

F.No.A-22011/3/2018-SEZ (ADMIN.)  
Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
(SEZ Admn. Section)

Udyog Bhawan, New Delhi  
Dated the 26 Oct., 2018

OFFICE MEMORANDUM

**Subject:- Filling up of posts of Deputy Development Commissioner (DDC) on deputation basis in Kandla & Madras Special Economic Zones (SEZs) under the Department of Commerce - regarding.**

The undersigned is directed to say that it is proposed to fill up the following vacant/anticipated vacancies of the post of Deputy Development Commissioners (DDCs) on deputation basis in Kandla & Madras Special Economic Zones (SEZs) under the Department of Commerce :-

Sl. No	Name of the Post	Name of SEZ	Name of private SEZ, if applicable, & likely location of the post	Pay Scale	No of posts
1	DDC	MEPZ SEZ	Zonal Office, MEPZ SEZ, Tamil Nadu.	PB-3 + GP : Rs.6600/-	1
2	DDC (anticipated)	KASEZ	Zonal Office, Kandla SEZ, Gujarat	PB-3 + GP : Rs.6600/-	1

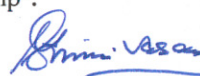
2. Job requirements, experience, and qualifications required for the posts are indicated in Annexure-I.

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) alongwith following documents to Shri G.Srinivasan, Under Secretary, Room No. 477-B, Department of Commerce & Industry, Udyog Bhawan, New Delhi-110107, within a period of 45 days from date of publication of this advertisement in the Employment News:-

- I. 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;
- II. Vigilance Clearance; and
- III. 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.

5. The appointment will be on transfer on deputation basis. The period of deputation shall ordinarily not exceed 3 years. The terms and conditions of the deputation will be governed as per the instructions issued by Department of Personal & Training's vide O. M. No.6/8/2009-Estt. (Pay-II) dated 17<sup>th</sup> June, 2010, as amended from time to time. Any further information, including extension in the last date of receipt of application etc, will be notified through the webpage "<http://sezindia.nic.in/cms/ministry-of-commerce-and-industry.php>".

  
(G.Srinivasan)

Under Secretary to the Government of India  
Tel: 23062496  
e-mail: [srinivasan.g@nic.in](mailto:srinivasan.g@nic.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 (DOC)
- ✓ 4. Development Commissioner of all SEZs.
- ✓ 5. Development Commissioner, MEPZ SEZ with the request to advertise the post in Employment News/Rozgar Samachar on priority basis.
- ✓ 6. NIC, DOP&T and Department of Commerce for uploading the O.M. on their websites.
- ✓ 7. All Sections/Officers in the Department of Commerce.
8. Guard File. / *copy to be uploaded on [www.sezindia.nic.in](http://www.sezindia.nic.in)*

## DEPUTY DEVELOPMENT COMMISSIONER

1	Name of Post	Deputy Development Commissioner in Special Economic Zones.
2	Number of Posts	1 each at MEPZ SEZ and Kandla SEZ
3	Pay Band & Grade Pay	Pay Band-3 (Rs. 15600-39100)+ Grade Pay Rs. 6,600/-
4	Method of recruitment & percentage of the vacancies to be filled by various methods	100% on Deputation.
5	In case of recruitment by promotion / deputation/ absorption, grades from which promotion / deputation / absorption to be made.	<p>Transfer on deputation only:  <u>Essential Conditions:</u></p> <ol style="list-style-type: none"> <li>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.'</li> <li>(i) Holding analogous post on regular basis; or (ii) with 5 years regular service in the post having Pay in Band-3 and Grade Pay of Rs. 5,400/-</li> <li>Processing experience in industrial development, foreign trade, Estate Development and Administration.</li> </ol> <p>Note:</p> <ol style="list-style-type: none"> <li>Period of deputation including period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other Organisation / Department of the Central Government shall not exceed (03) three years.</li> <li>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</li> <li>For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01.01.2006, the date from which the revised pay structure based on the 6<sup>th</sup> CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/ pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the posts(s) for which that grade pay/pay scale is the normal replacement grade without any up-gradation.</li> </ol>



APPLICATION FORM

Post Applied for (tick the relevant one) : DDC, MEPZ SEZ / DDC, KASEZ

Preference of Posting (in order of preference) : 1. \_\_\_\_\_

2. \_\_\_\_\_

1. Name and office address (in BLOCK LETTERS) :
2. Date of Birth
3. Date of superannuation under Central/State Govt. Rules :
4. Educational qualifications :

Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the details of the same)		
	Qualifications/ Experience	Qualification/ Experience possessed by the officer
Essential	1	
	2	
	3	
Desirable	1	
	2	
	3	

5. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :
6. Present basic pay & grade pay :
7. Post held on regular basis with scale of pay (revised) and date of appointment thereto on regular basis :
8. Permanent Post held with scale of pay (revised) and date of confirmation :
9. Details of Employment in chronological order, (enclose a separate sheet), duly authenticated by your signature, if the space below, is not sufficient :

S. No.	Name of the Office/Organisation	Post held	From	To	Scale of pay and basic pay	Nature of duties
1	2	3	4	5	6	7

10. Nature of present employment i.e. whether ad-hoc or temporary or permanent :

11. In case the present employment is held on deputation basis, please state

- a. Date of appointment to the present posts :
- b. Period of appointment on Deputation/Contract :
- c. Name of the Parent Office/Organization to which you belong. :

12. Additional details about present Employment :

Please state whether working under Central Government/State Government/Autonomous Organization/Government Undertaking/University

13. Additional information, if any, which you would like to mention in support of your suitability for posts. (enclose a separate sheet, if the space is not Sufficient). :
14. Whether belongs to SC/ST :

Signature of the Candidate

Place: Address for Communication :

Date:

Phone No (office)

Mobile No.:

e-mail address (compulsory):

**Certificate**

**(To be given by the Head of the Department)**

Certificate that the particulars furnished above have been verified and found to be correct.

It is also certified that no disciplinary/vigilance proceedings are either pending or contemplated against the officers. Integrity of the officer is also certified.

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