

**Government of India,
Min. of Commerce & Industry, Deptt. of Commerce,
Office of the Development Commissioner
NOIDA SPECIAL ECONOMIC ZONE
Noida Dadri Road, Phase-II, NOIDA-201305, Distt. Gautam Budh Nagar (UP).**

F. No. A-12024/05/2003-04/Admn/

Dated: 24/03/2011

OFFICE MEMORANDUM

Sub: Filling up the one post of Dy. Development Commissioner (Group 'A' – Gazetted) at Noida/Gr. Noida for cluster of the Special Economic Zone, in the Pay Band of Rs 15600-39100/- (PB-3) with Grade Pay of Rs. 6600/-on deputation basis.

Applications are invited for a post of Dy. Development Commissioner for cluster of the Special Economic Zone at Noida/Gr. Noida, in the Pay Band of Rs. 15600-39100/- (PB-3) with Grade Pay of Rs. 6600/-on deputation basis under the jurisdiction of this Office, from the officers with following eligibility criteria:

- (i) holding analogous post on regular basis; or
- (ii) with 5 years regular service in the scale of Rs. 8,000-13,500/- (pre-revised) or equivalent; or
- (iii) with 8 years regular service in posts in the scale of Rs. 6500-10500/- (pre-revised) or equivalent; and
- (iv) possessing 3 years experience in foreign trade or industrial development.

Applications, in duplicate in the enclosed Annexure- I, of the eligible and willing officer, who could be relieved in the event of selection, may please be forwarded to the Development Commissioner on or before 23/04/2011, at the above mentioned address along with the a copy of complete and up-to-date confidential reports / ACRs Grading for the last five years; Vigilance clearance and Integrity Certificate; and details of minor or major penalties imposed, if any, during the last 10 years. If no penalties have been imposed, it should be so stated.

The job requirements for the aforesaid post are as given below:

1. Scrutiny/Approval of the Projects/proposal under SEZ Scheme
 2. Policy, Procedure and licensing work related to SEZ units
 3. Coordination with State Government Departments relating to various issues concerning SEZ units
 4. General Administration matters
- (Experience of five years in Foreign Trade / Industrial Development is desirable)

Application received after the last date or without the confidential reports and other necessary documents or otherwise found incomplete will not be considered.

The initial period of deputation is 3 years and all rules, regulations and provisions issued from time to time for deputation shall be applicable.

(S.C. PANDA)
Development Commissioner

To,
All Ministries and Departments of the Central Government,
New Delhi

BIO - DATA

1. Name and office address (in BLOCK LETTERS):
2. Date of Birth :
3. Date of retirement under Central/ State Government Rules :
4. Educational Qualification:
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):

S. No.	Name of the Office/ Organization	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 Organization (d) Government Undertaking (e) University:
12. Additional information, if any which you would like to mention in support of your suitability for the post (enclose a separate sheet, if the space is not sufficient):
13. Whether belong to SC/ST:

Place:

Date:

Signature of the candidate