



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

Memo No. 5631/NKDA(Estt.)/Admin-1203/2023

Dated-16/05/2023

NOTIFICATION NO. 2 OF 2023

CONTRACTUAL ENGAGEMENT OF RETIRED GOVERNMENT EMPLOYEES

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

1. Chief Architect : Should have served under Urban Local Body at the level of Chief Architect/Superintending Architect or equivalent and must have qualification of Bachelor in Architecture.
2. Estate Manager : Must have retired from a post of not above the rank 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. Junior Engineer (Civil) : Should have served at the level Junior/SAE(Civil) & sufficient working knowledge and must have Diploma from recognized university in Civil Engineering.
4. Accountant : Qualification- Must be Graduate with CA (Inter)/ICWA(Inter) or above/experience in PWD Accounts.
Experience – having experience in handling accounts of Govt. Department/Govt. undertaking (double entry accounting system).
5. Junior Office Assistant : Must be Graduate in any discipline and have worked in Govt./Govt. undertaking Organization in the rank of H. C. Should have sufficient knowledge in Computer operation.

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6. Personal Assistant : Must be Graduate in any discipline and have served in Govt./Govt. undertaking organization in the rank of P. A. at least 10 (ten) years. Must know shorthand and sufficient knowledge in Computer operation.
7. Manager for handicrafts Show Room : Must be Graduate in any discipline with working experience at least 5 years on commercial Shop/Firms like Manjusha/Tantuja etc. should have sufficient knowledge in computer operation. Lady staff will be preferred.
8. Group "D" : Minimum Qualification Madhyamic having working knowledge in any Government Department.

Other Conditions :

- a) Nature of Duty : As and when allotted by the Authority.
- b) Age 62 years as on 30/04/2023.
- c) Initial tenure of engagement is for a period of 06 (Six) months which may be extended further subject to satisfactory performance as well as further requirement of service by the Authority.
- d) Remuneration as per practice of NKDA.
- e) Selection 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 address to : The Chief Executive Officer, New Town Kolkata Development Authority, New Administrative Building, Plot No. DG/13, Premises No. 04-3333, AA-1D, New Town, Kol-156 clearly mentioning the post applied for as narrated below :

- i) Name :
- ii) Father's Name :
- iii) Complete Postal Address :
- iv) Contact No. & e-mail I. D. :
- v) Date of Birth :
- vi) Age as on 30.04.2023 :
- vii) Education Qualification :
- viii) Technical Qualification :
- ix) Experience :
- x) Name of the office/department last served & Post held :
(Attach release order & P.P.O copy)

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- xi) A recent passport size photograph should be pasted on the application.
- xii) Copies of relevant certificates & testimonials should be attached.

**LAST DATE FOR SUBMISSION OF APPLICATION 31/05/2023
UPTO 5 PM.**

For submission of online application : ceonkda@gmail.com.


Chief Executive Officer
New Town Kolkata Development Authority

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Copy forwarded for information to :

- 1) System Manager, NKDA to publish in Office-website.
- 2) Notice Board at the Administrative Building, DG/13, Premises No. 04-333, AA-1D, New Town, Kolkata-700156.
- 3) P. A. to Hon'ble Chairman, NKDA.


Chief Executive Officer
New Town Kolkata Development Authority