date of Birth. :
 7. Nationality. :
 8. Category. SC/ST/OBC/PH/General. :
 9. Educational Qualifications. :
 10. Experience / Details of employment in chronological order:
 11. Any other relevant information which the candidate intends to furnish. :
 12. Any record of criminal conviction or proceedings pending. : YES / NO
- N.B. List of copies of supporting documents / certificates duly attested are to be furnished with the application.

UNDERTAKING

I DO HEREBY DECLARE - THAT ALL THE INFORMATION FURNISHED ABOVE ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF - THAT THE AUTHORITY CAN TAKE ACTION AGAINST ME IN CASE I AM FOUND TO BE GUILTY OF FURNISHING ANY WRONG INFORMATION OR SUPPRESSION OF FACT.

Yours faithfully,

(Signature of Candidate)

Place :
Date :