

NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority under the Government of West Bengal)

Plot No. DG/13, Premises No. 04-3333, Action Area – ID

New Town, Kolkata 700 156

No. 777 /NKDA/ADMN(Estt.)-03/2025

Dated, the 29th day of January, 2025.

Advertisement for engagement of a Security-in-Charge of NKDA on contract basis

Applications in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible candidates for engagement of **01 (one)** Security-in-Charge of NKDA, as per details given below:

1.	Name of the Post	:	Secutity-in-Charge
2.	Period of Consultancy	:	Initially for 01 (One) year. The contract can be extended further depending on assessment of performance, mutual willingness and depending on the requirement. The contract may be terminated on one month's notice from either side or on payment of one month's pay in lieu thereof. Unauthorized absence may lead to termination of the engagement.
3.	Nature of Duties	:	<ul style="list-style-type: none">➤ Ensuring proper patrolling mechanism by security personnel to ensure security and safety of the properties and infrastructure of NKDA.➤ Monitoring and controlling access to the premises of NKDA.➤ Monitoring CCTV and other security systems.➤ Responding to alarms and emergencies. This includes evacuating the building in emergent situations, contacting emergency services and providing first aid.➤ Conducting periodic security checks to identify and prevent potential threats. These checks include inspecting people, vehicles and property.➤ Ensure escorting of visitors and staff.➤ Management and placement of security personnel.➤ To supervise security operations by overseeing the security team and ensuring they follow all the necessary procedures.➤ To coordinate security with other departments of NKDA to maintain a safe and secure environment for all employees and visitors.➤ Preparing Periodic Security reports containing record of

			<p>incidents and issues and help identify trends and communicate potential risks.</p> <ul style="list-style-type: none"> ➤ To ensure maintenance of accurate and up-to-date records of any incidents or accidents on the premises. ➤ Training security personnel includes teaching them how to identify and respond to potential threats and showing them how to conduct security screenings and patrols.
4.	Job Location	:	New Town Kolkata Development Authority (Head Quarters)
5.	Qualifications/Essential Criteria	:	<ul style="list-style-type: none"> • The Applicant should be an Indian national. • An ex-service man with the last held post above the rank of Subedar in Indian Armed Forces; or a person having a Degree in Security Management or above from a Government recognized educational institution with at least 10 years experience in the field. • Age criteria: Below the age of 50 years and above the age of 25 years as on the last date of submission of application.
6.	Remuneration & Entitlements	:	Entry level contractual remuneration of Rs. 39,900/- per month.
7.	How to apply	:	<ul style="list-style-type: none"> • The applicants who fulfil the eligibility criteria may submit application indicating their interest in working for the NKDA as per proforma at Annexure - I • Documents / certificates in support of educational qualifications, experience should be attached with the application. • Applications along with supporting documents can be submitted to NKDA through either of the following modes: <ul style="list-style-type: none"> • OFFLINE MODE:- By registered post in an envelope labelled as "Application for the position of Security –in-Charge". This is to be sent to the following address. <p style="text-align: center;">The Chief Executive Officer, New Town Kolkata Development Authority Plot No. DG/13, Premises No. 04-3333, Action Area – ID. New Town, Kolkata – 700 156</p> • ONLINE MODE:- Through email with the subject clearly mentioned the name of the candidate and the position against which the application is being submitted. The email is to be sent to the following email address: ceonkda@gmail.com

			<ul style="list-style-type: none"> • The NKDA will review the applications and shortlist the candidates for interview. The shortlisted candidates will be intimated by email. • The date, time and venue of the interview will be conveyed through email at the email address provided by the applicants. • Applicants will have to make their own arrangements to reach the place of interview. • No TA/DA will be payable by the NKDA to Applicants for attending interview. • The final selection will be based on their performance at the interview. • The decision of the Chairman, NKDA regarding selection of candidate will be final.
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The last date for receiving applications is the 21st February, 2025 (1730 hrs). Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma will be rejected and no correspondence shall be entertained in this regard.

ANNEXURE-I

**APPLICATION PROFORMA FOR THE POSITION OF SECURITY-IN-CHARGE OF NEW
TOWN KOLKATA DEVELOPMENT AUTHORITY
(Only for Indian Nationals)**

Paste your
passport size
photo here

1. Name of the position :
2. Name :
3. Nationality :
4. Father's Name/ Husband's Name :
5. Date of Birth :
6. Gender :
7. Educational Qualifications :
8. Mobile No. :
9. Email ID :
10. Address for Communication :
11. Details of employment in chronological order, if applicable. (*Enclose a separate sheet, if space below is insufficient*)

Institution/ Organisation	Post held	From	To	Emoluments	Nature of duties performed

12. Details of courses/ training programmes attended, if any:

13. Languages known :

14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.

15. Remarks, if any :

(Signature of Candidate)

Date: