

No. K-43011(14)/1/2018-SEZ (ADMIN.)  
Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
(SEZ Admin Section)  
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Udyog Bhawan, New Delhi  
Dated the 27<sup>th</sup> July, 2018

**OFFICE MEMORANDUM**

Subject:- Filling of posts of Joint Development Commissioner (JDC) & Deputy Development Commissioner (DDC) on deputation basis in various Special Economic Zones (SEZs), under Department of Commerce - regarding.

The undersigned is directed to refer to this Department's O.M. of even number dated published through Employment News dated 2-8/6/2018, inviting applications for various posts in Special Economic Zones (copy attached) and to extend the last date for receipt of applications upto 7/8/2018 with the approval of the competent authority.



(G.Srinivasan)

Under Secretary to the Government of India

Tel: 23062496

e-mail: srinivasan.g@nic.in

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 Commissioners of all SEZs.
5. NIC, DOP&T for uploading the O.M. on their website.
6. NIC, Department of Commerce for uploading the O.M. on the website of D/o Commerce.
7. All Sections/Officers in the Department of Commerce.
8. Copy to [www.sezindia.nic.in](http://www.sezindia.nic.in)

Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
(SEZ Admin Section)

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Udyog Bhawan, New Delhi

Dated: 10<sup>th</sup> May, 2018**OFFICE MEMORANDUM**

Subject:- Filling up of posts of Joint Development Commissioner (JDC) & Deputy Development Commissioner (DDC) on deputation basis in various Special Economic Zones (SEZs), under Department of Commerce - regarding.

The undersigned is directed to say that it is proposed to fill up the following vacant posts of Joint Development Commissioner (JDC) in the level of pay corresponding to PB-3 + Grade Pay of Rs.7600/- (Pre-revised) and Deputy Development Commissioner (DDC) in the level of pay corresponding to PB-3 + Grade Pay of Rs.6600/- (Pre-revised) on deputation basis in the following Special Economic Zones (SEZs) under Department of Commerce:-

**A. Joint Development Commissioner (JDC) in the level of pay corresponding to PB-3 + Grade Pay of Rs. 7600/- (Pre-revised)**

Sl. No	Name of the SEZ	Location of the post	No of posts
1	Visakhapatnam SEZ	Visakhapatnam, Andhra Pradesh	1

**B. Deputy Development Commissioner (DDC) in the level of pay corresponding to PB-3 + Grade Pay of Rs. 6600/- (Pre-revised scale)**

Sl. No	Name of SEZ	Location of the post	No of posts
1	Falta SEZ, Falta	Falta/Kolkata, West Bengal	1
2	Visakhapatnam SEZ	Visakhapatnam, Andhra Pradesh	1
3	Noida SEZ	Noida, Uttar Pradesh	1

2. Essential and desirable qualifications, experience etc. in respect of 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, in the prescribed format (Annexure-II) along with following documents, may please be forwarded to Shri G.Srinivasan, Under Secretary, Department of Commerce, Room No. 477-B, Udyog Bhawan, New Delhi-110107, within a period of 45 days from date of publication of this advertisement in the Employment News:-



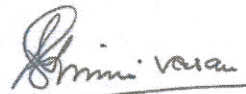
- I. Complete and up-to-date Confidential Reports for the last five years in original or photocopy thereof duly attested by an officer not below the rank of an Under Secretary to the Government of India;
- II. Vigilance Clearance; and
- III. Cadre Clearance.

4. Applications not received in the prescribed format or received after the last date for receipt of applications or without attested copies of APAR/Confidential reports and other relevant documents or otherwise found incomplete will not be considered.

5. The appointments will be on transfer on deputation basis. The period of deputation shall ordinarily not exceed 3 years in the case of DDC and 4 years in the case of JDC. The selected officer will have the option to draw either the pay in the Pay Band/scale/level in the Pay Matrix, as may be applicable, attached to the post or his/her present pay plus deputation (duty) allowance as per the relevant instructions. Terms and conditions of the deputation will be as per instructions contained in Department of Personal & Training O. M. No. 6/8/2009-Estt. (Pay-II) dated 17<sup>th</sup> June, 2010, as amended from time to time.

6. The website [www.sezindia.nic.in](http://www.sezindia.nic.in) may please be referred to for the Application Form.

Encl: As above



(G.Srinivasan)

Under Secretary to the Government of India

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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 Commissioners of all SEZs.
5. Development Commjssioner, Noida SEZ with the request to issue the advertisement through Employment News/Rozgar Samachar on priority basis on behalf of Department of Commerce (SEZ Division).
6. NIC, DOP&T for uploading the O.M. on their respective website.
7. NIC, Department of Commerce for uploading the O.M. on their respective website.
8. All Sections/Officers in the Department of Commerce.
9. Copy to [www.sezindia.nic.in](http://www.sezindia.nic.in)



**Essential and desirable qualifications, experience etc in respect of the posts**

Name of Post	Joint Development Commissioner
<b>Essential Conditions:</b>	
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 regular service in the post having Pay in Band-3 and Grade Pay of Rs. 6600/- (pre-revised) or in the corresponding Level of pay in the 7 <sup>th</sup> CPC Pay matrix.	
<b>Desirable condition:</b>	
Experience in industrial development, foreign trade, estate development and administration.	
<b>Note:</b>	
<ul style="list-style-type: none"> <li>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.</li> <li>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</li> <li>iii. For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01.01.2016, the date from which the revised pay structure based on the 7<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> </ul>	

Name of Post	Deputy Development Commissioner
<b>Essential Conditions:</b>	
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 regular service in the post having Pay in Band-3 and Grade Pay of Rs. 5,400/- (pre-revised) or in the corresponding Level of pay in the 7 <sup>th</sup> CPC Pay matrix,	
possessing experience in industrial development, foreign trade, estate development and administration.	
<b>Note:</b>	
<ul style="list-style-type: none"> <li>i. 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>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</li> <li>iii. For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01.01.2016, the date from which the revised pay structure based on the 7<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</li> </ul>	

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.



**APPLICATION FORM**

1	Post Applied for : _____					
2	Name (in <b>BLOCK LETTERS</b> ) _____					
3(i)	Name of parent office & address _____					
(ii)	Name of substantive post held in parent cadre: _____					
(iii)	Level of Pay in Pay matrix drawn in the substantive post: _____					
4	Date of Birth _____					
5	Date of superannuation under Central/State Govt. Rules _____					
6	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 possessed by the officer					
7	Educational qualifications _____					
8	Essential conditions: _____					
9	Desirable conditions: _____					
10	Details of Regular 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/ Organization	Post held	From	To	Scale of pay and basic pay	Nature of duties
1	2	3	4	5	6	7
11	In case the present employment is held on deputation basis, please state:-					
	a. Date of appointment to the present post _____					
	b. Period of appointment on Deputation _____					
12	Additional details about present Employment Please state whether working under Central Government/State Government/Autonomous Organization/Government Undertaking/University					

13	Date of return from last appointment on deputation (Completion of Cooling off period of 3 years is essential)	
14	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).	
15	Whether belongs to SC/ST	

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. Certificate that the particulars furnished above have been verified and found to be correct.
2. Certified that the officer has completed the mandatory cooling off period.
3. The officer is clear from vigilance angle in terms of DOP&T O.M. 11012/11/2007-Estt(A) dated 14.12.2007 as amended from time to time. Integrity of the officer is also certified.

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