



**WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.**

(A Govt. of west Bengal Undertaking)

'HIDCO BHABAN', Premises No. - 35-1111, Biswa Bangla Sarani, 3<sup>rd</sup> Rotary, New Town, Kolkata - 700 156

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No. 3749/HIDCO/Admn-2189/2012

Date : 06/9/2019

**NOTICE**

West Bengal Housing Infrastructure Development Corporation Ltd. (WBHIDCO) (A Government of West Bengal Undertaking) invites application from eligible retired Govt employee for engagement on contract basis in the following post with desired criteria :

1.	<b>Name of the Post :</b>	<b>Administrator, Rabindratirtha/Smart Library and Small Library</b>
2.	<b>No. of Post :</b>	1 (One)
3.	<b>Qualification &amp; Experience :</b>	Recently retired officer of State Govt./Central Govt. / PSU/Cultural Bodies or Societies as under Govt. management with experience of handling and managing Administrative and Academic/ Cultural Affairs.
4.	<b>Responsibility :</b>	<ol style="list-style-type: none"><li>1) Supervision and management of the Administrative and Academic/ Cultural activities of Rabindratirtha and activities thereto under the control of Curator.</li><li>2) Setting up, managing and preserving the Exhibition ,Library and Web Archive with continued updating and upgradation thereof including managing the Website of Rabindratirtha &amp; Smart Library.</li><li>3) Managing the Auditorium and the Art Galleries and renting out the same for different activities related with Art &amp; culture &amp; managing Smart Library.</li><li>4) Organizing and holding of Seminars, Cultural programmes and Exhibition &amp; Reader Events.</li><li>5) Liaisoning with different Academic and Cultural Boards, Societies and such other Educational Institute.</li></ol>
5.	<b>Age :</b>	Below 63 years as on 01.01.2019.
	<b>Remuneration :</b>	To be fixed in term of GO No. 3059-F(P) dated 8/6/2016 for retired State Government employee.

Applications stating all details may please be sent to the Joint Managing Director (Admn), WBHIDCO at 'HIDCO BHABAN', Premises No. - 35-1111, Biswa Bangla Sarani, 3<sup>rd</sup> Rotary, New Town, Kolkata - 700 156, within 20/09/2019 upto 4.00 pm. The applications received after 20/09/2019 will not be considered.

  
**Joint Managing Director (Admn)**