



नौएडा विशेष आर्थिक क्षेत्र NOIDA SPECIAL ECONOMIC ZONE

भारत सरकार

Government of India

वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग

Ministry of Commerce & Industry, Deptt. of Commerce

नौएडा-दादरी रोड, फेस-II, नौएडा-201305 (उ० प्र०)

Noida-Dadri Road, Phase-II, Noida-201305 (U.P.)

Tel : +91 120 2567270, 3021444-46

Fax : +91 120 2562314, 2567276

F. No. A-12024/1/94-Admn. / 12804

Dated: 10.12.2013

VACANCY CIRCULAR

Sub: Filling up the one posts of Steno Gr.-III, (Group-C) in the office of Development Commissioner, Noida Special Economic Zone, Noida (U.P.) in the Pay Band of ₹ 5200-20,200/- (PB-1) with Grade Pay of ₹ 2400/-on deputation basis.

Applications are invited, through proper channel, for filling up of one posts of Steno Gr.-III (Group-C) on deputation basis in the Pay Band of ₹ 5200-20200 (Grade Pay of ₹ 2400) in the Office of Development Commissioner, Noida SEZ. The eligibility for the post is detailed in enclosed Annex.-I.

It is requested that the applications, in duplicate in the enclosed Annexure- II, of the eligible and willing officer, who could be relieved in the event of selection, may please be forwarded to the Development Commissioner at the above mentioned address on or before 60 days from the date of publication of the vacancy circular in Employment news, along-with the following documents;

- A copy of complete and up-to-date confidential reports / ACR Grading for the last five years,
- Vigilance clearance and Integrity Certificate.
- Details of minor or major penalties imposed, if any, during the last 10 years, if no penalties have been imposed, it should be stated.

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.

A Govt. Officer in a higher grade pay/scale shall be ineligible for appointment on deputation to the post in the lower grade pay/scale in terms of Deptt. of Expenditure's O.M. no. 1/1/2008-LC dated 26.03.2009 and DOPT O.M. No. 6/8/2009-Estt.(Pay II) dated 17.06.2010.

This Vacancy Circular along with eligibility details and bio-data may be downloaded from website: www.nsez.gov.in

(Subodh Kumar Jha)

Asstt. Development Commissioner

To

1. Notice Board.
2. NSEZ Website
3. Employment News.
4. Concerned File.

Asstt. Development Commissioner

ANNEXURE-I

1. Name of the Post : Steno Gr. III
2. Pay of Scale : Pay Band of ₹ 5200-20200/- (PB-I)
G. P. of ₹ 2400/-)
3. Eligibility including : All departments of Central Government.
Education Qualifications

- (a) (i) holding analogous posts on regular basis in the parent cadre or Cadre Department; or
(ii) with three year's regular service in the grade. possessing a speed of 80 words per minutes in English Shorthand and 30 words per Minute in English typewriting .
(b) (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed three years. the maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications)
