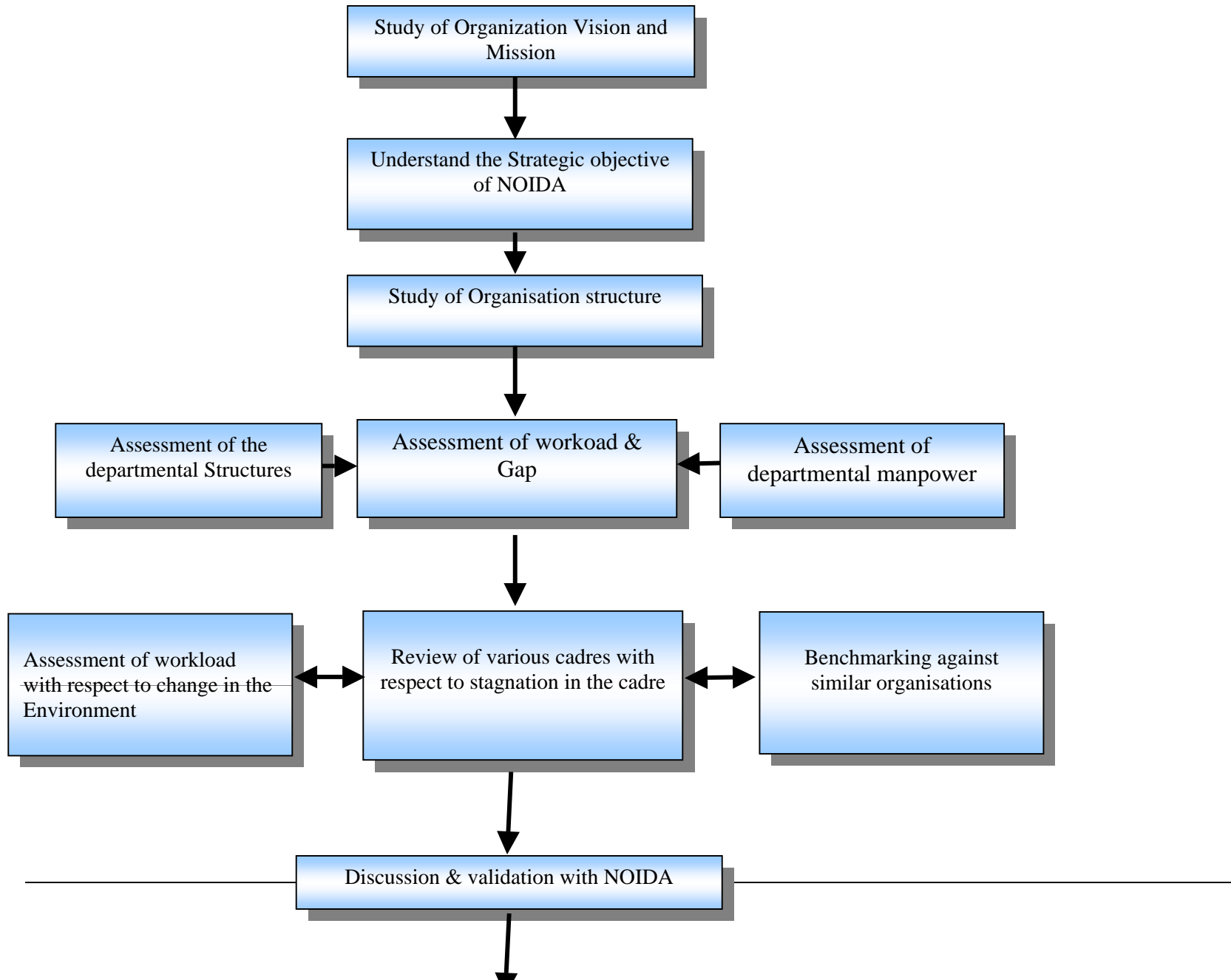

LIST OF ABBREVIATIONS

Abbreviation	
ACEO	Additional Chief Executive Officer
ADM	Assistant Development Manager
CLA	Chief legal Advisor
CAO	Chief Accounts Officer
CAP	Chief Architect Planner
CEO	Chief Executive Officer
CCEO	Chairman & Chief Executive Officer
DCEO	Deputy Chief Executive Officer
DGM	Deputy General Manager
Dy. Mgr.	Deputy Manager
DY. SECY	Deputy Secretary
GM	General Manager
NOIDA	New Okhla Industrial Development Authority
PIR	Progress indicating Report
OSD	Officer on Special Duty
O.S	Office Superintendent
SECY	Secretary

METHODOLOGY



DEPARTMENTS/OFFICES WITHIN THE AUTHORITY

	DEVELOPMENT/MARKETING		
		33	HORTICULTURE
1	INDUSTRIAL	34	LAW
2	COMMERCIAL	35	PERSONNEL
3	RESIDENTIAL HOUSING	36	LAND RECORD
4	RESIDENTIAL PLOTS	37	TOWN PLANNING
5	INSTITUTIONAL	38	PRACHAR PRASAR
		39	BUILDING CELL
	CONSTRUCTION	40	TECHNICAL AUDIT CELL (CIVIL)
	CPE	41	TECHNICAL AUDIT CELL (E&M)
6	CPE OFFICE	42	GEN. ADMINSTRATION
7	SR. P.E I OFFICE	43	SPORTS
8	SR. P.E II OFFICE	44	INFRASTRUCTURE
9	CCD I	45	COMPUTER SECTION
10	CCD II	46	HEALTH
11	CCD III	47	RWA
12	CCD IV	48	STORES PURCHASE
13	CCD V	49	CCEO OFFICE
		50	ACEO(R) OFFICE
	MAINTENANCE	51	ACEO(A) OFFICE
	CME I	52	ACEO(M) OFFICE
14	CME I OFFICE	53	ADMINSTRATIVE OFFICE
15	CIVIL MAINT I	54	SECY OFFICE
16	CIVIL MAINT II		
17	ELEC & MECH		
18	ENFORCEMENT		
	CME II		
19	CME II OFFICE		
20	JAL-I		
21	JAL-II		
22	JAL-III (GANGAJAL)		

23	ELECT & MECH I		
24	ELECT & MECH II		
	FINANCE & ACCOUNTS		
25	CFAO OFFICE		
26	SR. FIN. ACCTS. OFF. (S&B))		
27	CENTRAL ACCOUNTS		
28	COMMERCIAL ACCOUNTS		
29	HOUSING ACCOUNTS		
30	INDUSTRIAL AREA ACCTS.		
31	INSTITUTIONAL ACCTS.		
32	PLOTS ACCOUNTS		

RECRUITMENT
&
PROMOTION POLICY 2005
FOR
NEW OKHLA INDUSTRIAL DEVELOPMENT AUTHORITY

GENERAL PRINCIPLES FOR PROMOTION

1. Promotion from class II posts to class I posts and promotion within class I cadre will be based on merit.
 2. Promotion from Class III to Class II and promotion within class II and class III will be on the basis of seniority subject to rejection of unfit.
 3. NOIDA employees will be permitted to apply for higher post in direct selection if they are otherwise eligible and they will be given age relaxation of 5 years.
 4. All promotions will be done within the cadres & as per Promotion Policy 2005.
 5. All promotions should be effected after working for a minimum of 3 years apart from meeting the specific cadre requirement.
 6. Reservation quota rules will be adhered to as per govt. direction issued from time to time.
 7. In direct recruitment, the inter se seniority of candidates will be as per merit list prepared by the selection committee.
 8. Where according to the service rules, appointments are to be made only by promotion from single feeding cadre and promotion is on the basis of seniority subject to rejection of unfit, the seniority inter se of persons so appointed shall be the same as it was in the feeding cadre. Even if a senior person is promoted after the promotion of his junior, he will regain the seniority of the feeding cadre. Normally the selection panel should decide inter se seniority clearly.
 9. Seniority of candidates will be decided by the date of meeting of DPC/Selection Committee.
 10. All other conditions of promotions will be subject to Noida Service Regulations.
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POST OF I.A.S./P.C.S. OFFICERS ON DEPUTATION:

Post of Chairman and Chief Executive Officer and other IAS/PCS Officers will be as per Government Orders from time to time.

**PROPOSED CADRES IN THE AUTHORITY
THEIR RECRUITMENT & PROMOTION RULES
DUTIES AND RESPONSIBILITIES***

Sl.No.	Deptt.	Page No.
1.	Accounts	10
2.	Computer (Restructured)	18
3.	Development/managerial	25
4.	Engineering	31
5.	General Administration	49
6.	Health	55
7.	Horticulture	59
8.	Law	65
9.	Ministerial	70
10.	Town Planning Cadre	77
11.	Architectural	84
12.	Police Personnel	88
13.	Land Record	91
14.	Secretarial	98
15.	Stores and Purchase (De-merged & restored)	102

The duties & responsibilities mentioned here are only broad guidelines compiled for ease of Administration and management and are subject to modification as deemed necessary by the Authority. The job description is also subject to modification as based on the departmental requirement of the post.

ACCOUNTS CADRE

POST & SCALE	SANCTIONED NO.	EXISTING	PROP. NO.	MODE OF RECRUITMENT	ELIGIBILITY
Asstt. Accountant * (5000-150-8000)#	43	51	52	100% Direct Recruitment	B.Com+2 yrs Experience
Accountant (5000-150-8000)	24	24	38	100% Promotion	7 years. Experience as Assistant Accountant
Sr. Accountant (6375-175-9000)	13	13	18	100% Promotion	8 yrs. Experience as Accountant
Accounts Officer (8000-275-13500)	11	7	12	75% by Promotion	Minimum 6 yrs. Exp. As Sr. Accountant
				25% Direct	M.Com + 14 years relevant experience, Or CA with 5 years experience
Sr. Finance Accounts. Officer (10000-325-15200)	4	2	4	100% Promotion	M Com.+Min. 8 Years Experience as Accounts Officer or B.Com with 12 years experience as Account officer
Chief Finance & Accounts Officer (12000-375-16500)	1	1	1	Deputation from U.P. Finance & account service	Min. 10 yrs. Exp. In U.P.Finance & account services in pay scale of 10000-325-15200
Financial Adviser (14300-400-18300)	-	-	1	Deputation from U.P. Finance & account service	Min. 5 yrs. Exp. In U.P.Finance & account services in pay scale of 12000-375-16500

* 8 Asstt. Accountants are working above the sanctioned post and as such keeping the requirement of work load 52 posts have been purposed.

The pay scales marked # are pay drawn awaiting approval from Govt.

COMPUTER CADRE

POST & SCALE	SANC. No.	EXIST.	PROP. NO.	RE-DESIGNATED	MODE OF RECRUITMENT	ELIGIBILITY
Data Entry Operator (4500-125-7000)	9	8	17		100% Direct Recruitment	Graduate with certificate in computer application (Min 6 Months course) + 1 year experience.
EDP Assistant (5000-150-8000)	0	0	4		100% Promotion	8 Years experience as Data Entry Operator
Programmer (6500-200-10500)	3	1	3	Database cum Network Administrator (6500-200-10500)	66% Direct Recruitment	Graduate with Diploma in computer application (Min. 2 years course) from a reputed Institute + 7 years experience
					33% Promotion	Graduate with Diploma in computer application (Min. 2 years course) from a reputed Institute + 5 years experience as EDP Assistant
Assistant System Analyst. (8000-275-13500)	2	1	2	Manager (System). (8000-275-13500)	50% Direct Recruitment	B. E. (Computer)/MCA + 1 Year experience
					50% Promotion	10 years experience as Database cum Network Administrator
System Analyst (10000-325-15200)	1	0	1	Assistant General Manager (System) (10000-325-15200)	100% Promotion	BE Computer/MCA+Min. 10 yrs. exp. as Manager (System)

DEVELOPMENT/MANAGERIAL CADRE

POST & SCALE	SANCTIONED NO.	EXISTING	PROP. NO.	MODE OF RECRUITMENT	ELIGIBILITY
Deputy Manager (6500-200-10500)	6	6	0*	Dying Cadre	--
Manager. (8000-275-13500)	10	10**	16	50% by Promotion	Min. 8 years experience as Deputy manager
				50% by Direct Recruitment	Master Degree in Business Administration
Assistant General Manager (10000-325-15200)	6	4	7	75% Promotion	Master Degree in Business Admn.+ Min. 10 yrs. experience as Manager
				25% Direct Recruitment	Master Degree in Business Administration + 9 years relevant experience
Deputy General Manager (12000-375-16500).	5	4	6	100% Promotion	Master Degree in Business Admn.+ Min. 10 yrs experience as Assistant General Manager
General Manager (14300-400-18300)	2	2	4	100% Promotion	Master Degree in Business Admn.❖ + Min. 5 years as Deputy General Manager

- NOTE:-**
1. Deputy Manager who gets an MBA can compete for Direct Recruitment to Manager post with age relaxation.
 - 2* Since Deputy Manager is a dying Cadre, therefore after promotion to Manager, corresponding post of Deputy Manager should not exist.
 3. After promotion of all eligible Deputy Manager to Manager, there should be 100% direct recruitment for the post of Manager which falls vacant.
 - 4.**3 Post of OSD created in the pay scales of Rs. 8000-13500 are included in the 10 existing position of Manager which will not be counted in the Seniority of Manager.
 - 5.❖ Existing DGM having B.E. qualification will also be considered for promotion.
 6. One post of O.S.D. is created by the government in the Pay Scale of Rs. 10000-325-15200.

ENGINEERING CADRE

POST & SCALE	SANCTIONED NO.	EXISTING	PROP. NO.	MODE OF RECRUITMENT	ELIGIBILITY
Junior Engineer (5000-150-8000)	80	77	100* (Civil-80 & E&M-20)	10% Promotion	ITI Certificate of relevant trade or Diploma in Engineering (Civil, Electrical and Mechanical) with minimum 10 years experience on any group C technical post (Electrician, Draftsman etc.)
				90% Direct Recruitment	Diploma in Engineering
Asstt. Project Engineer (8000-275-13500)	37	29	45 (Civil-35 & E&M-10)	25% Direct Recruitment	Degree in Engineering
				75% Promotion	1. Min. 15 yrs. Exp. As Jr. Engineer. 2. Degree in Engg. During Service (25% of the Promotion Quota)
Project Engineer (10000-325-15200)	16	10	18 (Civil-14 & E&M-4)	100% Promotion	Degree in Engg.(Civil/Mech./Elec.)+Min. 8 yrs. Exp. As APE
Sr. Project Engineer (12000-375-16500)	4	4	4 (Civil-3 & E&M-1)	100% Promotion	Degree in Engg.(Civil/Mech./Elec)+ Min 8 year as PE or 19 years as APE + PE
Chief Maintenance Engineer (14300-400-18300)	2	2	3 (Civil-1, E&M-1& JAL-1)	100% Promotion	Degree in Engg.(Civil/Mech./Elec)+ Min 5 year as SPE or 25 years as APE + PE+SPE
Chief Project Engineer (14300-400-18300)	1	1	1	100% Promotion	Degree in Engg.(Civil/Mech./Elec)+ Min 5 year as SPE or 25 years as APE + PE+SPE

* One Jr. Engineer of Civil cadre will be posted in health department.

ENGINEERING CADRE

POST & SCALE	SANC. NO.	EXISTIN G	PROP. NO.	MODE OF RECRUITMENT	ELIGIBILITY
(I)					
Asstt. Mech-Cum-Operator (3050-75-3950-80-4950) #	118	104	118	10% Promotion	ITI Certificate with 10 years relevant experience as Beldar Cum Helper
				90% Direct Recruitment	High School and ITI Certificate
Mechanic-cum-operator (3200-85-4900) #	11	7	14	100% promotion	Min. 10 yrs. Exp. as Asstt. Mechanic-cum-operator
Sr. Mechanic (4500-125-7000) #	3	1	3	100% promotion	Min. 10 yrs. Exp. as Mechanic-cum-operator
(II)					
Work Mistry (2610-60-3150-65-3540)	24	23	26	10% Promotion	ITI Certificate with 10 years relevant experience as Beldar Cum Helper
				90% Direct Recruitment	High School and ITI Certificate
Work Supervisor (T) (3050-75-3950-80-4590)	7	0	7	100% promotion	Min. 10 yrs. Exp. As Work Mistry.
Sr. Work Supervisor (T)	2	0	2	100% promotion	Min. 10 yrs. Exp. As Work Supervisor(T)

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ENGINEERING CADRE

POST & SCALE	SANC. NO.	EXISTIN G	PROP. NO.	MODE OF RECRUITMENT	ELIGIBILITY
(III)					
Electrician (4000-100-6300)#	18	18	22	10% Promotion	ITI Certificate with 10 years relevant experience as Beldar Cum Helper
				90% Direct Recruitment	High School and ITI
Sr. Electrician (4500-7000)	3	0	5	100% Promotion	Min. 10 yrs. Exp. As Electrician
Electrician Supervisor (5000-8000)	1	0	2	100% Promotion	Min. 10 yrs. Exp. As Sr. Electrician
(IV)					
Mate (2750-70-3800-75-4400) #	85	81	88	10% Promotion	8 th pass with 10 years relevant experience as Beldar Cum Helper
				90% Direct Recruitment	8 th Pass
Work Supervisor (3050-75-3950-80-4590)	15	15	19	100% promotion	Min. 10 yrs. Exp. as Mate
Sr. Work Supervisor	5	5	5	100% promotion	Min. 10 yrs. Exp. As work supervisor
(V)					
Auto Electrician (4000-100-6300)#	1	0	1	100% Direct	ITI Cert. In relevant field
Sr. Auto Electrician (4000-125-7000)	1	1	1	100% promotion	Min. 10 yrs. Exp. As Auto Electrician

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ENGINEERING CADRE

POST & SCALE	SANC. NO.	EXISTING	PROP. NO.	MODE OF RECRUITMENT	ELIGIBILITY
Driver (3050-75-3950-80-4590)	56	47	57	5% Promotion	8 th pass with driving license (HMT) and 10 years experience as Cleaner
				95% Direct	8 th pass with driving license (HMT)
Cleaner (2550-55-2660-3200)	6	6	6	100% direct	8 th pass
JCB Operator-cum-Mechanic (4500-125-7000)	2	2	2	100% direct	High school with ITI Certificate and 1 year relevant experience
Bulldozer Operator (4500-125-7000)	1	1	1	100% Direct	High school with Driving License (HMT)
Sewer Cleaning M/C Operator Cum Mechanic	0	0	2	100% Promotion	High school with ITI Certificate and 10 years experience as Safai Jamadar
Lab Asstt. (3050-75-3950-80-4590)	1	1	1	100% Direct	Inter Science with 2 yrs. Exp.
Serviceman (2550-55-2660-3200)	1	1	1	100% Direct	8 th pass
Beldar (2550-55-2660-3200)	166	163	172	100% Direct	8 th pass

GENERAL ADMINISTRATION

POST & SCALE	SANC. NO.	EXISTING	PROP. NO.	MODE OF RECRUITMENT	ELIGIBILITY
Chowkidar (2550-55-2660-3200)	36	34	40	Direct Recruitment	8 th pass with Preference to Ex. Serviceman
Asstt. Librarian (3050-75-3950-80-4590)	2	2	2	Direct Recruitment	Intermediate with Certificate in Library Science
Asstt. Caretaker (3050-75-3950-80-4590)	2	2	2	From Junior Assistant Cadre	
Caretaker (5000-150-8000)	1	0	1	From Sr. Assistant. Cadre	
Manager (Estate) (8000-275-13500)	1	0	1	From Development/ Managerial Cadre	
Deputy Secretary (10000-325-15200)	1	1	1	Direct-	MBA with minimum 9 yrs relevant experience
Assistant General Manager (Estate) (10000-325-15200)	1	0	1	From Development Manager Cadre	

HEALTH CADRE

POST & SCALE	SANC. NO.	EXISTING	PROP. NO.	MODE OF RECRUITMENT	ELIGIBILITY
Safai Karamchari (2550-55-2660-3200)	141	133	145	100% Direct Recruitment	5 th pass
Safai Jamadar (2750-70-3800-75-4400) #	4	4	15	100% Promotion	10 yrs exp. As Safai Karamchari
Field Worker (2550-55-2660-3200)	6	6	0	--	Dying Cadre
Supr. Field Worker (2750-70-3800-75-4400) #	3	3	3	100% Promotion (It should be eventually merged with Safai Jamadar)	10 yrs. Exp. As Field Worker
Sanitary Supervisor (4000-100-6300)	11	10	14	50% Direct Recruitment	Inter Science with Diploma in sanitation
				50% Promotion	10 th Pass + 10 years experience as Safai Jamadar
Sanitary Inspector (5000-8000) #	7	5	7	50% Direct Recruitment	Science Graduate with Diploma in sanitation
				50% Promotion	Inter science with min. 10 years experience as Sanitary Supervisor
Sr. Sanitary Inspector (5000-150-8000)	0	0	2	100% Promotion	Minimum 10 years experience as Sanitary Inspector
Project Engineer (Public Health) (10000-325-15200)	1	1	1	100% Promotion	B.E.(Engineering) and Degree in solid waste management and Environmental Science and 8 year experience as Asstt.Project Engineer cadre

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HORTICULTURE CADRE

POST & SCALE	SANC. NO.	EXISTING	PROP. NO.	MODE OF RECRUITMENT	ELIGIBILITY
Udyan Karmi (2550-55-2660-3200)	422	408	425	100% Direct Recruitment	8 th pass
Udyan Chowdhary (2750-70-3875-4400)#	48	44	70	100% promotion	Min. 10 yrs. Exp. As Udyan Karmi
Horticulture Supervisor (3050-75-3950-80-4590)	9	8	0		Dying Cadre
Horticulture Inspector (5000-150-8000)	24	20	32	100% Direct Recruitment	B.Sc. (Agriculture.) with 1 year relevant experience
Assistant. Director (Horticulture) (8000-275-13500)	8	8	10	60% Promotion	15 yrs. Experience as Horticulture Inspector
				40% Direct Recruitment	B.Sc. (Agriculture.) with 10 years experience
Deputy Director (Horticulture) (10000-325-15200)	1	0	3	100% Promotion	B.Sc.(Ag)+12 years. Experience as Assistant Director Horticulture
Director (Horticulture) (12000-375-16500)	0	0	1	Deputation	B.Sc. (Ag.) in the pay scale of (12000-375-16500) in parent department

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LAW CADRE

POST & SCALE	SANC. NO.	EXISTING	PROP. NO.	MODE OF RECRUITMENT	ELIGIBILITY
A.L.O. (6500-200-10500)#	18	17	17	100% Direct Recruitment	L.L.B.
Law Officer (8000-275-13500)#	5	4	6	100% Promotion	Min. 10 yrs. Exp as A.L.O.
Legal Advisor (10000-325-15200)#	1	1	1	100% Promotion	Min. 10 year experience as L.O.
C.L.A.	1	1	1	Deputation	Min. Experience of 10 yrs in U.P.Higher Judicial service.

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MINISTERIAL CADRE

POST & SCALE	SANC. NO.	EXISTIN G	PROP. NO.	MODE OF RECRUITMENT	ELIGIBILITY
Dak Messenger (2550-55-2660-3200)	71	71	78	100% Direct Recruitment	8 th pass
Sr. Dak Messenger (2750-70-3800-75-4400) #	25	25	28	100% Promotion	8 years. Experience as Dak Messenger
Jr. Asstt. (4000-100-6000)#	91	100*	91	75% Direct Recruitment	Intermediate and typing speed of 30 w.p.m. in Hindi
				25% Promotion	High school with a minimum exp. Of 10 yrs. As Dak Messenger or other Class-IV with typing speed of 30 w.p.m. in Hindi
Assistant (5000-150-8000)#	57	56	63	100% promotion	Min. 8 yrs exp. as Jr. Asstt.
Sr. Assistant (5000-150-8000)	25	25	30	100% promotion	Min. 8 yrs. Exp. as Asstt.
Office Supdt. (6375-175-9000)	19	18	20	100% promotion	Min. 8 yrs. Exp. as Sr. Asstt.
Desk Officer (8000-275-13500)	3	3	10	100% promotion	Graduate with min exp. of 7 yrs as Office Supdt.

* Sanction posts of Jr. Asstt. are 91 against which 100 are working. As such 9 person are working on extra created posts.

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PLANNING CADRE

POST & SCALE	SANC. NO.	EXISTING	PROP. NO.	MODE OF RECRUITMENT	ELIGIBILITY
Planning Assistant. (6500-200-10500)#	10	9	10	100% Direct Recruitment	Diploma in Planning & Architecture
Associate Town Planner (8000-275-13500)	4	4	4	60% Promotion	After 15 yrs. Exp. as Planning Assistant
				40% Direct	Degree in Architecture & Town Planning
Town Planner (10325-325-15320)	1	0	1	100% Promotion	Degree in Architecture & Town Planning+10 yrs. Exp. as Asso. Town Planner
Senior Town Planner (12000-16500)	0	0	1	100% Promotion	Degree in Architecture & Town Planning+ 10 yrs. Exp. as Town Planner
C.A.P. (14300-400-18300)	1	1	1	Deputation	Degree in Architecture & Town Planning with minimum experience of six yrs in pay scale of 12000-375-16500.

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ARCHITECTURAL CADRE

POST & SCALE	SANC. NO.	EXISTIN G	PROP. NO.	MODE OF RECRUITMENT	ELIGIBILITY
Arch. Asstt. (6500-200-10500)#	10	06	10	100% Direct Recruitment	Diploma in Architectural & Assistantship
Associate Arch. (8000-275-13500)	4	3	4	60% Promotion	15 yrs. Experience as Architect Assistant
				40% Direct	Degree in Architecture
Architect (10325-325-15320)	2	2	2	100% Promotion	Degree in Architecture + Min. 10 yrs. Exp. as Asso. Architect
Senior Arch. (12000-16500)	0	0	1	100% Promotion	Degree in Architecture + Min 10 year Exp. As Arch.
C.A.P. (14300-400-18300)				Deputation	As in Planning cadre. CAP will be in-charge of both Town Planning and Architectural Cadre.

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ARCHITECTURAL DIVISION

POST & SCALE	SANC. NO.	EXISTIN G	PROP. NO.	MODE OF RECRUITMENT	ELIGIBILITY
Blue Printer (3050-4590) #	2	2	2	100% Direct Recruitment	High School with 5 years relevant experience.
Draughtsman (4000-100-6300)	6	5	6	100% Direct Recruitment	Diploma in Draftsmanship
Head Draughtsman (4500-125-7625)	1	1	2	100% promotion	Min. 10 yrs. Exp. as Draftsman
Modeller (5000-150-8000)	1	1	1	100% Direct Recruitment	Intermediate, 5 yrs. Relevant experience

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POLICE ON DEPUTATION

POST & SCALE	SANC. NO.	EXISTIN G	PROP. NO.	MODE OF RECRUITMENT	ELIGIBILITY
Dy. S.P. (8000-13500)	0	0	1	Deputation	Working in similar pay scale in UPPS
Police Inspector (6500-9000)	1	1	2	Deputation	Working in similar pay scale in UPPS
Sub-Inspector (5500-8500)	4	4	4	Deputation	Working in similar pay scale in UPPS
Head Constable (3200- 4950)	2	0	2	Deputation	Working in similar pay scale in UPPS
Constable (3050-4450)	16	5	25	Deputation	Working in similar pay scale in UPPS

LAND RECORD DEPARTMENT

POST & SCALE	SANC. NO.	EXISTING	PROP. NO.	MODE OF RECRUITMENT	ELIGIBILITY
S.D.M. (8000-275-13500)	1	0	1	Deputation	P.C.S. (Executive)
Tehsildar (6500-200-10500)	1	0	1	Deputation	Working in similar pay scale in U.P. Revenue Services
Naib-Tehsildar (5000-150-8000)	3	2	4	Deputation	Working in similar pay scale in U.P. Revenue Services
Supervisor Kanoongo (4500-125-7000)	3	2	6	50% Deputation	Working in similar pay scale in U.P. Revenue Services
				50% Promotion	Minimum 10 years experience as Lekhpal
Lekhpal (3050-75-3950-80-4590)	9	7	12	Direct	Intermediate/Trained from Lekhpal Training School. With min 1 year experience

SECRETARIAL CADRE

POST & SCALE	SANC. NO.	EXISTING	PROP. NO.	MODE OF RECRUITMENT	ELIGIBILITY
Stenographer (4500-125-7000)	13	1	13	100% Direct Recruitment	Graduate with 80 wpm in shorthand & 40 wpm in typing in English Language or 60 wpm in shorthand and 30 wpm in typing in Hindi language + Certificate in computer application (Min 6 months course). In English and 80 wpm in Shorthand and 30 wpm in Hindi
Personal Assistant (5000-150-8000)	12	12	13	100% Promotion	Min. 8 yrs. Exp. as Stenographer
Personal Secretary (6375-175-9000)	11	8	11	100% Promotion	Min. 7 yrs. Exp. as P.A.
Staff Officer (8000-275-13500)#	2	2	4	100% Promotion	7 yrs. Exp as P.S.
Sr. Staff Officer (10000-325-15200)	1	1	2	100% Promotion	5 yrs. Exp. as Staff Officer. Or from any feeder cadre in 8000-275-13500 with 5 years experience

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STORES AND PURCHASE

POST & SCALE	SANC. NO.	EXISTIN G	PROP. NO.	MODE OF RECRUITMENT	ELIGIBILITY
Store Munshi (2750-70-3800-75-4400) #	3	3	8	100% Direct Recruitment	8 th pass with 1 year relevant experience
Asstt. Store Keeper (4000-100-6000) #	0	0	3	33% Promotion	12 th pass with Diploma in Stores & Purchase Management with 18 years experience as Store Munshi
				66% Direct	12 th pass with Diploma in Stores & Purchase Management with 3 years relevant experience
Store Keeper (5000-150-8000) #	0	0	2	100% Promotion	9 years experience as Asstt. Store keeper
Sr. Store Keeper (5000-150-8000)	0	0	2	100% Promotion	9 years experience as Store keeper
Jr. Purchase Assistant (5000-150-8000) #	0	0	4	100% Direct Recruitment	Graduate with Diploma in Stores & Purchase Management with 5 years relevant experience
Purchase Assistant (5000-150-8000)	0	0	2	100% Promotion	9 years experience as Jr. Purchase Assistant
Asstt. Store Purchase Officer (8000-275-13500)	0	0	2	50% Promotion	Diploma in Stores & Purchase Management with min 8 years experience as Purchase Asstt. Or Sr. Store Keeper
				50% Direct	MBA with 3 years relevant experience
Store Purchase Officer (10000-325-15200)	0	0	1	100% Promotion	MBA with 10 years experience as Asstt. Purchase Officer

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DUTIES & RESPONSIBILITIES

Department: FINANCE AND
ACCOUNTS/AS POSTED

Location: Any of NOIDA office

CADRE: ACCOUNTS

Designation/Job Position: **Assistant Accountant**

1. Carry out work related to Finance and Accounts depending upon the department of posting and as allocated by the Accounts Officer/Head.
 2. Checking of calculation of dues, issue of demand notices, issue of no dues certificate, vetting of Form 9 before execution of lease deed, dispatch of show cause notices to allottees against default payments.
 3. Checking of contractors bills.
 4. Maintenance of Accounts records, Books and Ledger
 5. Complete works related to A/C's Progress Indicating Reports, PIR, Preparation of Bank Reconciliation statement and Trial balance ,etc
 6. Carry out work related to tenders and other documents.
 7. Carry out work related to salary department, food grain advance, HBA, MCA etc.
 8. Any other work assigned by Account Officer and other Senior officers.
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DUTIES & RESPONSIBILITIES

Department: FINANCE AND
ACCOUNTS/AS POSTED

Location: Any of NOIDA office

CADRE: ACCOUNTS

Designation/Job Position: **Accountant**

1. Supervise and carry out work related to Finance and Accounts depending upon the department of posting and as allocated by the Accounts Officer/Head.
 2. Checking of calculation of dues, issue of demand notices, issue of no dues certificate, vetting of Form 9 before execution of lease deed, dispatch of show cause notices to allottees against default payments.
 3. Checking of contractors bills.
 4. Maintenance of Accounts records, Books and Ledger.
 5. Complete all works related to A/C's Progress Indicating Reports, PIR, preparation of Bank reconciliation statement and trial balance etc
 6. Carry out work related to tenders and other documents.
 7. Carry out work related to salary department, food grain advance, HBA, MCA etc.
 8. Carry out MIS reporting and other instructions and as given by the Sr. officers.
 9. Any other work assigned by the Senior officers of the Deptt.
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DUTIES & RESPONSIBILITIES

Department: FINANCE AND
ACCOUNTS/AS POSTED

Location: Any of NOIDA office

CADRE: ACCOUNTS

Designation/Job Position: **Senior Accountant**

1. Supervise and carry out work related to Finance and Accounts depending upon the department of posting and as allocated by the Accounts Officer/Head.
 2. Checking of calculation of dues, issue of demand notices, issue of no dues certificate, vetting of Form 9 before execution of lease deed, dispatch of show cause notices to allottees against default payments.
 3. Checking of cash book, Ledger, journal entry, and other account books including bank reconciliation statement and Trial balance.
 4. Work related with budget control, PIR, preparation of other reports.
 5. Inspection of bills and payments.
 6. Inspection of income tax & trade tax.
 7. Opening of daily tenders and scrutiny, to check estimates & variations of works.
 8. Regular storage of vouchers and other documents.
 9. Scrutiny of Publication of tender notices
 10. Disposal of daily dak receipt in account deptt.
 11. Inspection and compilation of STJ I & STJ II
 12. Assist in any other work as desired by the Sr. officers of the Deptt.
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DUTIES & RESPONSIBILITIES

Department: FINANCE AND ACCOUNTS/AS
POSTED

Location: Any of NOIDA office

CADRE: ACCOUNTS

Designation/Job Position: **Accounts Officer**

1. Overall supervision of the section/sections allocated by the CFAO/Financial Advisor.
 2. To raise the demand to the respective allottees of the section as per terms and conditions.
 3. Checking of calculations of demand notices for premium, lease rent.
 4. To perform the duties like issuance of no dues certificate, statement of accounts, show cause notices etc
 5. Disposal of dak and files received from the department
 6. Processing of refunds
 7. To coordinate the work between the different levels of staff for smooth functioning of the office.
 8. To check estimates and variations of works assigned to them.
 9. Maintenance of guard files containing the Important and relevant orders issued by the CFAO, F.A., ACEO, CEO and Chairman.
 10. Maintenance of Gaurds files of compliance.
 11. Quartily inspection of Account wings and sending report notes to CFAO.
 12. Any other work assign by the Sr. Officers of the department.
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DUTIES & RESPONSIBILITIES

Department: FINANCE AND ACCOUNTS/AS
POSTED

Location: Any of NOIDA office

CADRE: ACCOUNTS

Designation/Job Position: **Senior Accounts Officer**

1. Overall supervision of the section/sections allocated by the CFAO/ FA.
 2. Supervise & coordinate the effective running of the sections under him.
 3. Ensure the following activities in the sections:
 - To raise the demand to the respective allottees of the section as per terms and conditions.
 - Checking of calculations of demand notices raised for premium, lease rent.
 - To perform to other works like issuance of no dues certificate, statement of accounts, show cause notices, bank reconciliation statement etc
 - Disposal of dak and files received in the departments.
 - Processing of refunds.
 4. Audit
 5. Balance sheet
 6. Quartly Inspection of the Account wings and report to the CFAO./FA.
 7. To maintain guard files of Important orders issued by the CFAO,FA, ACEO, CEO and Chairman.
 8. Compliance of inspection notes.
 9. To check estimates and variations of works assigned to them.
 10. Costing of properties and schemes to be floated.
 11. Computerisation of accounts and generation of MIS etc
 12. To ensure timely distribution of salaries.
 13. Any other work assigned by the Sr. Officers of the department.
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DUTIES & RESPONSIBILITIES

Department: FINANCE AND
ACCOUNTS/AS POSTED

Location: Any of NOIDA office

CADRE: ACCOUNTS

Designation/Job Position: **Chief Finance and Accounts Officer**

1. To check Costing of properties and schemes to be floated.
 2. Preparation of department wise and overall budgets and budget allocations of NOIDA.
 3. Cash flow management of all fund requirements
 4. Coordination with banks, agencies for planned investments and parking of funds.
 5. Supervisory function for all collection of funds at estate management and industrial development.
 6. Supervise all payroll accounting activities to ensure timely distribution of salaries.
 7. Supervise all project of accounting activities.
 8. Supervise all activities related to central accounts like compilation of monthly trial balances, annual Income and Expenditure statement , Balance sheets.
 9. Inspect & supervise reconciliation of accounts.
 10. To check computerisation of accounts including necessary data creation and generation of accounts related MIS.
 11. To advise as desired by Senior Officers in accounts and financial matters.
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DUTIES & RESPONSIBILITIES

COMPUTER CADRE

Data Entry Operator

EDP Asstt.

Programmer Re-designated as/Database cum Network Administrator

Manager (Systems)

Assistant General Manager (Systems)

DUTIES & RESPONSIBILITIES	
Department: AS POSTED	Location: Any of NOIDA office
CADRE: COMPUTER	Designation/Job Position: Data Entry Operator
<ol style="list-style-type: none">1. Assist the office in carrying computer related data entry work in MS office & other applications Hindi or English used by the Authority.2. He should be capable of browsing the internet & work on internet as & when required by the office.3. He should carry out the normal letter typing, notes etc in both English & Hindi as & when required by the office deptt.4. He should be able to handle the attached peripherals like printer, scanner etc and capable of installing printers.5. He should provide information from the computer for reporting purposes as & when desired by the management with the due consent of the deptt head.6. He would be provided adequate training by the software provider in case of new software/application is procured by the Authority.	

DUTIES & RESPONSIBILITIES	
Department: AS POSTED	Location: Any of NOIDA office
CADRE: COMPUTER	Designation/Job Position: EDP Assistant
<ol style="list-style-type: none">1. Assist the office in carrying computer related data entry work in MS office & other applications Hindi or English used by the Authority.2. he should be capable of browsing the internet & work on internet as & when required by the office.3. He should carry out the normal letter typing, notes etc in both English & Hindi as & when required by the office deptt.4. He should be able to handle the attached peripherals like printer, scanner etc and capable of installing printers.5. He should provide information from the computer for reporting purposes as & when desired by the management with the due consent of the deptt head.6. He would install the software, printer drivers, scanners etc as & when required.7. He would be provided adequate training by the software provider in case of new software/application is procured by the Authority. Suitable training have to be provided in case of handling of peripherals like printers, scanners modems etc	

DUTIES & RESPONSIBILITIES

Department: AS POSTED

Location: Any of NOIDA office

CADRE: COMPUTER

Designation/Job Position: **Database cum Network Administrator**

1. To monitor the work of maintenance of computer hardware i.e computer, printer, networking, servers, UPS, scanners etc according to complaint received and instruct the resident engineer for rectification/restoration.
 2. Monitor the software related problems of the "Property Module" use by all the functional departments, MS Office, Akshar, Anti Virus installation etc and give instructions to engineers to remove the problems and any change, modification if required under the contract.
 3. Responsible for updation of NOIDA web site for public notices, tender notices, schemes, list of officers or any other information as found suitable by the management.
 4. To check the database for complaints received through the web site and route to the concerned department within 24 Hrs.
 5. Provide the hardware and software specifications for purchase of the new ones for the SPO department.
 6. To keep in safe custody the softwares, updates, application softwares etc purchased by the authority.
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DUTIES & RESPONSIBILITIES

Department: AS POSTED

Location: Any of NOIDA office

CADRE: COMPUTER

Designation/Job Position: **Manager Systems**

1. To study the systems of NOIDA as deemed necessary for computerization by the Authority & recommend systems for software development/subcontracting.
 2. To monitor the work of maintenance of computer hardware i.e computer, printer, networking, Servers, UPS, scanners etc according to complaint received and instruct the resident engineer for rectification/restoration.
 3. Monitor the software related problems of the "Property Module" use by all the functional departments, MS Office, Akshar, Anti Virus installation etc and give instructions to engineers to remove the problems and any change, modification if required under the contract.
 4. Responsible for updation of NOIDA web site for public notices, tender notices, schemes, list of officers any other information as found suitable by the management.
 5. To check the database for complaints received through the web site and route to the concerned department within 24 Hrs.
 6. Provide the hardware and software specifications for purchase of the new ones for the SPO department.
 7. To keep in safe custody the softwares, updates, application softwares etc purchased by the authority.
 8. Handle the upcoming & planned projects of computerisation by the Authority.
 9. Discharge of duties as per delegation of power Order issued from time to time.
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DUTIES & RESPONSIBILITIES

Department: AS POSTED

Location: Any of NOIDA office

CADRE: COMPUTER

Designation/Job Position: **Assistant General Manager Systems**

1. Responsible for coordination among the computer cell and ensure smooth functioning of the computer systems including software & hardware in use at the Authority.
 2. To study the systems of NOIDA as deemed necessary for computerization by the Authority & recommend systems for software development/subcontracting and put forward for sanction and approval.
 3. To monitor the work of maintenance of computer hardware i.e computer, printer, networking, Servers, UPS, scanners etc according to complaint received and instruct the resident engineer for rectification/restoration.
 4. Monitor the software related problems of the "Property Module" use by all the functional departments, MS Office, Akshar, Anti Virus installation etc and give instructions to engineers to remove the problems and any change, modification if required under the contract.
 5. Responsible for updation of NOIDA web site for public notices, tender notices, schemes, list of officers any other information as found suitable by the management.
 6. Provide the hardware and software specifications for purchase of the new ones for the SPO department.
 7. Handle the upcoming & planned projects of computerisation by the Authority
 8. Discharge of duties as per delegation of power Order issued from time to time.
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DUTIES & RESPONSIBILITIES:

DEVELOPMENT /MANAGERIAL CADRE:

Deputy Manager(Dying Cadre)

Manager

Asstt. General Manager

Deputy General Manager

General Manager

DUTIES & RESPONSIBILITIES	
Department: As posted	Location: Administrative Office, Sector-6
CADRE: MANAGERIAL	Designation/Job Position: Deputy Manager/Manager
<ol style="list-style-type: none">1. Assist AGM/DGM/GM in smooth functioning of the office in day-to-day affairs.2. Take appropriate action on application received wrt plot allotments, and different type of property transactions, according to his powers or as directed.3. Assist AGM/DGM/GM in framing and giving shape to schemes to be floated as decided by higher mgt. & board meetings.4. Prepare notings etc as per directions by AGM/DGM/GM or as required.5. Assist in redressal of issues & complaint related to department concerned,6. Assist in all the computerization activities of the Department7. Implementing & following orders of Sr. Officers and Government orders from time to time.8. General office administration.9. To exercise the power the delegated by the management.10. Any other work assigned by the Sr. Officers.11. Discharge of duties as per delegation of power Order issued from time to time.	

DUTIES & RESPONSIBILITIES	
Department: As Posted	Location: Administrative Office, Sector-6
CADRE: MANAGERIAL:	Designation/Job Position: Assistant General Manager (AGM)
<ol style="list-style-type: none">1. Assist DGM/GM in smooth functioning of the office in day-to-day affairs.2. Take appropriate action on application received wrt plot allotments, and different type of property transactions, according to his powers3. Assist GM/DGM in framing and giving shape to schemes to be floated as decided by higher management4. To guide the subordinate in discharge of their duties.5. Assist in redressal of issues & complaint related to department,6. Implementing & following order of the Sr. Officer and Government orders from time to time.7. Take active interest in computerization of the department work.8. General office administration.9. To exercise the power delegated by the management10. Any other work assigned by the Sr. Officer.11. Discharge of duties as per delegation of power Order issued from time to time.	

DUTIES & RESPONSIBILITIES

Department: As posted

Location: Administrative Office, Sector-6

CADRE: MANAGERIAL

Designation/Job Position: **Deputy General Manager (DGM)**

1. Is normally the head of the development department and responsible for smooth functioning of the office in day-to-day affairs.
 2. Take appropriate action on application received wrt allotments of property as per prevailing policy and take suitable action for different type of property transactions, according to his powers
 3. In framing and giving shape to schemes to be floated as decided by higher management
 4. To guide the subordinate in discharge of their duties.
 5. Assist in redressal of issues & complaint related to department,
 - 6, Implementing & following order of the Sr. Officers and Government orders from time to time.
 7. Take active interest in computerization of the department work.
 6. General office administration.
 7. To exercise the power delegated by the management
 8. Any other work assigned by the Sr. Officer.
 9. Discharge of duties as per delegation of power Order issued from time to time.
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Department: As posted	Location: Administrative Office, Sector-6
CADRE: MANAGERIAL	Designation/Job Position: General Manager (GM)
<ol style="list-style-type: none">1. Is the head of the development department and responsible for smooth functioning of the office in day-to-day affairs.2. Take appropriate action on application received wrt allotments of property as per prevailing policy and take suitable action for different type of property transactions, according to his powers3. In framing and giving shape to schemes to be floated as decided by higher management4. To guide the subordinate in discharge of their duties.5. Assist in redressal of issues & complaint related to department,6. Implementing & following order of the Sr. Officers and Government orders from time to time.7. Take active interest in computerization to the department work.8. General office administration.9. To exercise the power delegated by the management10. Any other work assigned by the Sr. Officer.11. Discharge of duties as per delegation of power Order issued from time to time.	

DUTIES & RESPONSIBILITIES:

4 ENGINEERING CADRE

Junior Engineer

Asstt. Project Engineer

Project Engineer

Sr. Project Engineer

Chief Project Engineer

DUTIES & RESPONSIBILITIES

Department: As posted

Location: As required

CADRE: ENGINEERING

Designation/Job Position: **Junior Engineer**

1. He shall be directly responsible for execution of works related to construction/maintenance for the area allocated to him by the division head/APE.
 2. Maintenance of measurement books and carrying it to site, assist in preparation of Tender documents, Notice inviting tenders(NIT) etc.
 3. Measurement of works for estimation of contract and measurement of works being executed by contractors
 4. Carry out the quality control measures at such periodicity as prescribed in the contract agreement or as required by statutory norm/orders.
 5. Verify the fortnightly bills of contractors against the measurement book and physical measurement and forward the same to the project in charge along with other prescribed documents for further processing and payment release.
 6. On completion of the works initiate the preparation of completion certificate.
 7. Ensure that the contractor is carrying out prescribed maintenance of work during the project period after completion of work.
 8. Ensuring the completion of woks in the scheduled period. In case of anticipated delays report to project in charge so that remedial measures can be adopted.
 9. Ensure that no encroachments come up during the project period. In the event of encroachment related problems, which are not being solved at his level report the same to the Project in charge/APE for remedial action
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DUTIES & RESPONSIBILITIES

Department: As posted

Location: As required

CADRE: ENGINEERING

Designation/Job Position: **Assistant Project Engineer**

1. He shall be responsible for projects related to construction/maintenance for the area allocated to him by the division head/P.E.
 2. Take physical possession of the land on acquisition, demarcation of boundaries and abadi etc, and maintaining records for the same and adhere to work procedure relating to land acquisition.
 3. Assisting in conducting detailed survey of the project area pre and post acquisition.
 4. On initiation of the project, prepare detailed estimates including Design. Bill of material, time scheduling for completion of works and related documents.
 5. Assisting the works in charge in getting the administrative approvals, expediting sanctions, finalizing of bids and placement of works order.
 6. Supervision of site in charge/JE and ensuring the completion of the project in the scheduled time and of quality as prescribed.
 7. Conducting quality control checks as prescribed in the Quality control system detailed separately.
 8. Verification of fortnightly contractor bills, preparation of
 9. To carry out site visits land surprise checks in order to ensure Quality & schedule.
 10. Prepare and submit such management information to the Project Engineer and other authorities as desired fro time to time.
 11. To maintain such records as are prescribed so as to record and manage the project, work in progress and contractors.
 12. Discharge of duties as per delegation of power Order issued from time to time.
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DUTIES & RESPONSIBILITIES	
Department: As posted	Location: As required
CADRE: ENGINEERING	Designation/Job Position: Project Engineer
<ol style="list-style-type: none">1. He shall be responsible for projects related to construction/maintenance for the area allocated to him.2. Effectively coordinate and follow up the ongoing projects.3. To participate in such Tender committee in which he had been associated.4. To supervise all activities of the Assistant Project Engineer under him.5. To carry out such quality control exercises as have been prescribed.6. Ensure the timely completion of works.7. Process contractor bills as provided and issuance of completion certificate8. Monitor the project performance and provide the information to higher authorities as required from time to time.9. The PE is also responsible for correct compilation of the works account with the help of divisional accountants attached to the division.10. Assess on continuous basis the skills to be acquired by diff levels & recommend for further training.	

DUTIES & RESPONSIBILITIES	
Department: As posted	Location: As required
CADRE: ENGINEERING	Designation/Job Position: Senior Project Engineer, CPE/CME
<ol style="list-style-type: none">1. The Senior Project Engineer is responsible for coordinating & supervising the activities of three to four divisions of construction and or maintenance works.2. It should maintain close liasoning with the office of CPE/CME with regard to works/projects and all technical matters.3. It should also maintain close contact with Architectural wing, Town planning & other departments as deemed necessary for layouts, designs, drawings and estimates of the projects entrusted within the division.4. He is required to inspect the books of division offices during inspections and ensure that the matters related to accounts are attended to personally by the concerned officers.5. He should keep a eye on the expenditure of the divisions and ensure that there is no excess expenditure and that the system of management prevailing in the division is efficient and economical.6. Discharge of duties as per delegation of power Order issued from time to time.	
CPE/CME	
<ol style="list-style-type: none">1. The Chief Project Engineer/Chief Maintenance Engineer is responsible for coordinating & supervising the activities of all the divisions of construction/ maintenance works under him.2. Discharge of duties as per delegation of power Order issued from time to time.	

ENGINEERING CADRE:

- I ASSISTANT MECHANIC CUM OPERATOR**
(As merged in 92-93, Includes Pump Operator, CC Mixol, PFS Operator)
MECHANIC CUM OPERATOR
SENIOR MECHANIC

 - II WORK MISTRY**
(As merged in 92-93, Includes Jr. Fitter, Work Mistry, Mason, Pipeline fitter, Welder, Plumber, Carpenter)
WORK SUPERVISOR
SENIOR WORK SUPERVISOR

 - III ELECTRICIAN**
(As merged in 92-93, Includes wireman, Lineman, Electrician)
SENIOR ELECTRICIAN
ELECTRICIAN SUPERVISOR

 - IV MATE**
(As merged in 92-93, Includes Mate, work agent, meter reader, Assistant Supervisor)
WORK SUPERVISOR
SENIOR WORK SUPERVISOR

 - V AUTO ELECTRICIAN**
SENIOR AUTO ELECTRICIAN
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DUTIES & RESPONSIBILITIES	
Department: As posted	Location: As required
CADRE: ENGINEERING	Designation/Job Position: Asstt. Mech cum operator, Mech cum operator, Senior mechanic
 ASSISTANT MECHANIC CUM OPERATOR: <ol style="list-style-type: none">1. Assist in operating and maintenance of all types of machines and vehicles of NOIDA.2. Ensure proper maintenance including cleaning, oiling etc on routine basis of the machines operated by him.3. Carry out duties and instructions as felt necessary by the department of posting. MECHANIC CUM OPERATOR: <ol style="list-style-type: none">1. Assist in operating and maintenance of all types of machines and vehicles of NOIDA.2. Ensure proper maintenance including cleaning, oiling etc on routine basis of the machines operated by him.3. Carry out duties and instructions as felt necessary by the department of posting. SENIOR MECHANIC: <ol style="list-style-type: none">1. Repairing & maintenance of of all the vehicles and machines of the NOIDA.2. Supervise, guide and instruct mechanic cum operator and operators for proper operation, repair and maintenance of machines and vehicles.3. Carry out duties and instructions as felt necessary by the department of posting.	

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DUTIES & RESPONSIBILITIES	
Department: As posted	Location: As required
CADRE: ENGINEERING	Designation/Job Position: Work Mistry, Work Supervisor, Sr. Work Supervisor
WORK MISTRY: <ol style="list-style-type: none">1. Defined as a multi skilled post he will carry out minor day to day repair works related to construction and maintenance like plastering, pipe fitting, fitting, welding, wood works and other miscellaneous jobs.2. Carry out duties and instructions as felt necessary by the department of posting.	
WORK SUPERVISOR: <ol style="list-style-type: none">1. To supervise and coordinate work on site as instructed by the Senior work supervisor, JE and Superiors.2. Monitor encroachment in assigned sectors and report to concerned higher officers.3. Carry out duties and instructions as felt necessary by the department of posting.	
SENIOR WORK SUPERVISOR: <ol style="list-style-type: none">1. To supervise and coordinate project/mtce. work on site as instructed by the JE and superiors.2. Monitor encroachment in assigned sectors and report to concerned higher officers.3. Supervise, guide staff under him for proper and efficient working.4. Carry out duties and instructions as felt necessary by the department of posting.	

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DUTIES & RESPONSIBILITIES	
Department: As posted	Location: As required
CADRE: ENGINEERING	Designation/Job Position: Electrician, Sr. Electrician, Electrician supervisor
 ELECTRICIAN: <ol style="list-style-type: none">1. Defined as a multi skilled post he will carry out the normal duties of wireman, lineman as well as electrician2. Carry out minor day to day repair works related to electrical in the NOIDA properties and offices.3. Carry out duties and instructions as felt necessary by the department of posting. SENIOR ELECTRICIAN: <ol style="list-style-type: none">1. To supervise, coordinate and carry out electrical related work as instructed by the Electrician supervisor, JE and Superiors.2. Carry out duties and instructions as felt necessary by the department of posting. ELECTRICIAN SUPERVISOR: <ol style="list-style-type: none">1. To supervise and coordinate project/mtce. work on site as instructed by the JE and superiors.2. Supervise, guide staff under him for proper and efficient working.3. Carry out duties and instructions as felt necessary by the department of posting.	

DUTIES & RESPONSIBILITIES	
Department: As posted	Location: As required
CADRE: ENGINEERING	Designation/Job Position: Mate, Work Supervisor, Senior work supervisor
<p>Mate:</p> <ol style="list-style-type: none"> 1. Assist in monitoring of construction work on site(Earth work, Bldg Work, Road work) as directed/instructed by Project engineer/ Assistant Project engineer/Junior Engineer/Supervisor. 2. Monitor encroachment in assigned sectors and report to concerned higher officers. 3. Assist in carrying out survey work and get the work done by helpers and Carry out duties and instructions as felt necessary by the department of posting. <p>WORK SUPERVISOR</p> <ol style="list-style-type: none"> 1. Supervise construction work on site as directed/instructed by Project engineer/ Assistant Project engineer/Junior Engineer. 2. Monitor encroachment in assigned sectors and report to concerned higher officers. 3. Carry out survey work and get the work done by mate, helpers etc and Carry out duties and instructions as felt necessary by the department of posting. <p>SENIOR WORK SUPERVISOR</p> <ol style="list-style-type: none"> 1. Supervise construction work on site as directed/instructed by Project engineer/ Assistant Project engineer/Junior Engineer. 2. Monitor encroachment in assigned sectors and report to concerned higher officers. 3. Carry out survey work and get the work done by work supervisor, mate, helpers etc and Carry out duties and instructions as felt necessary by the department of posting. 	

DUTIES & RESPONSIBILITIES	
Department: As posted	Location: As required
CADRE: ENGINEERING	Designation/Job Position: Auto Electrician & Sr. Auto Electrician
 Auto Electrician: <ol style="list-style-type: none">1. Carry out minor day to day repair works related to electrical in the vehicles owned by NOIDA.2. Carry out duties and instructions as felt necessary by the department of posting. Sr. Auto Electrician <ol style="list-style-type: none">1. Supervise and Carry out minor day to day repair works related to electrical in the vehicles owned by NOIDA.2. Carry out duties and instructions as felt necessary by the department of posting.	

DUTIES & RESPONSIBILITIES

ENGINEERING CADRE

VI POSTS

Driver

Cleaner

JCB Operator-cum-Mechanic

Bulldozer Operator

Lab Asstt.

Serviceman

Beldar

DUTIES & RESPONSIBILITIES	
Department: As posted	Location: As required
CADRE: ENGINEERING	Designation/Job Position: Driver, Cleaner, JCB Operator cum mechanic
<p>DRIVER:</p> <ol style="list-style-type: none">1. Driving of the vehicles owned/and on contract by the Authority.2. Ensure cleanliness and maintenance and servicing of the vehicles under him for proper running.3. Carry out other miscellaneous works and instructions as felt necessary by the department of posting <p>CLEANER:</p> <ol style="list-style-type: none">1. HE acts as a helper to driver for the heavy vehicles at the authority.2. Washing and cleaning of the vehicles including assisting in maintenance and servicing of the vehicles.3. Carry out other miscellaneous works and instructions as felt necessary by the department of posting <p>JCB Operator-cum-Mechanic</p> <ol style="list-style-type: none">1. Operating of the heavy JCB machines at the Authority as per the instructions by the office.2. Ensure proper maintenance including cleaning, oiling etc on routine basis of the machines operated by him.3. Carry out duties and instructions as felt necessary by the department.	

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DUTIES & RESPONSIBILITIES	
Department: As posted	Location: As required
CADRE: ENGINEERING	Designation/Job Position: Bulldozer Operator, Lab Astd., Serviceman, Beldar
<p>BULLDOZER OPERATOR:</p> <ol style="list-style-type: none">1. Operating of the Bulldozer machines at the Authority as per the instructions by the deptt.2. Observe due care and safety of others while executing the office order.3. Ensure proper maintenance including cleaning, oiling etc on routine basis of the machines operated by him.4. Carry out duties and instructions as felt necessary by the Office. <p>Lab Astd.</p> <ol style="list-style-type: none">1. Carry out the necessary assistance work in Labs.2. Assist in collecting of samples from sites as desired by the office.3. Carry out duties and instructions as felt necessary by the department of posting. <p>Serviceman</p> <ol style="list-style-type: none">1. Is a semi skilled job post and he should carry out the oiling, washing and servicing of the vehicles etc at the Authority.2. Carry out duties and instructions as felt necessary by the department of posting. <p>Beldar</p> <ol style="list-style-type: none">1. Carry out the manual and physical work like loading, unloading, dressing and filing of holes, digging and other small jobs.2. Carry out miscellaneous work and duties and instructions as felt necessary by the department of posting	

DUTIES & RESPONSIBILITIES

GENERAL ADMINISTRATION CADRE:

Chowkidar

Asstt. Librarian

Asstt. Caretaker

Caretaker

Manager (Estate)

Deputy Secretary

Assistant General Manager (Estate)

DUTIES & RESPONSIBILITIES	
Department: As posted	Location: As required
CADRE: GENERAL ADMINISTRATION	Designation/Job Position: Chowkidar, Astt. Librarian, Astt. Caretaker/ Caretaker
<p>CHOWKIDAR:</p> <ol style="list-style-type: none"> 1. Keep guard and ensure safety of properties owned by NOIDA 2. Keep guard of project & maintenance related items and equipments on site. 3. To report cases of encroachment to higher authorities. 4. Ensure entry of authorized persons to the premises where deputed. 5. Carry out duties and instructions as given by the officer of the department <p>ASSTT. LIBRARIAN:</p> <ol style="list-style-type: none"> 1. Normally posted in Prachar & Prasara carries out duties like cutting of news articles from different newspapers and filing of the same on routine basis. 2. Prepare file of the same for further forwarding to concerned department. 3. Discharge the duties of maintenance of catalogues and upkeep of books 4. Any other work assigned by the Sr. Officer. <p>ASSTT. CARETAKER/CARETAKER</p> <ol style="list-style-type: none"> 1. He is responsible for the safety and maintenance of the properties of NOIDA 2. Any other work assigned by the Sr. Officer 	

DUTIES & RESPONSIBILITIES	
Department: As posted	Location: As required
CADRE: GENERAL ADMINISTRATION	Designation/Job Position: Manager (Estate)

DUTIES & RESPONSIBILITIES	
Department: As posted	Location: As required
CADRE: GENERAL ADMINISTRATION	Designation/Job Position: Dy. Secreary

DUTIES & RESPONSIBILITIES	
Department: As posted	Location: As required
CADRE: GENERAL ADMINISTRATION	Designation/Job Position: Asstt. General Manager (Estate)

DUTIES & RESPONSIBILITIES

HEALTH CADRE

Safai Karamchari

Safai Jamadar

Field Worker

Sr. Field Worker

Sanitary Supervisor

Sanitary Inspector

Senior Sanitary Inspector

Project Engineer (Health)

DUTIES & RESPONSIBILITIES

Department: As posted

Location: As required

Cadre: Health

Designation/Job Position: **Safai Karamchari, Safai Jamadar, Sanitary Supervisor**

Safai Karamchari:

1. To carry out the sweeping, collecting of garbage and disposal at collection points in the sectors and villages allocated.
2. To clean the drains and dispose the solid waste collected.
3. To carry out the instructions of Safai Jamadar and other officers from time to time.

Safai Jamadar:

1. To carry out physical inspection of area under him for proper cleanliness and monitor work of safai karmcharis under him.
2. To carry out the instructions of superiors from time to time.

Sanitary Supervisor:

1. To supervise and execute all cleanliness related work in the allotted sectors.
 2. To monitor the work of sweeping and drain cleaning in the designated areas.
 3. Monitor, assess and get the work done by Safai karmcharis and Safai jamadars effectively.
 4. To carry out the instructions of superiors/officers from time to time.
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DUTIES & RESPONSIBILITIES

Department: As posted

Location: As required

Cadre: Health

Designation/Job Position: **Sanitary Inspector, Senior Sanitary Inspector, PE (Public Health)**

Sanitary Inspector:

1. Carry out physical inspection of road and drain cleaning in all the sectors and villages allocated to him.
2. Monitor the work of staff under him for proper cleaning, spraying of .
3. To carry out the instructions of officers from time to time.

Senior Sanitary Inspector:

1. Carry out physical inspection of road and drain cleaning in all the sectors and villages allocated to him.
2. Monitor the work of staff under him for proper cleaning.
3. To carry out the instructions of officers from time to time.

Project Engineer (Public Health):

1. To ensure cleanliness of roads and drains in the township of NOIDA.
 2. Preparation of Notice inviting tenders for projects related to drainage de-silting and cleaning etc.
 3. Solid waste management of NOIDA township.
 4. Preparation of proposals regarding solid waste management and drain cleaning for sanction and approval.
 5. Creating awareness and motivating the public for suggestion of solid waste as required by law
 6. Ensure the Disposal of Bio Medical waste generated in the hospital, nursing home and other such places
 7. Ensure the road and public places free form stray animal
 8. Supervising by inspecting the fogging operation in Noida.
 9. Managing and developing garbage collection centre and like land fill required for disposal of waste
 10. Any other work assigned by the Sr. Officer.
 11. Discharge of duties as per delegation of power Order issued from time to time.
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DUTIES & RESPONSIBILITIES

HORTICULTURE CADRE

Udyan Karmi

Udyan Chowdhary

Horticulture Supervisor

Horticulture Inspector

**Asstt. Director
(Horticulture)**

**Deputy Director
(Horticulture)**

Director (Horticulture)

DUTIES & RESPONSIBILITIES	
Department: As posted	Location: As required
Cadre: Horticulture	Designation/Job Position: Udyan Karmi, Udyan Chowdhary
<p>Udyan Karmi:</p> <ol style="list-style-type: none">1. To carry out the normal duties of a gardener like preparation of beds for plants, planting of saplings, removal of unwanted grass, dressing of flower beds, planting of hedges, regular cutting & mtce. Of hedges etc. in the area allocated.2. To ensure irrigation of plants as and when required and also spray the insecticides, herbicides when required.3. To collect the unwanted and removed green wastes and dump in ditches for manure formation.4. To maintain the allocated area and report the status to the superiors as and when required.5. To carry out the instructions of Udyan chaudhary, Horticulture Inspector, Horticulture Supervisor and other officers from time to time. <p>Udyan Chowdhary:</p> <ol style="list-style-type: none">1. . To ensure carrying out normal duties like preparation of beds for plants, planting of saplings, removal of unwanted grass, dressing of flower beds, planting of hedges, regular cutting & mtce. of hedges etc. by the gang of Udyan Karmis formed by Horticulture Inspector.2. To ensure carrying out of works as per norms and procedures.3. Cutting and maintenance of Hedges in a proper manner.4. Watering of plants from tankers and other sources with the help of Udyan Karmis.5. To carry out the instructions of Horticulture Inspector, Horticulture Supervisor and other officers from time to time.	

DUTIES & RESPONSIBILITIES	
Department: As posted	Location: As required
Cadre: Horticulture	Designation/Job Position: Horticulture Supervisor, Horticulture Inspector
<p>Horticulture Supervisor:</p> <ol style="list-style-type: none">1.To monitor and ensure carrying out of the work by the Udyan Karmi & Udyan Chowdhary's.2.To ensure carrying out of works as per norms and procedures.3.Responsible for maintenance of gardens in the area allocated to him report the status to the superiors as and when required.4.To carry out onsite regular inspection of the working staff under him and keep adequate control over them.5.Carry out measurements etc for purpose of preparation of estimates.6.To carry out the instructions of Horticulture Inspector and other officers from time to time. <p>Horticulture Inspector:</p> <ol style="list-style-type: none">1.To carry out regular physical inspection of area under him for ensure carrying out the work in a proper manner and maintain a inspection report for this.2.To check the physical attendance of the staff under him on day to day basis.3.To assess the work being carried out by the contractors from time to time.4.To ensure carrying out of works as per norms and procedures.5.Preparation of estimates and carrying out of work related to tenders.6.To carry out the instructions of officers from time to time.	

DUTIES & RESPONSIBILITIES	
Department: As posted	Location: As required
Cadre: Horticulture	Designation/Job Position: Assistant Director and Deputy Director
Assistant Director: <ol style="list-style-type: none">1. To carry out physical inspection of area/division under him on routine basis and ensure carrying out the gardening work in a proper manner and to maintain a register for this.2. Preparation of Notice inviting Tenders (NIT) for various gardening projects .3. Carry out necessary activities for approval and sanction of proposals.4. Preparation of estimates and checking/validating of estimates prepared by Horticulture Inspectors.5. To monitor and keep proper control on staff under him and allocate works.6. To assess the quality and quantity of works being executed by contractors and maintained required status report.7. To liason with RWA representatives and prepare proposals and attend to their problems.8. Any other work assigned by the Sr. Officer.9. Discharge of duties as per delegation of power Order issued from time to time. Deputy Director: <ol style="list-style-type: none">1. To ensure carrying out the gardening work in the division under him in a proper and efficient manner.2. Checking of Notice inviting Tenders (NIT) for various gardening projects and to get approval and sanction of the same.3. Allocation of work to the staff under him for the division.4. To attend to the problems represented by the RWA representatives and in Industrial areas.5. Prepare future plans for the area and put forward for approval and sanction6. To carry out the instructions of the Sr. officers from time to time.7. Discharge of duties as per delegation of power Order issued from time to time.	

DUTIES & RESPONSIBILITIES

Department: As posted

Location: As required

Cadre: Horticulture

Designation/Job Position: **Director**

1. To ensure carrying out the gardening work in all the Horticulture division in a proper and efficient manner.
 2. Monitor preparation of Notice inviting Tenders (NIT) for various gardening projects, approval and sanction of the same.
 3. Allocation of work to the officers under him for the divisions.
 4. To attend to the problems represented by the RWA representatives and in Industrial areas and direct accordingly for its redressal.
 5. Prepare future plans for the area and put forward for approval and sanction
 6. To carry out the instructions of the Sr. Officers and management from time to time.
 7. Discharge of duties as per delegation of power Order issued from time to time.
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DUTIES & RESPONSIBILITIES:

LAW CADRE

POSTS

Assistant Law Officer, (A.L.O.)

Law Officer

Legal Advisor

Chief Legal Advisor, (C.L.A.)

DUTIES & RESPONSIBILITIES	
Department: As posted	Location: As required
CADRE: LAW	Designation/Job Position: Assistant Law Officer
<ol style="list-style-type: none">1. Provide legal opinion on cases received in the office2. Preparation and vetting of letters and replies3. Preparation of parawise comments in court cases4. Prepare & compile information for reporting as & when desired by the management.5. Maintenance of case register of the cases.6. Doing the appropriate <i>pairvee</i> in the court cases and maintaining the status report of the cases.7. Assist & comply to instructions as assigned by the office8. Discharge of duties as per delegation of power Order issued from time to time.	

DUTIES & RESPONSIBILITIES	
Department: As posted	Location: As required
CADRE: LAW	Designation/Job Position: Law Officer
<ol style="list-style-type: none">1. Provide legal opinion on cases received in the office on day to day basis.2. Preparation and vetting of letters replies3. Preparation of parawise comments in court cases, minutes of meetings with Advocates as & when required.4. Prepare & compile information for reporting as & when desired by the management.5. Maintenance of the case register of the cases.6. Doing the appropriate pairvee in the court cases and maintaining the status report of the cases.7. Supervising and inspecting the case register maintained by the ALO and keep then update.8. To dealt the court cases of High court and Supreme Court.9. Assist & comply to instructions as assigned by the Sr. officers.10. Discharge of duties as per delegation of power Order issued from time to time.	

DUTIES & RESPONSIBILITIES:

MINISTERIAL CADRE

POSTS

Dak Messenger

Sr. Dak Messenger

Junior Assistant

Assistant

Sr. Assistant

Officer Supdt.

DUTIES & RESPONSIBILITIES	
Department: As posted	Location: As required
Cadre: Ministerial	Designation/Job Position: Sr. Dak Messenger, Dak Messenger
<p>Dak Messenger:</p> <ol style="list-style-type: none">1. Take the concerned files and dak deliver to the marked officer in the concerned department after ensuring the entries in the dispatch register.2. Must have proper idea of all the departments and designations in order to correctly deliver the files/dak.3. Carry out duties and instructions as felt necessary by the department of posting.4. Any other work assigned by the Sr. Officer <p>Senior Dak Messenger:</p> <ol style="list-style-type: none">1. Take the concerned files and dak deliver to the marked officer in the concerned department after ensuring entries in the dispatch register..2. Must have proper idea of all the departments and designations in order to correctly deliver the files.3. Carry out duties and instructions as felt necessary by the department of posting.4. Any other work assigned by the Sr. Officer.	

DUTIES & RESPONSIBILITIES	
Department: As posted	Location: As required
Cadre: Ministerial	Designation/Job Position: Junior Assistant and Assistant
Junior Assistant: <ol style="list-style-type: none">1. Receive all the Daks (Letters & Files) coming from different departments as well as outside NOIDA2. Register all the letters/files details in the Diary Register.3. Put up daily dak to the Departmental Head with concerned file and noting.4. Prepare and Process files/letters as per rules, orders and policy.5. Receive letters & files of allottees and other departments & put up OS/ALO/Manager etc for approval.6. Prepare letters and send to concerned persons in case of approval/rejection.7. Keep & obtain records & files as & when required by the Office.8. Carry out necessary computer related works.9. Comply to other instruction as desired by the Sr. Officer.	
Assistant: <ol style="list-style-type: none">1. Receive and process all the Daks (Letters & Files) coming from different departments as well as outside NOIDA2. Put up daily dak to the Departmental Head with concerned files and noting.3. Noting and drafting of files/letters as per rules, orders and policy .4. Receive letters & files of allottees and other departments & put up to his supervisory officer.5. Prepare letters and send to concerned persons in case of approval/rejection.6. Keep & obtain records & files as & when required by the Office.7. Carry out necessary computer related works.8. Comply to other instruction as desired by the Sr. officer.	

DUTIES & RESPONSIBILITIES	
Department: As posted	Location: As required
Cadre: Ministerial	Designation/Job Position: Senior Assistant
Senior Assistant: <ol style="list-style-type: none">1. Process all the Daks (Letters & Files) coming from different departments as well as outside NOIDA2. Put up files to the reporting officer.3. Noting and drafting of files/letters as per rules, orders and policy.4. Prepare letters and send to concerned persons in case of approval/rejection.5. Carry out necessary computer related works.6. Obtain records & files as & when required by the Office.7. Comply to other instruction as desired by the Sr. officer.8. Assist and guide Junior Assistant for discharging their duties.9. Any other work assigned by the Sr. Officer.	

DUTIES & RESPONSIBILITIES	
Department: As posted	Location: As required
Cadre: Ministerial	Designation/Job Position: Office Superintendent
<ol style="list-style-type: none">1. Checking of noting and drafting .2. Check facts related to notings done by Assistants & forward for further processing.3. Issuance of allotment letter to the allottee.4. Check terms & conditions for compliance in case of transfer, extension & other applications.5. Issuance of Certificates as required by the applicants.6. Assist in computer related activities by the assistant and computerization of the department.7. Assist in smooth running of the office on day to day basis & comply to other instructions by the Sr. officer.	

DUTIES & RESPONSIBILITIES

Department: As Posted

Location: As required

CADRE: MINISTERIAL

Designation/Job Position: **Desk Officer**

1. Assist DGM/AGM/GM in smooth functioning of the office in day-to-day affairs.
 2. Take appropriate action on application received wrt plot allotments, and different type of property transactions, according to his powers or as directed.
 3. Assist DGM/AGM/GM in framing and giving shape to schemes to be floated as decided by higher mgt. & board meetings.
 4. Prepare notings etc as per directions by GM/DGM/AGM or as required.
 5. Assist in redressal of issues & complaint related to department concerned,
 6. Assist in all the computerization activities of the Department
 7. Implementing & following orders of Sr. Officers and Government orders from time to time.
 8. General office administration.
 9. To exercise the power the delegated by the management.
 10. Any other work assigned by the Sr. Officers.
 11. Discharge of duties as per delegation of power Order issued from time to time.
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DUTIES & RESPONSIBILITIES

PLANNING CADRE

POSTS

Planning Asstt.

Associate Town Planner

Town Planner

Sr. Town Planner

C.A.P.

DUTIES & RESPONSIBILITIES

Department: As Posted

Location: As required

CADRE: PLANNING

Designation/Job Position: **Planning Assistant/Archituture Asstt.**

1. Assist in processing of applications with respect to sanction & issue of building plans for all types of building such as residential, industrial, commercial & institutional.
 2. Assist in issue of completion & occupancy certificate for the applications received.
 3. Receipt & scrutiny of applications including maps/layouts & other documents for sanction/rejection of plan.
 4. Inspect site, prepare site report and compute processing fees and intimate to allottee in case of applications for issue of completion certificate.
 5. Ensure deposition of compounding fees, prepare completion certificate and ensure dispatch of certificates to allottees.
 6. Assist in preparation of masterplan and revision of the same from time to time.
 7. Assist in preparation of detailed sector plans for various land uses
 8. Assist in infrastructure planning of the sectors including roads, bridges, power, telecom, sewerage, drainage etc and Banks, Post offices , community halls, petrol pumps etc
 9. Comply to instruction by the deptt. head, prepare & compile information for reporting as & when desired by the management.
 10. Computerzation of all drawing and office automotion.
 11. Any other works assigned by the Sr. Officer
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DUTIES & RESPONSIBILITIES

Department: As Posted

Location: As required

CADRE: PLANNING

Designation/Job Position: **Associate Town Planner/Associate Architect**

1. Ensure processing of applications with respect to sanction of building plans for all types of building such as residential, industrial, commercial & institutional in a efficient manner
 2. Issue of completion & occupancy certificate for the applications received.
 3. Ensure adherence to building bye laws for the ongoing constructions, and for those which have been completed.
 4. Assist in preparation of masterplan and revision of the same from time to time.
 5. Assist in preparation of detailed sector plans for various land uses
 6. Assist in infrastructure planning of the sectors including roads, bridges, power, telecom, sewerage, drainage etc and Banks, Post offices , community halls, petrol pumps etc.
 7. Evaluation of projects prepared by the consultants.
 8. Assist in preparation of all types design of the town as a whole and for particular area sectors.
 9. Assist in preparation pf project financing proposals.
 10. Comply to suitable instruction by the deptt. head, prepare & compile information for reporting as & when desired by the management.
 11. Computerzation of all drawing and office automotion.
 12. Any other works assigned by the Sr. Officer
 13. Discharge of duties as per delegation of power Order issued from time to time.
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DUTIES & RESPONSIBILITIES

Department: As Posted

Location: As required

CADRE: PLANNING

Designation/Job Position: **Town Planner/Architect**

1. Ensure processing of applications with respect to sanction of building plans for all types of building such as residential, industrial, commercial & institutional in a efficient manner
 2. Issue of completion & occupancy certificate for the applications received.
 3. Ensure adherence to building bye laws for the ongoing constructions, and for those which have been completed.
 4. Assist in preparation of masterplan and revision of the same from time to time.
 5. Assist in preparation of detailed sector plans for various land uses
 6. Assist in infrastructure planning of the sectors including roads, bridges, power, telecom, sewerage, drainage etc and Banks, Post offices , community halls, petrol pumps etc.
 7. Evaluation of projects prepared by the consultants.
 8. Preparation pf project financing proposals.
 9. Assist in preparation of all types of design of the town as a whole and for particular area sectors.
 10. Comply to instruction by the deptt. head, prepare & compile information for reporting as & when desired by the management
 11. Computerzation of all drawing and office automotion.
 12. Any other works assigned by the Sr. Officer
 13. Discharge of duties as per delegation of power Order issued from time to time.
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DUTIES & RESPONSIBILITIES

Department: As Posted

Location: As required

CADRE: PLANNING

Designation/Job Position: **Chief Architect Planner**

1. Preparation of masterplan and revision of the same from time to time.
 2. Preparation of annual action plans and quarterly action plans.
 3. Coordination with Land record for matters relating to Land acquisition and superimposition of sajra maps on masterplan/sector layouts and with consultants preparing the same.
 4. Preparation of detailed sector plans, internal plotting of sectors, for various land uses and coordinating with marketing deptt for sale of the properties.
 5. Infrastructure planning of the sectors including roads, bridges, power, telecom, sewerage, drainage etc and Banks, Post offices , community halls, petrol pumps etc.
 6. Evaluation of projects prepared by the consultants.
 7. Preparation pf project financing proposals.
 8. Preparation of all types of design of the town as a whole and for particular area sectors.
 9. Ensure necessary steps for preserving the the character and nature of the city as per the master plan, urban laws.
 10. Standardisation of urban laws, preparation of amended building regulations, framing of directions U/S 8& 9 and coordinating with legal cell for framing of laws.
 11. Advising on specific issues regarding permissible ground coverage, FAR, height restrictions etc for sites of various land uses.
 12. Computerzation of all drawing and office automotion.
 13. Any other works assigned by the ACEO, CEO and Chairman
 14. Discharge of duties as per delegation of power Order issued from time to time.
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DUTIES & RESPONSIBILITIES

ARCHITECTURAL CADRE*

POSTS

Architecture Assistant

Associate Architect

Architect

Sr. Architect

C.A.P

OTHER POSTS

Blue Printer

Modeler

Draftsman

Head Draftsman

DUTIES & RESPONSIBILITIES	
Department: As posted	Location: As required
Department: Architecture	Designation/Job Position: Blue Printer & Modeller
 Blue Printer: <ol style="list-style-type: none">1. Operate the blue print machine and take out copies of the plans , drawing etc as & when required.2. Ensure proper maintenance of the machine and report for service whenever required in a prompt manner.3. Comply to instructions as desired by the office. Modeller: <ol style="list-style-type: none">1. Prepare miniature models of the building plan/layout.2. Comply to instructions as desired by the office.	

DUTIES & RESPONSIBILITIES	
Department: As posted	Location: As required
Department: Architecture/Project/Mtce	Designation/Job Position: Draughtsman & Head Draughtsman
Draughtsman: <ol style="list-style-type: none">1. Checking of submitted plans prior to sanction and approval.2. Visiting the site for verification of facts submitted in plan.3. Drawing of plans as per specification required by the office.4. Fill details in the certificates (occupancy, completion etc) and put forward for further approval.5. Carry out instructions and compile information as desired by the office. Head Draughtsman: <ol style="list-style-type: none">1. Checking of submitted plans prior to sanction and approval.2. Visiting the site for verification of facts submitted in plan.3. Drawing of plans as per specification required by the office.4. Assist in preparation and issue of the certificates (occupancy, completion etc) and put forward for further approval.5. Carry out instructions and compile information as desired by the office.6. Prepare financial project estimates and assist in Tender related activities.	

DUTIES & RESPONSIBILITIES

LAND RECORD CADRE*

POSTS

Lekhpal

Supervisor Kanoongo

Naib-Tehsildar

Tehsildar

S.D.M.

DUTIES & RESPONSIBILITIES	
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Department: Land Record	Location: Any of NOIDA office
CADRE: LAND RECORD	Designation/Job Position: S.D.M./Revenue Officer

1. To supervise the works of Land Department.
 2. To examine the proposals for Land Acquisition.
 3. To pursue the pending Land Acquisition proposals at Board of Revenue/Shasan level.
 4. To coordinate & organize the anti-encroachment drive.
 5. To examine the proposals for village development sent by Civil Construction Division.
 6. To examine and get approved the proposal for allotment of 5% Abadi Land as decided in 92nd Board Meeting dated 07.01.1998
 7. To examine and get financial approval in the L A R cases put up by concerned officer.
 8. Disposal of references received from various deptt. i.e. D.M./Commission/Board of Revenue/ Government/Various Commission etc.
 9. To supervise the works of department other than Land department as assigned by Chairman/Chief Executive Officer.
 10. Miscellaneous works assigned by higher officers.
 11. Discharge of duties as per delegation of power Order issued from time to time.
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DUTIES & RESPONSIBILITIES	
Department: Land Record	Location: Any of NOIDA office
CADRE: LAND RECORD	Designation/Job Position: Tehsildar
<ol style="list-style-type: none">1. To supervise the works of Lekhpal, Supervisor Kanoongo and Naib Tehsildar.2. To examine the proposal for Land Acquisition.3. To pursue the pending Land Acquisition proposals at District/Board of Revenue/Shasan level.4. To participate in anti-encroachment drive.5. To examine and get approved the proposal for allotment of 5% Abadi Land as decided in 92nd Board Meeting dated 07.01.19986. To get prepared the narratives in the cases/writs/S L Ps pending in civil court/High court/Superme court.7. To examine the proposals for village development sent by Civil Construction Division.8. To examine the reports put up by Naib Tehsildar in L A R cases.9. To examine the files of residential plots belonging to villagers sent by Residential Plot Deptt.10. Disposal of references received from various deptt. i.e. D.M./Commissioner/Board of Revenue/Government/Various Commissions etc.11. Miscellaneous works assigned by higher officers.	

DUTIES & RESPONSIBILITIES	
Department: Land Record	Location: Any of NOIDA office
CADRE: LAND RECORD	Designation/Job Position: Naib Tehsildar
<ol style="list-style-type: none">1. To supervise the works of Lekhpal and Supervisor Kanoongo.2. To examine the proposal for Land Acquisition.3. To pursue the pending Land Acquisition proposals at District/Board of Revenue/Shasan level.4. To examine and get approved the proposal for allotment of 5% Abadi Land as decided in 92nd Board Meeting dated 07.01.19985. To participate in anti-encroachment drive.6. To get prepared the narratives in the cases/writs/S L Ps pending in civil court/High court/Superme court.7. To examine the proposals for village development sent by Civil Construction Division.8. To examine the L A R cases put by Asst. Law Officer.9. To examine the files of residential plots belonging to villagers sent by Residential Plot Deptt.10. Disposal of references received from various deptt. i.e. D.M./Commissioner/Board of Revenue/Government/Various Commissions etc.11. Miscellaneous works assigned by higher officers.	

DUTIES & RESPONSIBILITIES	
Department: Land Record	Location: Any of NOIDA office
CADRE: LAND RECORD	Designation/Job Position: Supervisor Kanoongo
<ol style="list-style-type: none"> 1. To supervise the works of Lekhpals. 2. To get prepared the proposal for Land Acquisition by Lekhpals. 3. To pursue the pending Land Acquisition proposals. 4. To participate in anti-encroachment drive. 5. To examine and get approved the proposal for allotment of 5% Abadi Land as decided in 92nd Board Meeting dated 07.01.1998 6. To prepare the narratives in the cases/writs/S L Ps pending in civil court/High court/Superme court. 7. To examine the proposals for village development sent by Civil Construction Division. 8. Miscellaneous works assigned by higher officers. 	

DUTIES & RESPONSIBILITIES	
Department: Land Record	Location: Any of NOIDA office
CADRE: LAND RECORD	Designation/Job Position: Lekhpal
<ol style="list-style-type: none">1. To maintained the record of the Acquired/Notified Land of the villages notified in Noida.2. To prepare the proposal for Land Acquisition by Lekhpals.3. To pursue the pending Land Acquisition proposals.4. To participate in anti-encroachment drive.5. To examine and get approved the proposal for allotment of 5% Abadi Land as decided in 92nd Board Meeting dated 07.01.19986. To prepare the narratives in the cases/writs/S L Ps pending in civil court/High court/Superme court.7. To examine the proposals for village development sent by Civil Construction Division.8. Miscellaneous works assigned by higher officers.	

DUTIES & RESPONSIBILITIES

SECRETARIAL CADRE

POSTS

Stenographer

Personal Asstt.

Sr. P.A.

Personal Secretary

Staff Officer

Chief Staff Officer

DUTIES & RESPONSIBILITIES	
Department: Stores	Location: As posted
Cadre: Stores	Designation/Job Position: Stenographer/Personal Asstt.
Stenographer <ol style="list-style-type: none">1. Take dictation from designated Officer enter in computer & take printouts of the same.2. Carry out miscellaneous jobs like correspondences, drafting & preparing note sheets on guidelines.3. Assist and carry out any other secretarial work as desired by the Officer.4. To provide information, statement of materials in the stores as required by the divisional heads/management from time to time.5. Any other work assigned by the Sr. Officer Personal Assistant <ol style="list-style-type: none">1. Take dictation from designated Officer enter in computer & take printouts of the same.2. Carry out miscellaneous jobs like correspondences, drafting & preparing note sheets on guidelines.3. Assist and carry out any other secretarial work as desired by the Officer.4. To provide information, statement of materials in the stores as required by the divisional heads/management from time to time.5. Any other work assigned by the Sr. Officer	

DUTIES & RESPONSIBILITIES

Department: Stores

Location: As posted

Cadre: Stores

Designation/Job Position: **Personal Secretary/Staff Officer/Sr. Staff Officer**

1. Take dictation from designated Officer enter in computer & take printouts of the same.
 2. Carry out miscellaneous jobs like correspondences, drafting & preparing note sheets on guidelines.
 3. Assist and carry out any other secretarial work as desired by the Officer.
 4. To provide information, as required by the divisional heads/management from time to time.
 5. Any other work assigned by the Sr. Officers.
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DUTIES & RESPONSIBILITIES

STORES CADRE

Store Munshi

Asstt. Store Keeper

Store Keeper./Junior Purchase Assistant

Senior Store Keeper/Purchase Assistant

Assistant Store Purchase Officer

Store Purchase Officer

DUTIES & RESPONSIBILITIES	
Department: Stores	Location: As posted
CADRE: STORES	Designation/Job Position: Store Munshi
<ol style="list-style-type: none">1. Take receipt of incoming materials.2. Physical counting of materials at the time of receipt and issue.3. Assist the store keeper and superiors in proper storage of materials in the stores.	

DUTIES & RESPONSIBILITIES

Department: Stores

Location: As posted

CADRE: STORES

Designation/Job Position: **Junior Purchase Assistant ,Purchase Assistant**

1. To assist in procurement of items of the store from time to time or on priority basis.
 2. Receive requisition/indent, put up note for Administrative approval according to the valuation.
 3. Prepare estimates based on past record and current marked rates obtained through quotation from approved govt. agency or open market.
 4. Put up proposal based on competitive quotations for administrative approval.
 5. Issue purchase order in favour of vendor for supply of material and follow up.
 6. Ensure receipt of materials ordered and inspection of the same & storage at the stores.
 7. Issue of materials to the indenter.
 8. Do the necessary formalities to process the bill for payment to the vendor as per terms and conditions.
 9. Maintain the materials in the stores so as to facilitate issue and receipts. Responsible for the overall house keeping of the stores.
 10. To provide information, statement of materials in the stores as required by the divisional heads/mamangement from time to time.
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DUTIES & RESPONSIBILITIES

Department: Stores

Location: As posted

CADRE: STORES

Designation/Job Position: **Assistant Store keeper & Store Keeper**

1. To assist the store keeper in the daily receipt & dispatch of materials.
 2. To receive all types of materials i.e PVC, C.I, G.I, M.S, Electrical and Mechanical tools, sewerage and water supply maintenance materials or any other material as required.
 3. To get the incoming materials inspected by the competent authority.
 4. Entry of the materials in the stock register after inspection of the material by the competent authority.
 5. Issue of material to different to different sites, sectors through proper indents duly approved by the concerned JE/APE and entry of issued materials in the stock register.
 6. To assist or bring the materials from central stores as required by the division, department and maintain the entries in stock register.
 7. Receipt of returned, old and unserviceable materials from the sites and maintenance of the records in stock register.
 8. Maintain the materials in the stores so as to facilitate issue and receipts. Responsible for the overall house keeping of the stores.
 9. To provide information, statement of materials in the stores as required by the divisional heads from time to time.
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DUTIES & RESPONSIBILITIES

Department: Stores

Location: As posted

CADRE: STORES

Designation/Job Position: **Senior Store keeper**

1. To assist the Assistant Store Purchase Officer in the daily receipt & dispatch of materials.
 2. Responsible for all the materials in terms of quantity, quality and upkeep.
 3. To receive all types of materials i.e PVC, C.I, G.I, M.S, Electrical and Mechanical tools, sewerage and water supply maintenance materials or any other material as required.
 4. To get the incoming materials inspected by the competent authority.
 5. Entry of the materials in the stock register after inspection of the material by the competent authority.
 6. Issue of material to different to different sites, sectors through proper indents duly approved by the concerned JE/APE and entry of issued materials in the stock register.
 7. To assist or bring the materials from central stores as required by the division, department and maintain the entries in stock register.
 8. Receipt of returned, old and unserviceable materials from the sites and maintenance of the records in stock register.
 9. Maintain the materials in the stores so as to facilitate issue and receipts. Responsible for the overall house keeping of the stores.
 10. To provide information, statement of materials in the stores as required by the divisional heads from time to time.
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DUTIES & RESPONSIBILITIES	
Department: Stores	Location: As posted
CADRE: STORES	Designation/Job Position: Assistant Store Purchase Officer/Store Purchase Officer
 Assistant Store Purchase Officer <ol style="list-style-type: none">1. Assist Store Purchase officer in proper functioning of store so as to ensure constant availability of materials and prompt issue.2. To ensure that the items in the materials are stocked in safe manner and guarded properly.3. To oversee and monitor procurement of materials in a fare manner as mentioned in government procedure.4. To call for tenders, formation of committee etc as & when required.5. Scrutiny and forward proposals for further administrative approval as required.6. To provide information, statement of materials in the stores as required by the divisional heads from time to time. Store Purchase Officer <ol style="list-style-type: none">1. Proper functioning of store so as to ensure constant availability of materials and prompt issue.2. To ensure that the items in the materials are stocked in safe manner and guarded properly.3. To oversee and monitor procurement of materials in a fare manner as mentioned in government procedure.4. To call for tenders, formation of committee etc as & when required.5. Scrutiny and forward proposals for further administrative approval as required.6. To provide information, statement of materials in the stores as required by the divisional heads from time to time.	

DUTIES & RESPONSIBILITIES	
Department: FINANCE AND ACCOUNTS/AS POSTED	Location: Any of NOIDA office
CADRE: ACCOUNTS	Designation/Job Position: Financial Adviser
<ol style="list-style-type: none"> 1. Overall supervision and execution of Finance Management and accounting Functions. 2. Work allocation to all the Sr. Finance Accts Officers and Account Officers. 3. To supervise Costing of properties and schemes to be floated. 4. Supervisory function for all collection of funds at estate management and industrial development. 5. Supervise all payroll accounting activities to ensure timely distribution of salaries. 6. Supervise all project accounting activities. 7. Supervise all activities related to central accounts like compilation of monthly trial balances, annual accounts, balance sheets etc. 8. Inspect & supervise reconciliation of accounts 9. To supervise Computerisation of accounts including necessary data creation and generation of accounts related MIS 10. Annual inspection and reporting to Chairman and copy to ACEO & CEO 11. Financial advice as desired by ACEO, CEO and Chairman in account and financial matters. 	

DUTIES & RESPONSIBILITIES	
Department: FINANCE AND ACCOUNTS/AS POSTED	Location: Any of NOIDA office
CADRE: ACCOUNTS	Designation/Job Position: Chief Financial & Accounts Officer
<ol style="list-style-type: none"> 1. To check Costing of properties and scheme to be floated. 2. Preparation of departmentwise and overall budgets and budgets allocations of NOIDA. 3. Cash flow management of all fund requirements. 4. Cooradination with banks, agencies for planned investments and parking of funds. 5. Supervisory function for all collection of funds at estate management and industrial development 6. Supervise all payroll accounting activities to ensure timely distribution of salaries. 7. Supervise all project accounting activities 8. Supervise all activities related to central accounts like compilation of monthly trial balances, annual income and reconciliation of accounts 9. Inspect & supervise reconciliation of accounts. 10. To check computerise of accounts including necessary data creation and generation of accounts related MIS 11. To advise as desired by senior Officers in accounts and financial matters. 	

DUTIES & RESPONSIBILITIES

Police CADRE

Constable

Head Constable

Sub Inspector

Police Inspector

Deputy Supdt. of Police

DUTIES & RESPONSIBILITIES	
Department: Police	Location: As posted
CADRE: Police	Designation/Job Position: Police Personnels
<ol style="list-style-type: none">1. Ensuring the security/safety of the property of the Noida Authority.2. Accompanying the enforcement squad during Anti- Encroachment drives.3. Coordinating the district police for additional force as required from time to time for effective discharge of police functions.4. Any other duties assigned by the higher authorities.	

DUTIES & RESPONSIBILITIES	
Department: General Administration	Location: As posted
CADRE: General Administration	Designation/Job Position: Manager (Estate)
<ol style="list-style-type: none">1. Assist AGM(Estate) in smooth functioning of the office.2. Take appropriate action on dak & files received in office.3. Prepare notings etc. as per directions of AGM(Estate) or as required.4. Assist in redressal of issues & complaints related to the deptt.5. Assist in all computerisation activities of the deptt.6. Implementing & following orders of Sr.Officers and Government Orders from time to time.7. General office administration.8. Discharge of duties as per delegation of powers orders issued from time to time.9. Any other work assigned by the Sr.Officers.	
