



HALDIA DEVELOPMENT AUTHORITY

APPOINTMENTS

MEMO No: 2050/ HDA/IV-37/09

Dated the 22nd day of December,2009

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, City Centre, P.O. Debhog, Haldia, Dist. Purba Medinipur, West Bengal-721657, by the **15th day of January-2010**.

1) Executive Engineer (Civil): 2 posts (SC-1, General EC-1): Pay: *Pay Band-4, Rs.9000-40500/-, Grade pay- Rs.6600.00, Initial Basic Pay = Rs.25,200.00 (erstwhile scale of pay- Rs.10000 /-- Rs.15525/-)* ; **Essential Qualification:** BE (Civil) 1st Class from any Government recognized University, Experience: 8 years; **Desirable Qualification** – M.E. (Civil) & Computer knowledge (AutoCAD); **Upper age limit:** 40 years.

2) Executive Engineer (Electrical) : 1 post (Unreserved); Pay: *Pay Band-4, Rs.9000-40500/-, Grade pay- Rs.6600.00, Initial Basic Pay = Rs.25,200.00 (erstwhile scale of pay- Rs.10000 /-- Rs.15525/-)*; **Essential Qualification:** BE (Electrical) 1st Class from any Government recognized University, Experience: 8 years; **Desirable Qualification** – M.E. (Electrical) & Computer knowledge (AutoCAD); **Upper age limit:** 40 years.

3) Associate Planner: 1 post (Reserved for SC) – Pay: *Pay Band-4, Rs.9000-40500/-, Grade pay- Rs.6600.00, Initial Basic Pay = Rs.25,200.00 (erstwhile scale of pay- Rs.10000 /-- Rs.15525/-)*; **Essential Qualification:** Degree in Civil Engineering /Architecture or Masters in Geography / Economics / Statistics / Social Science from recognized University/Institute and Post Graduate degree in Urban/Town & Regional / Country Planning., Experience: 6 years; **Desirable Qualification** – Knowledge in Arc-GIS & Auto Cad 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 Planner: 2 posts (SC-1, General- 1): Pay: *Pay Band-4, Rs.9000-40500/-, Grade pay- Rs.5400.00, Initial Basic Pay = Rs.21,000.00 (erstwhile scale of Pay : Rs. 8000-13500/-)*; **Essential Qualification:** – Degree in Civil Engineering /Architecture or Masters in Geography / Economics / Statistics / Social Science from recognized University/Institute and Post Graduate degree in Urban/Town & Regional / Country Planning.; **Desirable Qualification** – Knowledge in Arc-GIS & Auto Cad Software, corporate membership of recognized professional institutions, knowledge of modern techniques of comprehensive planning, published papers / articles in the relevant fields; **Upper age limit:** – 37 years.

5) Planning Assistant: 2 posts (SC-1, Gen EC-1): Pay: *Pay Band-4, Rs.9000-40500/-, Grade pay- Rs.4400.00, Initial Basic Pay = Rs.13,400.00 (erstwhile scale of Pay : Rs.4800-10925/-)*; **Essential Qualification:** – Post Graduate Diploma in Urban/ Town & Regional / Country Planning from Government /Semi-Government recognized Institute; **Desirable Qualification** – Computer Knowledge, Autocad, Arc. GIS; **Upper age limit** – 37 years.

6) System Analyst: 1 (one) post (unreserved):Pay: *Pay Band-3, Rs.7100-37600/-, Grade pay- Rs.3900.00, Initial Basic Pay = Rs.12270.00 (erstwhile scale of Pay – Rs. 4500-9700/-)*; **Essential Qualification:**–Bachelor Degree in Computer Applications or MCA from any Govt./Semi Government organization, Experience – 2 years; **Desirable Qualification** – Sound knowledge on GIS software and remote sensing -working experience of two years in these fields; **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) All the copies of the certificates in regard to age, caste (issued by the competent authority), educational qualification, experience duly attested 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 below or any column 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 at City Centre, 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 super scribing “**Application for the Post of (name of the post)**”. (x) Application/advance application will not be accepted through e-mail. (xi) The number of vacancies may increase or decrease as per decision of the Selection Committee. (xii) Application format is also available in www.hdaindia.com, the official website of HDA (xii) **Last date of receiving of application – 15th January, 2010** after which no application will be entertained. (xii) Method of recruitment will be declared later on as would be decided by the Selection Committee.

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.

Paste one copy of passport size self attested photo in such a manner that a part of the signature shall be on the application form and remaining part shall be on the photograph

**Application for the post of _____ in
Haldia Development Authority.**

1. Name of the Candidate (in capital letter) :
2. Father's / Husband's name :
3. Present occupation :
4. Date of Birth :
5. Age as on 01.01.2010 (DD/MM/YY) :
6. Sex :
7. Caste (General/SC/ST/OBC) :
8. Whether belongs to Exempted Category(Y/N)
9. (a) Present postal address :
(b) Contact Phone No.:
(c) E-mail:
10. Permanent address :
11. Nationality :
12. Educational Qualification :

Sl. No.	Name of the Examination	Name of the Institute from which exam. passed	Name the Board / Council / University	Year of passing	(%) of Marks obtained	Grade/Division

13. Other qualification, if any:

14. Experience :

Sl.. No.	Name of the Office / Organization	Experience in (pls. mention type of Work)	Period of work		
			From	To	Period of experience in Year month and days as on 23-12-2009

15. List of enclosures in support of educational qualifications, proof of age, caste /category, experience (attested photo-copies are to be submitted along with application):

DECLARATION

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

Signature of the applicant

Place:

Date: