

F.No.A.4/13/2014-SEZ
Government of India
Ministry of Commerce & Industry
Department of Commerce
(SEZ Section)

Udyog Bhawan, New Delhi
Dated the 2nd June, 2015

OFFICE MEMORANDUM

Subject:- Filling up of posts of Deputy Development Commissioner (DDC) Pay Band-3 (Rs. 15600-39100)+ Grade Pay of Rs. 6,600/-) on deputation basis in Falta SEZ, Madras SEZ & Kandla SEZ under the Department of Commerce-reg.

The undersigned is directed to say that it is proposed to fill up three (03) posts of Deputy Development Commissioner in Falta- SEZ Kolkata, Madras- SEZ Chennai & Kandla SEZ, Kandla under the Department of Commerce. The category and number of posts, job requirements, experience, and qualifications required for the posts are indicated in Annexure-I.


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 Proforma (Annexure-II) alongwith the following documents may please be forwarded to Shri S.S.Kumar, Under Secretary, Room No. 477-B, Department of Commerce & Industry, Udyog Bhawan, New Delhi-110107, within a period of 60 days from date of publication in the Employment News.

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

3. Application 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 transfer on deputation basis. The period of deputation shall ordinarily not exceed 3 years. The selected officer will have the option to draw his/her grade pay plus deputation (duty) allowance with Department of Personal & Training's O. M. No. 6/8/2009-Estt. (Pay-II) dated 17th June, 2010.

Encl: As above


26/6/2015
(S.S. Kumar)

Under Secretary to the Government of India
Tel: 011-23062496
E-mail: kumar.ss@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 Commissioner of all SEZs.
5. Development Commissioner, Noida 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.

DEPUTY DEVELOPMENT COMMISSIONER

1	Name of Post	Deputy Development Commissioner
2	Number of Posts	03(Three) Falta SEZ - 1 Madras SEZ - 1 Kandla SEZ - 1
3	Classification	Not-applicable
4	Pay Band & Grade Pay/Pay Scale	Pay Band-3 (Rs. 15600-39100)+ Grade Pay Rs. 6,600/-
5	Whether Selection post or non-selection post	Not-Applicable
6	Age limit for direct recruits	Not-Applicable
7	Educations & other qualifications required for direct recruits	Not-Applicable
8	Whether age & educational qualifications prescribed for direct recruits will apply in the case of promotes	Not-Applicable
9	Period of probation, if any	Not-Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption & percentage of the vacancies to be filled by various methods	Deputation
11	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation absorption to be made.	<p>Transfer on deputation: Essential Conditions:</p> <p>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.'</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>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>

		(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 th 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.
12	If a Departmental Promotion Committee exists what is its composition	Not-Applicable
13	Circumstances in which Union Public Service Commission to be consulted in making recruitment	Consultation with Union Public Service Commission is not necessary.

BIO-DATA

Post Applied for :

Preference of Posting (in order of preference) :

1. _____

2. _____

3. _____

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)