K-43011/17/2025-SEZ (ADMIN.)
Government of India
Ministry of Commerce & Industry
Department of Commerce
SEZ (Admin) Section

Vanijya Bhawan, New Delhi Dated the \8 March., 2025

OFFICE MEMORANDUM

Subject: Filling up the post of Joint Development Commissioner in Noida-SEZ on deputation basis - regarding.

The undersigned is directed to state that it is proposed to fill up the following post on deputation basis under the Department of Commerce, the details of which is as follows:-

SI. No	Name of the post 8	Name of SEZ	Location of the post		
1.	Joint Development ((JDC) in pay level 1 CPC matrix		Noida-SEZ	Noida	01

- 2. Job requirements, experience, and qualifications required for the post are indicated in **Annexure-I**.
- 3. It is requested that duly completed applications of eligible and willing officers, who could be relieved in the event of selection, may be forwarded in the prescribed format (Annexure-II) along with following documents to "The Under Secretary (SEZ), Room No. 317, 3rd Floor, Department of Commerce, Vanijya Bhawan, New Delhi-110001", within a period of 45 days from date of publication of this advertisement in the Employment News:-
 - Complete and up-to-date Confidential Reports for the last five years in original or photocopy thereof duly attested by an officer not below the rank of an Under Secretary to the Government of India;
 - 2. Vigilance Clearance; and
 - 3. Cadre Clearance.
- 4. Applications not received in the prescribed format or received after the last date or without confidential reports and other relevant documents or found incomplete will not be considered.
- of deputation shall ordinarily not exceed 04 years. The terms and conditions of the deputation will be governed as per the instructions issued by Department of Personnel & Training's vide O.M. No. 6/8/2009-Estt. (Pay-II) dated 17th June, 2010 as amended from time to time. Any further information,

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including extension in the last date of receipt of application etc. will be notified through the webpage "http://sezindia.gov.in" and on the website of the respective jurisdictional SEZ.

(Sumit Kumar Sachan) Under Secretary to the Government of India Tel:-011-23039829

E-mail: sumit.sachan@gov.in

Encl: As above.

To,

1. All Ministries/Departments of Govt. of India, New Delhi.

2. Chief Secretaries of State Governments and Union Territories.

3. All attached/subordinate offices under the Ministry of Commerce & Industry, Department of Commerce.

4. Development Commissioner of all SEZs.

- 5. NIC, DOP&T and Communication Cell, Department of Commerce for uploading the O.M. on their websites.
- 6. All Sections/Officers in the Department of Commerce.
- 7. E-hrms2.0 portal.
- 8. Guard File.

Essential and desirable qualifications, experience etc. in respect of the post.

Name of the Post & Joint Development Commissioner (JDC), Noida-SEZ, Noida Grade Pay / Pay Level & Pay Level-12 as per 7th CPC matrix

A. Essential Conditions:

Officers from Central Governments Services including all India Services (AIS) and organized Group 'A' Services, State Government Officers/ Officers of Union Territories/ PSUs/ Autonomous bodies/ Statutory bodies,

- (i) holding analogous post on regular basis; or
- (ii) with 5 years of service in the post having Pay Level -11 as per the 7th CPC Pay matrix.

B. Desirable Condition:

Possessing experience in industrial development, foreign trade, estate development and administration.

Note:

- (i) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ Department of the Central Government shall not exceed (04) four years.
- (ii) The maximum age limit for appointment by transfer on deputation shall be not exceeding 56 years as on the closing date of receipt of application.

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APPLICATION FORM

1	 Post Applied For 	d .
	Location of the Post	
2	i. Name (in BLOCK	
	LETTERS)	
	ii. Gender	
3	Name of Office & address	
4	Date of Birth	
5	Date of superannuation	
	under Central/State Govt.	
	Rules	
6	Residential Address:	
-	i. Present address	
		a control of the cont
	ii. Permanent Address	
7	a. Name of the post held	
	b. Pay level of the present	
	post held in pay matrix (as	· ·
	per 7 th CPC)	
	c. In case of pay scale not	
	belonging to central	
	government pay	
	structure, the equivalent pay	Ţ.
	level in Central Government	a.
	(as per 7 th CPC)	
	d. Whether the present post	Deputation / Ad-hoc / Regular
	is held on deputation/ad-	
	hoc/Regular basis (strike out	-
	the one which is	
	not applicable)	
	e. Date of appointment to the	
	present post	
8	If the present post is on	2
	Deputation/ad-hoc basis,	v.
	name of substantive Post	
	held on regular basis and	
	Level of pay of the regular	
	post in the Pay Matrix (as	
	per 7 th CPC)	*
	Date from which the post is	
	held on regular basis	,
9	Date of return from last	
	appointment on deputation	
	(Completion of Cooling off	
	period of 03 years is	
	essential)	

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11	Whether essential qualifications required for the post are fulfilled. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the details of the same) Qualifications/Ex Educational qualifications of		perienc	e pos	ssessed	by the officer
12	the applicant (Separate sheet may be enclosed, if required) Desirable qualifications					
10	(Separate sheet may be enclosed, if required)					
13		nological order (enclose a separate sheet, duly re, if the space below is not sufficient)				
S. No.	Name of the Office/ Organization	Post held	From	То	Scale of pay and basic pay	Nature of duties
1	2	3	4	5	6	7
14	Additional details	about			,	
	present Employment Please state whether working under Central Government/State Government/Autonomous Organization/Government Undertaking/ University					
15	Details of experient industrial development administration		8			
16	Whether worked in a	•				
17	Whether worked in a earlier. If so, details th (a) Post held (b) Name of SEZ & Lo (c) Period of posting		8			
18	Additional information, if any, which you would like to mention in support of your suitability for post. (Enclose a separate sheet, if the space is not sufficient).		æ			

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Declaration/Undertaking by the candidate

I hereby declare that the information provided in the application form are complete and true to the best of my knowledge and based on records.

Signature of the Candidate

Place:	Address for Communication	
Date:	Phone No.(office)	• ,
	Mobile No.	
	E-mail address	

Certificate

(To be given by the Head of the Department)

- 1. Certified that the particulars furnished above have been verified and found to be correct.
- 2. It is also certified that no disciplinary/vigilance proceedings are either pending or contemplated against the officer. Integrity of the officer is also certified.

Signature of the Head of the Department (With rubber stamp)