

No. A- 5/1/2011-SEZ
Government of India
Ministry of Commerce & Industry
Department of Commerce
(SEZ Section)

Udyog Bhawan, New Delhi
Dated: 26th May, 2011

OFFICE MEMORANDUM

Subject: -Filling up of one post of Deputy Development Commissioner on Deputation basis in the Office of the Development Commissioner, Noida Special Economic Zone, Noida – reg.

The undersigned is directed to say that it is proposed to fill up one post of Deputy Development Commissioner in the Office of the Development Commissioner, Noida Special Economic Zone, Noida in the Pre-revised Scale of Rs. 3000-100-3500-125-4500/- (revised pay scale of Rs. 15600-39100 + G.P.Rs.6600) The job requirements, experience and qualifications required for the post are indicated in Annexure – I.

2. It is requested that the applications (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 Performa (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 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 the 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 DOP&T O.M. No.6/8/2009-Estt. Dated 17.6.2010.



(R K PANDEY)

Under Secretary to the Govt. of India
Phone No. 23062496

To,

1. All Ministries/Departments of Govt. of India
2. All Sections in the Ministry of Commerce
3. All attached/subordinate offices under the Ministry of Commerce & Industry
4. Development Commissioner, Noida SEZ, Noida
5. Notice Board
6. Guard File/ Main file

**JOB REQUIREMENTS, EXPERIENCE, QUALIFICATION FOR THE POST OF DEPUTY DEVELOPMENT
COMMISSIONER IN THE OFFICE OF THE DEVELOPMENT COMMISSIONER,
NOIDA SPECIAL ECONOMIC ZONE, NOIDA.**

1. Name of the post : Deputy Development Commissioner, Noida Special Economic Zone, Noida.
2. Scale of pay : Pre-revised Scale of Rs. 3000-100-3500-125-4500/- (revised pay scale 15600-39100 +G.P. Rs. 6600)
3. Method of recruitment : Deputation:-
 - (i) Officers under the Central/State Government holding analogous posts on regular basis;
 - or
 - (ii) with 5 years regular service in the pre revised scale of Rs.2200-4000 (revised scale Rs.15600-39100 + G.P.Rs.5400) or equivalent
 - or
 - (iii) with 8 years regular service in posts in the pre revised scale of Rs.2200-3500 (Revised scale Rs.9300-34800 +G.P.Rs.4800) or equivalent; and
 - (b) Possessing experience in the field of 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 this appointment in the same or some other Organisation/Department of the Central Government shall ordinarily 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.

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 basic 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)