

STATE URBAN DEVELOPMENT AGENCY
"ILGUS BHAWAN" HC-Block, Sector-III, Bidhannagar, Kolkata-700106, West Bengal

EMPLOYMENT NOTICE FOR CONTRACTUAL ENGAGEMENT OF ADMINISTRATIVE OFFICER UNDER STATE URBAN DEVELOPMENT AGENCY(SUDA), DEPARTMENT OF URBAN DEVELOPMENT AND MUNICIPAL AFFAIRS, GOVT. OF WEST BENGAL

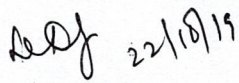
Notice No. SUDA-395/2019/7024

22.10.2019

Application in prescribed format is invited from the eligible retired Government Officers for engagement to the post of Administrative Officer at State Urban Development Agency (SUDA) on contractual basis initially for a period of one year with a scope of subsequent renewal after every one year based on performance appraisal.

Qualification, experience & others

- A. Name of the post :** Administrative Officer
- B. No. of post :** 01 (one)
- C. Qualification & Experience :** Retired Government Officer from any West Bengal Secretariat service having experience of at least 10 years in dealing with establishment matters including HR matters under the West Bengal Government Administrative set up.
- Or
- Retired Officer from the West Bengal Govt. undertaking having experience of at least 10 years in dealing with establishment matter including HR matters.
- D. Age :** Upper age limit is 62 years as on 01.01.2019.
- E. Contractual remuneration :** Last pay minus pension basis as per the order of Finance Department, Govt. of West Bengal.
- F. Terms & Conditions :**
- i. Candidate must submit a copy of Pension Payment Order (PPO) duly attested.
 - ii. Recent passport size photograph with signature of the candidate to be pasted on the application form.
 - iii. On the cover of the application, following shall be mentioned.
"Application for the post of Administrative Officer on contractual basis at SUDA"
 - iv. The last date of submission of application is 15th November, 2019.
 - v. Completed application form alongwith necessary supporting documents in sealed cover to be submitted either by hand or by registered post/speed post/courier service to the "Director, SUDA, ILGUS Bhavan, HC-Block, Sector-III, Salt Lake City, Kolkata-700106" within the last date mentioned above.
 - vi. No Objection Certificate (NOC) from the employer to be submitted by the applicant if the applicant is presently working in any organisation under Govt. of West Bengal/Govt. of West Bengal undertaking.
- G. Scope of work/ToR :**
- i. To supervise overall administrative functions under different wings in SUDA.
 - ii. To deal mainly with establishment matters including all HR related issues.
 - iii. To deal with matters related to purchase/procurement of articles and stationeries for office use.
 - iv. Custodian of AGM and GB meeting files/records.
 - v. To oversee tour/travel, protocol and other logistics for departmental officers and other dignitaries.
 - vi. To deal with matter related to RTI Act, 2005.
 - vii. To deal with the matter related to Parliament and Assembly questions pertaining to this office


Director, SUDA

APPLICATION FORM

To
The Director
State Urban Development Agency (SUDA)
'ILGUS Bhavan', HC-Block, Sector-III, Salt Lake City
Kolkata-700 106

Application for contractual engagement to the post of Administrative Officer at State Urban Development Agency (SUDA), West Bengal.

1. Name (In capital letter) :
2. Father's/ Husband's Name (In capital letter) :
3. Gender (Male/ Female) :
4. Date of Birth (dd/mm/yyyy) :
5. Nationality :
6. Address :

i) Address for correspondence (In capital letter) : _____

Town/City: _____ State: _____ Pin: _____

ii) Permanent Address (In capital letter) : _____

Town/City: _____ State: _____ Pin: _____

7. Contact details :

i) Mobile :

ii) Residence :

iii) e-mail id :

8. Academic Qualification :

Sl.	Board/ University	Degree/ Diploma	Year of passing	Duration	% of marks obtained

9. Additional Qualification, if any :

10. Present Occupation , if any :

i) Designation :

ii) Name & address of employer/ organization :

contd....

11. Experience :

Sl. No.	Name of organization	Experience		Whether the job is permanent/co ntractual	Nature of work done	Experience certificate enclosed (Yes/No)
		Year	Month			

12. Language known :

Sl. No.	Name of language	Reading	Writing	Speaking

13. Check list of documents :

Sl. No.	Documents	(Yes/No)
1.	Proof of age	
2.	Proof of academic qualification	
3.	Proof of working experience	
4.	Photocopy of pension payment order (PPO)	
5.	2 Nos. of recent passport size photograph	
6.	No objection Certificate from present employer	

Declaration :

I do hereby declare that I have carefully read the conditions of eligibility criteria mentioned in the advertisement. These conditions are acceptable to me and I fulfill these conditions.

The details mentioned in the application form are true and I shall furnish necessary documents in original whenever required verification.

If any information/ details are found to be incorrect/ false at any stage of the selection process or if any fact found to have been concealed by me or detected even after the appointment my engagement shall be terminated.

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Full signature of the candidate

Date :

Place: