

No. A-4/1/2006-SEZ
Government of India
Ministry of Commerce & Industry
Department of Commerce
(SEZ Section)

Udyog Bhawan, New Delhi – 107.
Dated the 24th June, 2011

OFFICE MEMORANDUM

Subject: - Filling up of two posts of Deputy Development Commissioner in the Office of the Development Commissioner, Falta Special Economic Zone, Kolkata on Deputation basis – Reg.

The undersigned is directed to say that it is proposed to fill up two posts of Deputy Development Commissioner in the Office of the Development Commissioner Falta Special Economic Zone, Kolkata in the pre-revised Scale of Rs. 3000-100-3500-125-4500/-. The job requirements, experience and qualifications required for the post 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, may please be forwarded to this Ministry within **SIXTY DAYS FROM THE DATE OF ISSUE OF THIS LETTER** in the enclosed proforma (Annexure II) along with the following documents:-

- (i) Complete and up-to-date confidential reports for the last five years in original or attested Photostat copy thereof by an officer not below the rank of Under Secretary to the Govt. of India.
- (ii) Integrity Certificate
- (iii) Vigilance Clearance
- (iv) Details of vigilance clearance minor or major penalties imposed during the last 10 years. (If no penalties have been imposed, it should be stated).

3. Applications 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, in accordance with in accordance with Department of Personnel & Training O.M. No. 6/8/2009-Estt. dated 17.06.2010.


(Kabiraj Sabar)

Under Secretary to Govt. of India

To,

1. All Ministries /Department of Govt. of India New Delhi
2. All Sections in the Ministry Commerce
3. All attached/subordinate offices under the Ministry of Commerce & Industry(DOC)
4. Development Commissioner, Falta SEZ with the request that the vacancy circular may be advertise in the employment news by giving 60th days time from the date of issue of the letter. Thereafter all the applications received by the Falta SEZ may be forwarded to this Ministry.
5. Guard file/Main file
6. Notice Board/Departments Portal

ANNEXURE - I

JOB REQUIREMENTS, EXPERIENCE, QUALIFICATION FOR THE POST OF DEPUTY DEVELOPMENT COMMISSIONER IN THE OFFICE OF THE DC, FALTA SPECIAL ECONOMIC ZONE, KOLKATA.

1. Name of the post : Deputy Development Commissioner Falta Special Economic Zone, Kolkata.
 2. Scale of pay : Rs. 3000-4500/- (Pre-revised)
 3. Method of recruitment : Promotion/Transfer on deputation Officers under the Central/State Government
 - (a) (i) holding analogous posts on regular basis; or
(ii) with 5 years regular service in the pre revised scale Rs. 2200-4000 or equivalent or
(iii) with 8 years regular service in posts in the pre revised scale Rs. 2200-3500 or equivalent; and
 - (b) Possessing 3 years' experience in foreign trade or Industrial development.
 - (c) The Departmental Assistant Development Commissioner with 8 years' regular services in the grade will also be considered along with outsiders and in case he is selected for appointment to the post, same shall be deemed to have been filled by promotion.
- Note:** - The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding his appointment in the same or some other Organisation/Department of the Central Government shall not exceed three years. The maximum age limit for appointment by transfer on deputation shall be not exceeding 56 years as on the closing date of receipt of applications)
4. Job requirement :
 1. Scrutiny/ Approval of the projects/ proposal under the EOU/EPZ/SEZ Scheme.
 2. Policy, procedure and licensing work related to EOU/EPZ/SEZ units.
 3. Coordination with State Government Department relating to various issues concerning EOU/EPZ/SEZ units.
 4. General Administrative matters.

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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. Present basis pay :
6. Post held on regular basis with scale of pay (revised) and date of appointment thereto on regular basis. :
7. Permanent Post held with scale of pay (revised) and date of confirmation :
8. 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

9. Nature of present employment i.e. whether ad-hoc :
or temporary or permanent.
10. 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/contract :
 - (c) Name of the parent office/Organization to Which you belong. :
11. Additional details about present Employment :
Please state whether working under :
 - (a) Central Government :
 - (b) State Government :
 - (c) Autonomous Organisation :
 - (d) Government Undertakings :

- (e) University :
12. 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).
13. Whether belong to SC/ST :

Signature of the candidate

Place: : Address

Date: : Phone (O)
: (M)

(Counter signed)
(Employer)