



OFFICE OF THE CHIEF EXECUTIVE OFFICER

Haldia Development Authority (ISO 9001:2008 Certified)

(A Statutory Authority under Government of West Bengal)

City Centre, P.O. Debhog, Haldia-721657, Dist: Purba Medinipur

Ph.: (03224) 255926, Fax-255927, e-mail : ceo.hda@gmail.com Web.: www.hda.gov.in , Toll Free No. 1800-345-3224

Memo No.: 1976/HDA/III-44F(P-I)

Date: 06/01/2017

WALK-IN-INTERVIEW

Haldia Development Authority, a Statutory Authority under Government of West Bengal, invites applications to appear in walk-in-interview to be held on 17.01.2017 at 12.30 p.m in this office for engagement against the following posts purely on contractual basis as per the terms and conditions as noted below:

Designation	No of persons to be engaged	Essential qualification	Age (as on 01.01.2017)	Experience	Remuneration	Tenure
Assistant Land Manager	2 (two)	Graduate or Equivalent	60 to 64 yrs.	Retired as SRO-II or SRO-I in Government Department	Rs. 15,000.00 / per month	1 yrs. That may be extended, if requires.
Planning Draughtsman	3 (three)	Madhyamik or equivalent & Diploma in Draftsman from Government recognized School of Arts / Engineering	60 to 64 yrs.	Retired as Draughtsman in Govt. or any Government undertakings Department	Rs. 12,000.00 / per month	1 yrs. That may be extended, if requires.
Surveyor	2 (two)	Madhyamik or equivalent & Diploma in Survey Engineering any Govt. recognized institution	35 – 50 yrs.	Served as Surveyor in any recognized organization for 10 yrs. Or more	Rs. 12,000.00 / per month	1 yrs. That may be extended, if requires.
Accounts Clerk	2 (two)	Madhyamik or equivalent (H.S. preferably in commerce stream)	40 – 50 yrs.	Served any organization to deal with Accounts related matters for 10 yrs. Or more.	Rs. 12,000.00 / per month	1 yrs. That may be extended, if requires.

Applicant should report by 10.30 a.m. on 17.01.2017 in office of Haldia Development Authority. The document verification will be done from 10.30 a.m. to 12.30 p.m. Therefore, applicants are requested to bring following documents in original with an application in prescribed format for verification.

Terms & Conditions :

- (1) An application in the prescribed proforma will have to be produced before the Interview Board.
- (2) Self attested copies of the certificates in regard to age, essential & desirable qualification, experience, Photo Identification Document Issued by any Govt. Authority (e.g. PAN Card, Electors Photo Identity Card etc.), PPO etc. will have to be produced before the interview board.
- (3) No TA / DA will be provided for appearing the interview board.

Sd/

**Chief Executive Officer
Haldia Development Authority**

Copy forwarded for information to :

- 1) Chairman, Haldia Development Authority
- 2) The Principal Secretary to the Government of West Bengal, Urban Development Department (T& CP), Nagarayan, DF-8, Sector – I, Bidhannagar, Kolkata – 700064.
- 3) The District Magistrate, Purba Medinipur.
- 4) The Additional District Magistrate (L&LR), Purba Medinipur.
- 5) The Additional District Magistrate & Additional Executive Officer, Purba Medinipur Zilla Parishad.
- 6) The Superintending Engineer, Public Health Engineering, Western Circle, Medinipur.
- 7) The Sub-Divisional Officer, Haldia.
- 8) The Executive Engineer, Public Health Engineering , Haldia W/S Division.
- 9) The Executive Engineer, Public Health Engineering , Tamluk Division
- 10) The District Information & Cultural Officer, Purba Medinipur.
- 11) The District Informatics Officer, NIC, Purba Medinipur, Tamluk with a request to publish in the official website of Purba Medinipur Distrcit.
- 12) The System Analyst, HDA with a request to arrange to publish it in the website of HDA and make arrangement to send the same to DIO, NIC by e-mail.
- 13) CA to CEO, HDA
- 14) Reception
- 15) Notice Board.

Sd/

**Chief Executive Officer
Haldia Development Authority**

FORMAT OF APPLICATION

To
The Chief Executive Officer
Haldia Development Authority
City Centre, Post – Debhog, Haldia
Dist. Purba Medinipur, PIN-721657

(Space for
Photo duly
self-attested)

Application for Contractual Appointment in the Post of _____ in Haldia Development Authority

1. Name of the Candidate (in Block Letters) : _____
2. Father's name/Guardian's Name : _____
3. Date of Birth : _____
4. Age (As on 01.01.2017) : _____ Years _____ Months _____ Days
5. Sex : _____
6. Permanent Address :

7. Present Address :

8. Contact (i) Mobile No. _____, (ii) Landline No. _____
(iii) E-mail ID : _____
9. Nationality : _____
10. Educational Qualification :

Sl. No.	Name of the Exam. Passed	Name of the Passing Institute	Name of Board/Council/ University	Year of Passing	(%) of marks	Grade/ Division

11. Other Qualification, if any :

12. Working Experience (After passing required qualification of the applied post):

Sl. No.	Name of Organisation & address where engaged	Post held	Field of experience	Period of engagement from _____ to _____	Monthly emoluments drawn (Rs.)

13. List of Enclosures : (i) _____ (ii) _____
(iii) _____ (iv) _____ (v) _____

DECLARATION : I do hereby declare that the statements furnished above are true to the best of my knowledge and belief and my candidature is liable to be rejected if any of the particulars above is found incorrect.

Date : _____

(Signature of the Candidate)

Place : _____