

**APPOINTMENTS****Memo No. 1259 /HDA/IV-37(P-III)/10****Dated, the 19th August, 2010.**

Applications are invited from Indian Citizens for filling up following posts in Haldia Development Authority. Applications should reach the office of the Chief Executive Officer, Haldia Development Authority, Haldia Unnayan Bhawan, City Centre, P.O. Debhog, Haldia, Dist. Purba Medinipur, West Bengal-721657, Phone No. 03224-255929, 255930, Website: www.hdaindia.com by the **20th September, 2010.**

1) **Superintending Engineer (Civil):** 1 (one) post (Unreserved). Pay: Pay Band-4, Rs. 9000-40500/- + Grade Pay-Rs.7600/-. Initial Basic Pay = Rs. 29920/-. **Essential Qualification** – BE (Civil) 1st Class from any Government recognized University, **Experience** – 12 years in similar field, **Desirable Qualification** – M.E (Civil) & Computer knowledge (Autocad), Upper age limit– 45 years.

2) **Executive Engineer (Civil):** 2 (two) posts (SC-1, and General (EC)-1): Pay: Pay Band-4, Rs. 9000-40500/- + Grade Pay- Rs. 6600/-, Initial Basic Pay = Rs. 25200/- **Essential Qualification** – BE (Civil) 1st Class from any Government recognized University, **Experience** – 8 years in similar field. **Desirable Qualification** – M.E (Civil) & Computer knowledge (Autocad), Upper age limit– 40 years.

3) **Associate Planner:** 1 (one) post (Unreserved): Pay: Pay Band-4, Rs. 9000-40500/- + Grade Pay - Rs. 6600/-. Initial Basic Pay = Rs. 25200/-. **Essential Qualification** – Degree in Civil Engineering/Architecture or Masters in Geography / Economics / Statistics / Social Science from Govt. recognized University/Institute and Post Graduate degree in Urban/Town & Regional / Country Planning from Govt. recognized university/institute. **Experience** – 6 years experience in Town & Urban Planning. **Desirable Qualification** – Knowledge in Arc-GIS & Autocad software, corporate membership of recognized professional institutions, knowledge of modern techniques of comprehensive planning, published papers / articles in the relevant fields. Upper age limit – 40 years.

4) **Assistant Engineer (Civil):** 2 (two) posts (General EC-1, ST-1): Pay: Pay Band-4, Rs. 9000-40500/- + Grade Pay- Rs. 5400/-. Initial Basic Pay = Rs. 21000/-. **Essential Qualification** – BE (Civil) from any Government recognized University, **Experience** – 1 year in similar field, **Desirable Qualification** – M.E.(Civil) & Computer knowledge (Autocad), Upper age limit – 37 years.

5) **Land Manager** – 1 (one) post (Unreserved) : Pay: Pay Band-4, Rs. 9000-40500/- + Grade Pay Rs. 5400/-. Initial Basic Pay = Rs. 21000/- **Essential Qualification** – Graduate in any discipline preferably in Civil Engineering/Architecture/Country Planning/ Corporate Membership of Institution of Surveyors (India). **Experience** – 8 years experience in estate management work. **Desirable Qualification** – Should have knowledge & experience of Laws, Rules relating to land matters, viz., Laws of Contract Real Estate, Acquisition of Land, Urban Tenancies Act, etc., Upper age limit – 37 years.

6) **Assistant Land Manager** – 1 (one) post (SC): Pay: Pay Band-3, Rs. 7100-37600/- + Grade Pay Rs. 3900/-. Initial Basic Pay = Rs. 12270/- **Essential Qualification** – H.S. (10+2) preferably Diploma in Civil Engineering/ Architecture/Country Planning/Survey Engineering from any Government recognized Institute. **Experience** – 2 years experience in engineering or survey works. **Desirable Qualification** – Should have Computer Knowledge (Autocad). Upper age limit – 37 years.

7) **Planning Assistant** – 2 (two) posts (SC-1, General (EC)-1): Pay: Pay Band-4, Rs. 9000-40500/- + Grade Pay – Rs. 4400/-. Initial Basic Pay = Rs. 13400/-. **Essential Qualification** – Post Graduate Degree / Diploma in Urban/ Town & Regional / Country Planning from Government recognized Institute. **Desirable Qualification** – Computer Knowledge (Autocad, Arc GIS); Upper age limit - 37 years.

8) **Sub-Assistant Engineer (Civil) :** 3 (three) posts (General-2, General (EC)-1) : Pay: Pay Band-4, Rs. 9000-40500/- + Grade Pay – Rs. 4400/-. Initial Basic Pay = Rs. 13400/-. **Essential Qualification** –Diploma in Civil Engineering from Government recognized Institute. **Experience** – 1 year experience in civil works, designing & maintenance. **Desirable Qualification** – Computer knowledge (Autocad), Upper age limit – 37 years.

9) **Sub-Assistant Engineer (Mechanical):** 1 (one) post (Unreserved): Pay: Pay Band-4, Rs. 9000-40500/- + Grade Pay Rs. 4400/-. Initial Basic Pay = Rs. 13400/-. **Essential Qualification** –Diploma in Mechanical Engineering from Government recognized Institute. **Experience** – 1 year in mechanical works, designing & maintenance. **Desirable Qualification** – Computer knowledge (Autocad), Upper age limit – 37 years.

10) **Sub-Assistant Engineer (Electrical):** 1 (one) post (Unreserved) : Pay: Pay Band-4, Rs. 9000-40500/- + Grade Pay – Rs. 4400/-. Initial Basic Pay = Rs. 13400/-. **Essential Qualification** – Diploma in Electrical Engineering from Government recognized Institute. **Experience** – 1 year in electrical works, designing & maintenance. **Desirable Qualification** – Computer knowledge (Autocad), Upper age limit – 37 years.

11) **Estimator:** 1 (one) post (SC): Pay: Pay Band-4, Rs. 9000-40500/- + Grade Pay – Rs. 4400/-. Initial Basic Pay = Rs. 13400/-. **Essential Qualification** – Diploma in Civil Engineering from Government recognized Institute. **Experience** – 3 years in preparation of estimates. **Desirable Qualification** – Computer knowledge (Autocad), Upper age limit – 37 years.

12) **Surveyor:** 2 (two) posts: (Gen (EC)-1, ST-1), Pay: Pay Band-3, Rs. 7100-37600/- + Grade Pay – Rs. 3600/-. Initial Basic Pay = Rs. 11040/-. **Essential Qualification** – Madhyamik or equivalent and Diploma in Survey Engineering from Government recognized Institute. **Experience** – 1 year in similar field. **Desirable Qualification** – Knowledge in Computer (Autocad), well conversant with Total Station survey, Theodolite survey etc., Upper age limit – 37 years.

13) **Lower Division Group Assistants** - 2 (two) posts (General-1, SC-EC-1): Pay: Pay Band-2, Rs. 5400-25200/- + Grade Pay – Rs. 2600/-. Initial Basic Pay = Rs. 8840/-. **Essential Qualification** – Madhyamik or equivalent. **Experience** – 1 year in similar field. **Desirable Qualification** – Computer knowledge; Lower age limit -18 years & upper age limit-37 years.

14) **Computer Operator** – 1 (one) post (General-EC), Pay: Pay Band-2, Rs. 5400-25200/- + Grade Pay – Rs. 2600/-. Initial Basic Pay = Rs. 8840/-. **Essential Qualification** – Madhyamik or equivalent and Certificate course in MS Office package. **Experience** – 3 years in similar field; Lower age limit -18 years & upper age limit-37 years.

15) **Group-D** – 5 (five) posts (SC-1, Gen-2, Gen (EC) -1, ST-1), Pay: Pay Band-1, Rs. 4900-16200/- + Grade Pay – Rs. 1700/-. Initial Basic Pay = Rs. 6600/-. **Essential Qualification** – Passed class VIII from recognized school or institute. **Desirable Qualification** – Basic knowledge in Bengali, English and Arithmetic; Lower age limit -18 years & upper age limit-37 years.

N.B.: (i) Age should be as on 01.01.2010 (ii) Relaxation in age – 5 years for SC/ST, 3 years for BC). (iii) (EC-Exempted Category, ST-Schedule Tribe, SC-Schedule Caste, BC-Backward Class) (iv) Self attested copies of the certificates in regard to age, caste & category (issued by the competent authority), essential & desirable qualification, experience etc. will have to be enclosed along with the application. (v) Two self addressed envelopes (size 23 c.m. X 10 c.m.) with postage stamp of Rs. 5/- affixed on each envelope should be enclosed with the application. (vi) The application is liable to be rejected if any of the compulsory enclosures are not attached as indicated in the proforma or any column of the application

is left blank. (vii) Interested eligible candidates will have to send their application in the prescribed format given below, addressing to the undersigned by post or courier service or may be dropped in the box lying in the office of the Haldia Development Authority at City Centre, Debhog, Haldia during office hour. (viii) One recent passport size photograph duly self-attested will have to be affixed in the specified space of application form and another two copies passport photographs duly signed by the applicant on backside will have to be attached with the application. (ix) Application should be sent in sealed envelope superscribing “Application for the Post of (name of the post)” (x) Application/advance application will not be accepted through e-mail or FAX. (xi) The number of vacancies may increase or decrease as per decision of the Selection Committee. (xii) Last date of application – 20th September, 2010 after which no application will be entertained. (xiii) Method of recruitment will be declared later on as would be decided by the Selection Committee. (xiv) Selected candidates have to furnish a bond to the effect that they will serve at least for first five years continuously in HDA.

Sd/-
Chief Executive Officer
Haldia Development Authority

FORMAT OF APPLICATION

To
 The Chief Executive Officer, Haldia Development Authority,
 City Centre, P.O. Debhog, Haldia, Dist. Purba Medinipur,
 West Bengal-721657.

(Space for photo duly attested)

Application for the Post of _____ in Haldia Development Authority.

1. Name of the Candidate (in capital letter):
2. Father's /Husband's name:
3. Date of Birth:
4. Age as on 01.01.2010 (DD/MM/YY):
5. Sex:
6. Caste (General/SC/ST/BC):
7. Whether belongs to Exempted Category (Gen(EC)/ SC (EC), if yes, please mentioned the category:
8. (a) Present postal address :
 (b) Contact phone no.:
 (C) E-mail:
9. Permanent address:
10. Nationality:
11. Educational Qualification:

Sl. No.	Name of the Examination	Name of the Institute from which exam. passed	Name of Board / Council / University	Year of passing	(%) of Marks obtained	Grade/Division
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12. Other qualification, if any:
13. Present occupation:
14. Working Experience, if any:

Sl. No.	Name of the Office / Organization with address	Post held	Field of experience	Period of work		
				From	To	Period of experience in year, month & days as on date of advertisement

15. List of enclosures:
 (i) ...
 (ii) ...

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 cancelled if any of the particulars above is found to be incorrect.

.....
 (Full signature of the applicant)

Place :
 Date :