

# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No. 5649/NKDA/Admn-1046/2020,

Dated-6<sup>th</sup> Nov. 2020

## NOTICE

### CONTRACTUAL ENGAGEMENT OF RETIRED GOVERNMENT EMPLOYEE

Applications are invited from eligible retired Government employee who have served in the post of Personal Assistant in State/Central Government or Govt. Undertaking office having criteria as detailed below, for engagement as Personal Assistant (one), purely on temporary contractual basis at New Town Kolkata Development Authority (NKDA).

#### REQUIRED ELIGIBILITY CRITERIA :-

1. Must have passed Bachelor Degree in any stream.
2. Must have served as personal assistant under State/Central or Govt. undertakings for a period of minimum 10 (ten) years of service in the post.
3. Having experience in stenography.

#### Other Conditions :

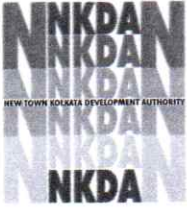
- i) Age should not be more than 62 years as on 30/09/2020.
- ii) Initial tenure of engagement is for a period of 6 (six) months which may be extended further subject to satisfactory performance as well as further requirement of service by the authority.
- iii) Selection is to be made on the basis of interview and past service records.
- iv) Consolidated Contractual Remuneration will be at per present norms of the Government.

Willing eligible candidates may submit application in plain paper addressed to THE CHIEF EXECUTIVE OFFICER, NEW TOWN KOLKATA DEVELOPMENT AUTHORITY, 03 MAZOR ARTERIAL ROAD, KOLKATA-700156 clearly mentioning the post applied for and enclosing CV/Bio Data mentioning name, Complete Postal Address, Contract Number, e-mail ID (if any), Date of Birth, Age as on date, Qualification & experience, Name of Department/Office last served with a copy of recent passport size photograph.

LAST DATE OF RECEIVING APPLICATION IS 23rd NOVEMBER, 2020.

Chief Executive Officer

New Town Kolkata Development Authority.



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Copy forwarded for information to :-

- 01) The Chief Engineer, NKDA
- 02) The Chief Architect, NKDA
- 03) The Administrative Officer-I, NKDA
- 04) The Administrative Officer-II, NKDA
- 05) The Estate Manager-I, II, III & IV
- 06) The Finance Officer, NKDA
- 07) The Executive Engineer-I, II, III & IV
- 08) P. a. to Hon'ble Chairman, NKDA
- 09) Notice Board, NKDA
- 10) Website NKDA
- 11) Guard File, NKDA

  
Chief Executive Officer  
New Town Kolkata Development Authority.