

Government of India  
Ministry of Commerce & Industry  
Office of the Development Commissioner  
MEPZ Special Economic Zone

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Administrative Office Building  
N.H.45, Tambaram, Chennai 600 045.  
E-mail : [dc@mepz.gov.in](mailto:dc@mepz.gov.in)

No. 01/15/2009-Admn-II

Dt. 31.01.2011

**OFFICE MEMORANDUM**

Sub: Filling up of the posts sanctioned for the Special Economic Zones (Private)  
notified under the jurisdiction of Development Commissioner, MEPZ Special  
Economic Zone – 2 Posts of Stenographer Grade-III on deputation basis.

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It is proposed to fill up 2 posts of Stenographer Gr.III (Group 'C' Non-Gazetted) in scale of pay PB-I Rs.5200-20200+Rs.2400/- (Rs.4000-100-6000 Pre-revised) on deputation basis in the Special Economic Zones notified under the Special Economic Zones Act 2006 under the jurisdiction of the Development Commissioner, MEPZ and located in the State of Tamil Nadu. The period of deputation will be initially for a period of three years which can be extended subsequently subject to satisfactory performance. The qualifications and experiences required for the posts are indicated in the Annexure-I.

2. Application in the proforma (Annexure-II) in duplicate of the eligible and willing officers, who could be relieved in the event of selection along with the following documents may be forwarded to the address mentioned above.

- a) Complete and upto-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 Government of India.
- b) Integrity Certificate
- c) Vigilance Clearance
- d) 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 selected official will have the option to draw his / her grade pay on deputation (duty) allowance, in accordance with Ministry of Finance O.M. No. 10/24/E.III/60 dt. 4<sup>th</sup> May, 1961 as amended from time to time.

5. The last date for receipt of complete applications in this office is 18th March, 2011.

**Sd/-**  
**(DR. S. SWARNA)**  
**DEVELOPMENT COMMISSIONER (i/c)**

To :

1. Under Secretary, Ministry of Commerce and Industry, Udyog Bhawan,  
New Delhi 110 107.
2. All Ministries / Departments, Govt. Of India, New Delhi.
3. All Sections in the Ministry of Commerce.
4. All attached / subordinate offices under the Ministry of Commerce and Industry.
5. DC SEEPZ, DC Kandla SEZ, DC Falta SEZ, DC Noida SEZ, DC Cochin SEZ,  
DC Vizag SEZ.

## ANNEXURE-I

(Annexure I to letter No. 1/15/2009-Admn.II dt.31.1.2011 )

- |   |   |   |   |
|---|---|---|---|
| 1 | Name of the Post  | : | Stenographer Gr.III   |
| 2 | No. of Vacancies  | : | 2 (Two)   |
| 3 | Scale of Pay  | : | PB-1 Rs.5200-20200+2400/-<br>Rs.4000-100-6000/- (Pre-Revised) |
| 4 | Method of Recruitment and<br>eligibility condition for deputation | : | Deputation  |
- 1) Officers under the Central Government
- (a) Holding analogous posts on regular basis  
(i) or
- (ii) Lower Division Clerks in the pay scale of Rs.3050-4590 (Pre-revised) Rs.5200-20200/- +1900/- with eight years regular service in the grade; and possessing a speed of 80 words per minute in English Shorthand, 30 words per minute typewriting;
- (b) Possessing a speed of 80 words per minute in English Shorthand, 30 words per minute in English typewriting; and
- (d) Knowledge in word processing.

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ANNEXURE-II

BIO-DATA

- 1 Name and office address (in Block Letters) :
- 2 Date of Birth :
- 3 Educational Qualifications :
- 4 Present post held under the Central :  
Government and Scale of pay (revised) and  
date from which the post is held
- 5 Present basic pay drawn :
- 6 Post held on regular basis under the Central :  
Government with scale of pay revised and  
Date of Appointment thereto on regular basis
- 7 Permanent post held under the Central :  
Government with scale of pay (revised) and  
date of confirmation
- 8 Brief service particulars :

Sl.No.	Name of the office	Post Held	From	To	Scale of pay and basic pay	Nature of duties
[1]	[2]	[3]	[4]	[5]	[6]	[7]

- 9 Experience :
- 10 Date of return from last deputation if any :
- 11 Whether belongs to SC/ST :

Signature of the Candidate