

No. A.4/13/2010-SEZ
Government of India
Ministry of Commerce & Industry
Department of Commerce
(SEZ Division)

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

OFFICE MEMORANDUM

Subject:- Filling up of posts of Deputy Development Commissioners (DDC) in SEZ clusters at Gurgaon, Haryana on absorption basis-reg.

The undersigned is directed to say that it is proposed to fill up one post of Deputy Development Commissioner in Special Economic Zone clusters at Gurgaon, Haryana under Department of Commerce.


2. It is requested that the application (in duplicate) of eligible and willing officers from among the persons working as Assistant Development Commissioner with 08 years regular service or Deputy Development Commissioner on deputation in Special Economic Zones (the applicant must have adequate experience in the field of industrial development or foreign trade) who could be relieved in the event of selection, in the enclosed Proforma (Annexure-II) along with the following documents may please be forwarded to Shri S.S. Kumar, Under Secretary, Room No. 477-B, Department of Commerce, Ministry of Commerce & Industry, Udyog Bhawan, New Delhi-110107 **latest by 16th February, 2015.**

- 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 transfer on absorption basis and the applicant will not have any claim for further promotion.

Encl: As above


27/2/2015
(S.S. Kumar)

Under Secretary to the Government of India

To,
Zonal Development Commissioners of all SEZs.

BIO – DATA

1. Name and office address (in BLOCK LETTERS) :
2. Date of Birth :
3. Date of retirement under Central/State Govt. Rules :
4. Educational qualifications :
5. Experience :
6. Please State clearly whether in the light of entries made by you above, you meet the requirement of the post. :
7. Present basic pay :
8. Post held on regular basis with scale of pay (revised) and date of appointment thereto on regular basis. :
9. Permanent Post held with scale of pay (revised) and date of confirmation :
10. 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

11. 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).

Signature of the candidate

Phone (O) :

(M) :

Place :

Address

Date :

Certificate

(To be given by the Head of the Department)

Certified 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 officer. Integrity of the officer is also certified.

Signature of the Head of the Department

(with rubber stamp)