

No. A4/17/2010-SEZ
Government of India
Ministry of Commerce & Industry
Department of Commerce
(SEZ Section)

Udyog Bhawan, New Delhi
Dated the 11th December, 2010

OFFICE MEMORANDUM

Subject - Filling up of one posts of Deputy Development Commissioner on Deputation basis in the Office of the Development Commissioner, Visakhapatnam Special Economic Zone, on Visakhapatnam - Reg.

The undersigned is directed to say that it is proposed to fill up one posts of Deputy Development Commissioner in the Office of the Development Commissioner Visakhapatnam Special Economic Zone, Visakhapatnam in the 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 application (in duplicate) of eligible and willing officers, who could be relived in the event of selection, in the enclosed Performa (Annexure II) along with the following documents may please be forwarded to this Ministry within SIXTY DAYS FROM THE DATE OF ISSUE OF THIS LETTER:-

1. 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.
2. Integrity Certificate.
3. 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 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. (Pay -II) dated 17.06.2010.


(R.K. Pandey)

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, Visakhapatnam SEZ, Visakhapatnam -
5. with the request to advertise the post in the Employment News on urgent basis
6. Chief Secretaries of State Government and Union Territory
7. Guard file.

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

1. Name of the post : Deputy Development Commissioner
Visakapatnam SEZ, Visakapatnam
2. Scale of pay : pre-revised Scale of ₹ 3000-100-3500-125-4500/
(revised pay scale 15600-39100+G.P. ₹6600)
3. Method of recruitment : Officers under the Central/ State Government
 - (i) Holding analogous posts on regular basis;
or
 - (ii) with 5 years regular service in the scale of
₹ 2200-4000 (revised scale ₹ 15600-39100+G.P.
₹ 5400) or equivalent
 - (iii) with 8 years regular service in posts in the pre
revised scale of ₹ 2200-3500 (Revised scale
₹ 9300-34800+G.P. ₹ 4800) or equivalent; and

(b) Possessing 3 years' experience in foreign trade
or Industrial development.

(c) The development 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 five 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.	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 required	Qualifications/Experience possessed by the officer
	Essential	(1)	
		(2)	
		(3)	
	Desired	(1)	
		(2)	
6.	Please State clearly whether in the light of entries made by you above you meet the requirement of the post.		
7.	Details of Employment in chronological order, (enclosed a separate sheet, duly authenticated by Your signature, if the space below, is not insufficient		

Name of the Office/Organisation	Post held	From	To	Scale of pay and basic pay	Nature of duties
1	2	3	4	5	6

8.	Nature of present employment i.e. whether ad-hoc, or temporary or permanent	
9.	In case the present employment is held on deputation Basics, 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 your belong.	
10.	Additional details about present Employment	
	(a) Central Government (b) State Government (c) Autonomous Organisation (d) Government Undertakings (e) Universities (f) Others	

Signature of the candidate

Place: : Address

Date: : Phone (O)
: (M)