



सत्यमेव जयते

भारत सरकार, वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग

विकास आयुक्त का कार्यालय

नौएडा विशेष आर्थिक क्षेत्र

नौएडा दादरी रोड, फेस-II, नौएडा-201305, जिला गौतम बुद्ध नगर.

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-12024/3/99-Admn. /

Dated:15/11/2012

OFFICE MEMORANDUM

Sub: Filling up the one post of Assistant Development Commissioner, General Central Service (Group-B Gazetted), in the office of Development Commissioner, Noida Special Economic Zone, Noida (U.P.) in the Pay Band of ₹ 9300-34800/- (PB-2) with Grade Pay of ₹ 4600/-on deputation basis.

Applications are invited, through proper channel, for filling up of one post of Assistant Development Commissioner on deputation basis in the Pay Band of ₹ 9300-34000 (Grade Pay of ₹ 4600) in the Office of Development Commissioner, Noida SEZ. The eligibility for the post is detailed in enclosed Annex.- I.

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 / ACRs 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 so 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 is a higher grade pay/ scale shall not be eligible for appointment on deputation to post in the lower grade pay/scale in terms of Deptt. of Expenditure's O.M. No. 1/1/2008-LC dt. 26.3.2009 and DOPT O.M. No. 6/8/2009-Estt (Pay II) dt. 17.6.2010.

This vacancy circular and proforma is available on NSEZ website "www.nsez.gov.in"

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Dy. Development Commissioner

ANNEXURE-I

Name of The Post	: Assistant Development Commissioner, General Central Service Group-B, Gazetted, on deputation basis.
Name of the Organization	: O/o. The Development Commissioner, Noida Special Economic Zone, Noida Dadri Road, Phase-II, Noida
Pay Band and Grade Pay	: Pay Band-II i.e. ₹ 9300-34800/- and Grade Pay of ₹ 4600/-
Eligibility Conditions	: Officer under the Central Government : (a) (i) holding analogous post, on regular basis in the parent cadre or Department, or (ii) with 3 years' service in the grade rendered after appointment there to on a regular basis in the scale of ₹ 5500-9000 (per revised) or equivalent in the parent cadre or Department; and (iii) with six years regular service in the grade rendered after appointment thereto on a regular basis in the scale of pay of ₹ 5000-8000/- (pre-revised) or equivalent in the parent cadre or Department; and (b) possessing two years experience in the field of Industrial Development or Foreign Trade. 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. (The 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 receipt of applications.)
Job Requirements	: Supervising the functions of the Licensing Section, work relating to project approval, Import/Export policy, Claims for reimbursement of CST, Duty Drawback, terminal Excise Duty, monitoring of performance of Export Oriented Units/ Special Economic Zone units.

ANNEXURE-II

Application for the post of Assistant Development Commissioner on deputation basis in the
Noida Special Economic Zone.

1. Name of the applied for and place of SEZ :
2. Name, Designation and Office Address (in BLOCK LETTERS) :
3. Whether employed under Central Govt./State Govt./Autonomous :
Organisation/University/Central or State Public Sector Undertakings
4. Date of Birth :
5. Date of retirement under Central/State Government Rules :
6. Educational Qualification :
7. Scale of Pay of Present Post :
and basic pay :
8. Post held on regular basis with scale of pay (revised) and date of :
appointment thereto on regular basis
9. Details of Employment in chronological order, (if required, please :
enclose a separate sheet, duly signed by the applicant):
10. Nature of present employment i.e., whether ad-hoc, temporary :
or permanent
11. In case the present employment is held on deputation basis, :
please state:
 - (a) Date of appointment to the present post on deputation basis :
 - (b) Period of deputation :
 - (c) Name of the parent Office/Organization which you belong :
12. Additional information, if any, you would like to furnish, in :
support of your suitability for consideration to the post :
(If required, please enclose a separate sheet)
13. Whether belongs to SC/ST community :

Place:

Date:

(Signature of the Applicant)

Tel. No.....