



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

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F. No. A-20011/12/97-Admn १२३५

Dated: 06/09/2013

OFFICE MEMORANDUM

Sub: Filling up the two posts of Assistant (Group-B- Non-Gazatted) in the office of Development Commissioner, Noida Special Economic Zone, Noida (U.P.) in the Pay Band of ₹ 9300-34800/- with Grade Pay of ₹ 4200/-on deputation basis.

I am directed to say that it is proposed to fill up two posts of Assistant "on deputation basis" in the office of the Development Commissioner, Noida Special Economic Zone, Noida U.P. The eligibility criteria for the post are indicated in the Annexure-I.

2. The applications in duplicate in Annexure-II, from Govt. employee in service as per eligibility criteria in annexure-I, who could be relieved in the event of selection, may please be forwarded to the above mentioned address on or before 60 days from the date of publication of these vacancies in the employment news, along-with the following documents.

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

3. Application received after the last date or without the confidential reports and other necessary 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 three years. and all rules, regulations and provisions issued from time to time for deputation shall be applicable. The pay and allowances of the officer selected on deputation will be regulated in accordance with department of personnel & training OM NO. 2/12/87-East (Pay-II) dated 29.04.1988 as amended from time to time. Officers who volunteer for the post will not be permitted to withdraw their names later.

(Rakesh Agarwal)

Asstt. Development Commissioner

Copy to:

1. All Central Govt. Offices
2. All attached/subordinate offices under the Ministry of Commerce.
3. NSEZ website
4. Concern file

ANNEXURE – I

1. Name of the Post: Assistant (02 posts, General Central Service Group –C, Non-Gazetted Ministerial ₹ 9300-34800/- + (G.P. ₹ 4200/-)

ELIGIBILITY FOR DEPUTATION: OFFICERS WORKING IN THE CENTRAL GOVERNMENT OFFICES ONLY

- (a) (i) holding analogous post on regular basis, or
(ii) with three years' regular service in the post in the pay band of ₹ 5200-20200/- + Grade of ₹ 2800/- or
(iii) with eight years' regular service as Upper Division Clerk in the pay band of ₹ 5200-20200 + Grade Pay of ₹ 2400/-.
- (b) (i) Degree from a recognized University or equivalent;
(ii) Knowledge in word processing.

(The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization / Department of the central Government shall ordinarily not exceed three years)

Bio – Data

1. Name of the post for which opted :
2. Name and address (in block letters)
3. Date of Birth
4. Date of retirement under Central / State Government Rules
5. Educational Qualifications
6. Whether education and other qualifications required for the post
 - a. are satisfied (if any qualification has been treated as equivalent to
 - b. the one prescribed in the rules, state the authority for the same).

Qualifications/
Experience required

Qualifications/Experience
possessed by the Officer

Essential (1)
 (2)

Desired (1)
 (2)

7. Please state clearly whether in the light of entries made by you above meet the requirements of the post.
8. Details of Employment in the chronological order, enclose a Separate sheet, duly authenticated by your signature, if the space Below, is not sufficient.

Office/ Institution/ Organization	Post held	From	To	Scale of Pay and last basic pay	Nature of duties

9. Nature of present employment i.e. whether ad-hoc or temporary or quasi permanent or permanent.
10. Whether SC / ST / OBC

Signature of the Candidate
Telephone No.