

भारत सरकार  
 वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग  
 विकास आयुक्त का कार्यालय  
 नोएडा विशेष आर्थिक क्षेत्र  
 नोएडा-दादरी रोड, फेज-II, नोएडा-201305

File No. JSEZ/Adminn/06/2022-23/334  
 18/08/25

Dated: - 18/08/2025

**VACANCY ADVERTISEMENT**

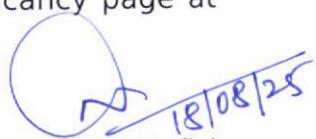
Application are invited from willing and eligible candidates for filling up the following post, on deputation basis, in Jaipur Special Economic Zone at Sitapura, Jaipur under the jurisdiction of Development Commissioner, Noida Special Economic Zone:-

Sr. No.	Name and pay scale of the Post	No. of Post & station
1.	Steno Grade-III (Group-C) (Rs. 9300-34800/-) Grade Pay Rs. 2400/- equivalent to Level 4 of the Pay Matrix under 7 <sup>th</sup> CPC	01(Jaipur SEZ)

2. The last date for receipt of application(s) through proper channel shall be on or before **45 (forty five) days** from the date of publication of the vacancy advertisement in the Employment News or on website whichever is earlier.

3. The eligibility conditions and other details are given in the Vacancy Circular already circulated vide F.No. JSEZ/Adminn/06/2022-23/ dated- 18.08.2025, which is available on the Vacancy page at website: [www.jaipursez.gov.in](http://www.jaipursez.gov.in).

(Noman Hafiz)  
 Deputy Development Commissioner



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File No. JSEZ/Adminn/06/2022-23 1335  
19/08/25 Dated: - 18 <sup>th</sup> .08.2025

**VACANCY CIRCULAR**

Applications are invited from willing and eligible candidates for filling up the following posts, on deputation basis, in Special Economic Zone at Sitapura, Jaipur (Rajasthan) under the jurisdiction of Development Commissioner, NSEZ, Noida. The description of the post(s) and eligibility conditions are as follows:-

<b>Sl.No.</b>	<b>Name and pay scale of the post</b>	<b>No. of posts &amp; Station</b>	<b>Eligibility Conditions</b>
1.	Steno Gr. III (Rs. 5200- 20200/-) Grade Pay Rs. 2400/- equivalent to Level 4 of the Pay Matrix under 7th CPC	01 Jaipur SEZ	<p>Officer(s) of the Central/ State Government:</p> <p><b>(a) (i)</b> holding analogous posts on regular basis <i>in the parent cadre or department</i>;</p> <p>or,</p> <p><b>(ii)</b> Lower Division Clerks in the pay scale of Rs. 3050-4590 pre-revised (Revised Pay Band Rs. 5200-20200/- and Grade Pay Rs. 1900/-) Level-3 as per 7th CPC or equivalent with eight years' regular service in the grade; and possessing a speed of 30 words per minute in English typewriting;</p> <p><b>(b)</b> possessing a speed of 80 words per minute in English shorthand and 30 words per minute in English typewriting; and</p> <p><b>(c)</b> Knowledge in Computer Word Processing.</p>

2. The application with bio-data of the eligible and willing officer(s), in the Annexure- I, who could be relieved in the event of selection, may please be forwarded by parent department through proper channel to the Development Commissioner at the above mentioned address on or before 60 (sixty) days from the date of publication of the vacancy circular in the Employment News, along with the following documents:-



- a. A certified copy of complete and up-to-date confidential reports and APAR Gradations 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 so stated.

3. The bio-data duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment to the concerned post(s) on deputation basis.

4. The Application received after the last date or without the confidential reports and other necessary documents or otherwise found incomplete will not be considered. Besides, Advance Applications even if received before the last date shall also not be entertained.

5. The appointment will be on transfer on deputation basis for three years. 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. The maximum age for appointment by deputation shall not be exceeding 56 years as on closing date of receipt of application.

6. The deputation rules, regulations and provisions as issued from time to time by DoPT shall be applicable. However, a Govt. Officer in a higher grade pay / scale shall be ineligible for appointment on deputation to a post in the lower grade pay / scale in terms of DOPT O.M. No. 6/8/2009-Estt (Pay II) dt. 17.6.2010.

7. Number of post and station of posting may differ depending upon actual requirement at the time of selection and DC, NSEZ reserves the right to modify and/or withdraw the vacancy circular at any time without assigning any reasons.

8. Since the vacancy is to be filled on deputation basis, private candidates are not eligible.

9. Hindi Version of the vacancy circular follows at website :

[www.jaipursez.gov.in](http://www.jaipursez.gov.in)



18/08/25

(Noman Hafiz)

Deputy Development Commissioner

Copy to: 1. Jaipur SEZ Website.  
2. Jaipur SEZ Notice Board.

**Annexure-I****Bio-Data**

Paste Your Recent Passport Size  
Photograph

1. Name of the post applied for and station of SEZ:
2. Name (in BLOCK LETTERS):
3. Date of Birth:
4. Present Post:
5. Present Office Address & Phone No.:
6. Residential Address:
7. Date from which the present post is held on regular basis:
8. Date of joining of Government Service:
9. Pay matrix of the present post (Level No. and Cell No.):
10. Present basic pay drawn (Rs.):
11. Educational Qualifications:
12. Brief service experience:

Sl. 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)

13. Date of return from last deputation, if any

14. Whether the eligibility criteria prescribed for the post are satisfied (answer in Yes or No)

15. Date of retirement under Central Government Rules

16. Training(s) undergone, if any

17. Whether belongs to SC/ST:

18. Mobile No. :

19. Email ID :

**Signature of the Candidate**

Place:

Date: