

ordinary & speed post

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Udyog Bhawan, New Delhi  
Dated 6<sup>th</sup> October 2015

**OFFICE MEMORANDUM**

Subject: - Filling up of one post of Joint Development Commissioner (JDC) in SEEPZ- Special Economic Zone (SEZ) under Department of Commerce on deputation basis -reg.

The undersigned is directed to say that it is proposed to fill up one post of Joint Development Commissioner in SEEPZ-SEZ under Department of Commerce. The category, job requirement, experience, qualifications required for the post and pay scale are indicated in Annexure-1.

2. It is requested that the application (in duplicate) of eligible and willing officers, who could be relieved in the event of selection, in the enclosed Performa (Annexure-II) along with the following documents may please be forwarded to Shri G.Srinivasan, Under Secretary, Room No. 477-B, Department of Commerce, Ministry of Commerce & Industry, Udyog Bhawan, New Delhi-110107 within 60 days of its publication in the Employment News.

- i. Complete and up-to-date Confidential Reports for the last five years in original or attested Photocopy thereof by an officer not below the rank of Under Secretary to the Government of India.
- ii. Vigilance Clearance.

3. Applications not received in the prescribed format or received after the last date or without confidential reports and other relevant documents or otherwise found incomplete will not be considered.

4. The appointment will be on deputation basis. The period of deputation shall ordinarily not exceed 4 years. The selected officer will have the option to draw his/her grade pay plus deputation (duty) allowance, in accordance with Department of Personnel & Training's O.M. No. 6/8/2009-Estt. (Pay-II) dated 17<sup>th</sup> June, 2010.

**Encl: As above**

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8/10/15  
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(G.Srinivasan)

Under Secretary to the Government of India

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To

1. All Ministries/Department of Govt. of India New Delhi.
2. Chief Secretaries of State Government and Union Territories.
3. All attached/subordinate offices under the Ministry of Commerce & Industry (DOC).
4. Development Commissioner, SEEPZ-SEZ with reference to their letter No. SEEPZ-SEZ/Admn/JDC/411/2014-15 dated 27.04.2015 for information.
5. Development Commissioners of all SEZs.
6. Development Commissioner, Noida - SEZ, Noida with the request to advertise the post in the Employment News/Rozgar Samachar on urgent basis.
7. NIC, DoPT & Department of Commerce for uploading the O.M. on their respective websites.
8. All Sections/Officers in the Ministry of Commerce.
9. Guard File.

**JOINT DEVELOPMENT COMMISSIONER**

1	Name of Post	Joint Development Commissioner
2	Number of Posts	01
3	Pay Band & Grade Pay/Pay Scale	Pay Band-3 (Rs. 15600-39100)+ Grade Pay Rs. 7,600/-
4	Eligibility	<p>Essential Conditions:</p> <p>Officers from Central Governments Services including all India Services (AIS) and organised Group 'A' Services, State Government Officers/Officers of Union Territories/ PSUs/Autonomous bodies/Statutory bodies.'</p> <p>(a) (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/-</p> <p>Desirable condition Processing experience in industrial development, foreign trade, estate development and administration.</p> <p>Note:</p> <p>(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.</p> <p>(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</p> <p>(iii) 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.</p>

**BIO-DATA**

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 authority for the same		
	Qualifications/Experience	Qualifications/Experience possessed by the officer
Essential	1	
	2	
	3	
Desired	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 :

**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)