



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)

Plot No. DG/13, Premises No. 04-3333, Action Area-ID,
New Town, Kolkata - 700 156

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Memo No. 1662/NKDA/Admn(Estt.)-76/24

Dated, the 4th day of July, 2024.

Advertisement for engagement of three Supervisor for the office of NKDA on contract basis

Applications in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible candidates for engagement of **03 (three)** Supervisors for the office of NKDA, as per details given below:

1.	Name of the Post	:	Supervisor
2.	Period of Consultancy	:	Initially for 6 (six) months . The contract can be extended further depending on assessment of performance, mutual willingness and depending on the requirement. The contract may be terminated on one month's notice from either side or on payment of one month's pay in lieu thereof. Unauthorized absence may lead to termination of the engagement.
3.	Nature of Duties	:	Supervisory, administrative and professional work in planning, organizing, directing, and supervising the works of NKDA in the arena of civic services and office management under the direction, supervision and control of the respective Departmental Head.
4.	Job Location	:	In the office of NKDA at Plot No. DG/13, Premises No. 04-3333, Action Area – ID, New Town, Kolkata 700 156 or anywhere within the jurisdiction of NKDA as may be determined by the C.E.O., NKDA.
5.	Qualifications/Essential Criteria	:	<ul style="list-style-type: none">• The Applicant should be an Indian national.• Essential Requirements: Bachelor degree in any stream with adequate knowledge in handling computer. Preference shall be given to the Ex-servicemen.• Age criteria: Below the age of 50 years and above the age of 25 years as on the last date of submission of application.
6.	Remuneration & Entitlements	:	Negotiable.

7.	How to apply	:	<ul style="list-style-type: none"> • The applicants who fulfil the eligibility criteria may submit application indicating their interest in working for the NKDA as per proforma at Annexure - I • Documents / certificates in support of educational qualifications, experience should be attached with the application. • Applications along with supporting documents can be submitted to NKDA through either of the following modes: <ul style="list-style-type: none"> • OFFLINE MODE:- By registered post in an envelope labelled as "Application for the position of Supervisor, NKDA". This is to be sent to the following address. To The Chief Executive Officer, New Town Kolkata Development Authority Plot No. DG/13, Premises No. 04-3333, Action Area – ID. New Town, Kolkata – 700 156 • ONLINE MODE:- Through email with the subject clearly mentioned the name of the candidate and the position against which the application is being submitted. The email is to be sent to the following email address: ceonkda@gmail.com • The NKDA will review the applications and shortlist the candidates for interview. The shortlisted candidates will be intimated by email. • The date, time and venue of the interview will be conveyed through email at the email address provided by the applicants. • Applicants will have to make their own arrangements to reach the place of interview. • No TA/DA will be payable by the NKDA to Applicants for attending interview. • The final selection will be based on their performance at the interview. • The decision of the Chairman, NKDA regarding selection of candidate will be final.
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The last date for receiving applications is **19th July, 2024 (6:00 pm)**. Applications received after the closing date & time or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma will be rejected and no correspondence shall be entertained in this regard.


 Chief Executive Officer
 New Town Kolkata Development Authority

ANNEXURE-I

**APPLICATION PROFORMA FOR THE POSITION OF SUPERVISOR AT THE OFFICE OF
NEW TOWN KOLKATA DEVELOPMENT AUTHORITY
(Only for Indian Nationals)**

Paste your
passport size
photo here

1. Name of the position :
2. Name :
3. Nationality :
4. Father's Name/ Husband's Name :
5. Date of Birth :
6. Gender :
7. Educational Qualifications :
8. Mobile No. :
9. Email ID :
10. Address for Communication :
11. Details of employment in chronological order, if applicable. (*Enclose a separate sheet, if space below is insufficient*)

Institution/ Organisation	Post held	From	To	Emoluments	Nature of duties performed

12. Details of courses/ training programmes attended, if any :
13. Languages known :
14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.
15. Remarks, if any :

(Signature of Candidate)
Date: