



HALDIA DEVELOPMENT AUTHORITY

APPOINTMENTS

Applications are invited from Indian Citizens for filling up of following vacant posts in Haldia Development Authority :

1) **Superintending Engineer (Civil)** : 1 (one) post (Unreserved). Scale of Pay : Rs. 12000-18000/-, Educational Qualification – BE (Civil) 1st Class from any Government recognised University, preferably M.E.(Civil), Desirable – Computer knowledge (Autocad), Experience – 12 years, Age – 45 years.

2) **Executive Engineer (Civil)** : 3 (three) posts (SC-1, General-1 and General (EC)-1) : Scale of Pay : Rs. 10000-15525/-, Educational Qualification – BE (Civil) 1st Class from any Government recognised University, preferably M.E.(Civil), Desirable – Computer knowledge (Autocad), Experience – 8 years, Age – 40 years.

3) **Executive Engineer (Electrical)** : 1 (one) post (Unreserved), Scale of Pay : Rs. 10000-15525/-, Educational Qualification – BE (Electrical) 1st Class from any Government recognised University, preferably M.E.(Electrical), Desirable – Computer knowledge (Autocad), Experience – 8 years, Age – 40 years.

4) **Assistant Engineer (Civil)** : 4 (four) posts (SC-1, General-1, General EC – 1, ST-1) : Scale of Pay : Rs. 8000-13500/-, Educational Qualification – BE (Civil) from any Government recognised University, preferably M.E.(Civil), Desirable – Computer knowledge (Autocad), Experience – 1 year, Age – 37 years.

5) **Assistant Engineer (Mechanical)** : 1 (one) post (Unreserved) : Scale of Pay : Rs. 8000-13500/-, Educational Qualification – BE (Mechanical) from any Government recognised University, preferably M.E.(Mechanical), Desirable – Computer knowledge (Autocad), Experience – 1 year, Age – 37 years.

6) **Assistant Engineer (Electrical)** : 1 (one) post (Unreserved) : Scale of Pay : Rs. 8000-13500/-, Educational Qualification – BE (Electrical) from any Government recognised University, preferably M.E.(Electrical), Desirable – Computer knowledge (Autocad), Experience – 1 year, Age – 37 years.

7) **Sub-Assistant Engineer (Civil)** : 6 (six) post (SC-1, General-3, General (EC)-1, ST-1) : Scale of Pay : Rs. 4500-9700/-, Educational Qualification –Diploma in Civil Engineering from Government/Semi-Government recognized Training Institute. Desirable – Computer knowledge (Autocad), Experience – 1 year, Age – 37 years.

8) **Sub-Assistant Engineer (Mechanical)** : 1 (one) post (Unreserved) : Scale of Pay : Rs. 4500-9700/-, Educational Qualification – Diploma in Mechanical Engineering from Government/Semi-Government recognized Training Institute. Desirable – Computer knowledge (Autocad), Experience – 1 year, Age – 37 years.

9) **Sub-Assistant Engineer (Electrical)** : 2 (two) posts (SC- 1, General – 1) : Scale of Pay : Rs. 4500-9700/-, Educational Qualification – Diploma in Electrical Engineering from Government/Semi-Government recognized Training Institute, Desirable – Computer knowledge (Autocad), Experience – 1 year, Age – 37 years.

10) **Land Manager** – 1 (one) post (unreserved) : Scale of Pay : Rs. 8000-13500/-, Educational Qualification – Graduate in any discipline, preferably in Civil Engineering/Architecture/Country Planning/Corporate Membership of Institution of Surveyors (India). Desirable – should have knowledge and experience of Laws, Rules relating to land matters, viz., Laws of Contract Real Estate, Acquisition of Land, Urban Tenancies Act, etc., Experience – 8 years, Age – 37 years.

11) **Assistant Land Manager** – 2 (two) post (SC-1, General-1): Scale of Pay : Rs. 4500-9700/-, Educational Qualification – H.S. (10 + 2) preferably Diploma in Civil Engineering, Diploma in Architecture, Country Planning, Diploma in Survey Engineering from Govt./Semi-Government recognized Institute. Desirable – should have Computer Knowledge and Autocad. Experience – 2 years, Age – 37 years.

12) **Associate Planner** – 1 (one) post (SC) : Scale of Pay : Rs. 10000-15525/- Educational Qualification – Degree in Civil Engineering /Architecture from recognized University/Institute or equivalent, Post Graduate degree or diploma in Urban/Town & Regional / Country Planning. Desirable – Corporate membership of recognized professional institutions, knowledge of modern techniques of comprehensive planning, published papers / articles in the relevant fields. Experience – 6 years, Age – 40 years.

13) **Assistant Planner** – 2 (two) posts (SC-1, General-1) : Scale of Pay : Rs. 8000-13500/- Educational Qualification – Degree in Civil Engineering /Architecture from recognized University/Institute or equivalent, Post Graduate degree or diploma in Urban/Town & Regional / Country Planning. Desirable – Corporate membership of recognized professional institutions, knowledge of modern techniques of comprehensive planning, published papers / articles in the relevant fields. Experience – 1 year, Age – 37 years.

14) **Planning Assistant** – 3 (three) posts (SC-1, General-1, General (EC)-1) : Scale of Pay : Rs. 4800-10925/-, Educational Qualification – Post Graduate Diploma in Urban/ Town & Regional / Country Planning from Government /Semi-Government recognized Institute. Desirable – Computer Knowledge, Autocad. Experience – 1 year, Age – 37 years.

15) **Planning Draftsman** – 4 (four) posts (SC-1, General-1, General (EC)-1, ST-1) : Scale of Pay : Rs. 4000-8850/-, Educational Qualification – Madhyamik or equivalent, Diploma in Draftsman from Government recognized School of Arts/Engineering. Desirable – Computer Knowledge, Autocad. Experience – 1 year, Age – 37 years.

16) **Tracer** – 2 (two) posts (SC-1, General-1), : Scale of Pay : Rs. 3350-6325/-, Educational Qualification – Pass intermediate course in drawing & composition from Government College of Art or Pass in Madhyamik or equivalent Examination. Desirable – Computer Knowledge, Autocad. Experience – 5 years, Age – 37 years.

17) **Lower Division Group Assistants** - 7 (one) post (SC-1, General-3, ST-1, SC-EC-1, BC-1) : Educational Qualification - Madhyamik or equivalent, preferably in Computer Knowledge. Scale of Pay – 3350-6325/-. Experience – 1 (one) year, Age – 37 years.

18) **Care Taker** : - 1(one) post (unreserved). Scale of Pay – Rs. 3350-6325/-, Educational Qualification – Madhyamik or equivalent, Desirable – Fluent in English/Bengali/Hindi, diploma in catering and hotel management. Experience – 2 years. Age-37 years.

19) **System Analyst** – 1 (one) post (unreserved), Scale of Pay – Rs. 4500-9700/-, Educational Qualification – 1st Class Bachelor Degree in Computer Applications from any Govt./Semi Government organization. Experience – 5 years, Age – 37 years.

20) **Computer Operator** – 3 (three) posts (SC-1, Gen-1, General-EC-1), Scale of Pay – Rs. 3350-6325/-, Educational Qualification – Madhyamik or equivalent and Certificate courses on M.S. Office package. Experience : 3 years. Age – 37 years.

21) **Surveyor** : 4 (four) posts : (SC-1, Gen-1, Gen (EC) – 1, ST-1), Scale of Pay – Rs. 4000-8850/-, Educational Qualification : Madhyamik or equivalent and Diploma in Survey works from any Govt. recognized institution. Desirable : Computer knowledge, AutoCAD, well conversant with total Station, Theodolite, etc. Experience – 1 year, Age – 37 years.

22) **Estimator** : 2 (two) posts : (SC-1, General-1): Scale of Pay : Rs. 4500-9700/-, Educational Qualification – Diploma in Civil Engineering from Government/Semi-Government recognized Training Institute. Desirable – Computer knowledge (Autocad), Experience – 3 yrs. Age – 37 years.

N.B.: (i) Age should be as on 01.01.2009. (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, W.P.M. – Word per minute). (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 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 superscribing “**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) **Last date of application – 19th March, 2009** after which no application will be entertained. (xiii) Method of recruitment will be declared later on as would be decided by the Selection Committee.

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

FORMAT OF APPLICATION

**Application for appointment to the Post of (name of the post)
in Haldia Development Authority**

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)

1. Name of the Candidate (in capital letter) :
2. Father's name :
3. Present occupation :
4. Date of Birth :
5. Age as on 01.01.2009 (DD/MM/YY) :
6. Sex :
7. Caste (General/SC/ST/OBC) :
8. Present postal address :
9. Permanent address :
10. Nationality :
11. Educational Qualification :

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

12. Other qualification, if any :
13. Experience, if any :

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.

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(Signature of the applicant)

Place :

Date :