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06/08/2025

F.No. 10/09/2017-SEZ/
Government of India
Ministry of Commerce & Industry
NOIDA SPECIAL ECONOMIC ZONE
Noida-Dadri Road, Phase-II
Noida – 201305
website : www.nsez.gov.in

Dated: 06.08.2025

VACANCY CIRCULAR

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

Sl.No.	Name and pay scale of the post	No. of posts & Station	Eligibility Conditions
1.	Jr. Hindi Translator (Rs.35400-112400) Level-6 of the Pay Matrix under 7th CPC.	01-Noida SEZ	<p>Officers in the Central Government:- (A) (i) analogous posts on regular basis, or (ii) posts in the pay scale of Rs. 25500-81100 in Level-4 with five years regular service in the grade: or (iii) post in the pay scale of Rs. 19900-63200 in Level-2 with thirteen years of regular service in the grade: and (B) Possessing educational and other qualifications as laid down in column (8) for direct recruits. (a) Master's Degree of recognized university in Hindi/English with English/Hindi as a main subject at Degree level; or (b) Master's Degree of a recognized university in any subject with Hindi as a medium of instruction and examination with English as a compulsory subject at the Degree level, or (c) Bachelor's Degree with Hindi and English as main subject or either of</p>

			<p>the two as medium of examination and other as a main subject plus recognized Diploma/Certificate Course in translation from Hindi to English and vice-versa or two year's experience of translation work from Hindi to English and vice- versa in Central/State Government Offices including Government of India undertakings; and (d) Knowledge in word processing and use of Hindi software.</p>
2.	<p>Assistant (Rs.35400-112400) Level-6 of the Pay Matrix under 7th CPC.</p>	02-Noida SEZ	<p>Employees in the Central Government :- (a) (i) holding analogous posts on regular basis or (ii) with three years' regular service in the post in the pay scale of Rs. 29200- 92300 in Level-5; or (iii) with eight years' regular service as Upper Division Clerk in the pay scale of Rs. 25500-81100 in Level-4 (b) (i) Possessing the educational and other qualifications prescribed for direct recruits under column (8).Degree from a recognized University or equivalent; (ii) Knowledge in word processing; and (iii) Possessing a minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi typewriting.</p>
1.	<p>Assistant Development Commissioner (Group-B) (Rs. 9300-34800/-) Grade Pay Rs. 4600/- equivalent to Level-7 of the Pay Matrix under 7th</p>	01 - Moradabad	<p>Officers under the Central / State Governments: (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with three years' service in</p>

	CPC		the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 5500-9000(pre-revised) or equivalent in the parent cadre or department; or (iii) with six years' regular service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 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.
2.	Section Officer (Accounts) (Rs. 9300-34800/-) Grade Pay Rs. 4200/- equivalent to Level 6 of the Pay Matrix under 7th CPC	01- Moradabad	Officers under the Central / State Governments: (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with three years' regular service in the grade rendered after appointment thereto on a regular basis in the scale of Rs. 5000-8000 pre-revised (Revised pay Rs. 9300-34800/- and Grade Pay Rs. 4200/-) Level-6 as per 7th CPC or equivalent in the parent cadre or department; or (b) Possessing any one of the following qualifications: (i) A pass in the Subordinate Accounts Service or equivalent examination conducted by any one of the organized Accounts Department of the Central Government. (ii) Successful completion of training in the Cash and Accounts work conducted by Institute of secretarial Training and Management or equivalent; and (c) Possessing three years' experience in Cash, Accounts and Budget work.
3.	Steno Gr. III (Rs. 5200-20200/-) Grade Pay Rs. 2400/- equivalent to Level 4 of the Pay Matrix under 7th CPC	01- Moradabad	Officers under the Central / State Governments: (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) 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; (b) possessing a speed of 80 words per minute in English shorthand and 30 words per minute in English typewriting; and (c) Knowledge in Computer Word Processing
4.	Preventive Officer (Rs. 9300-34800/-) Grade Pay Rs. 4600/- equivalent to Level 7 of the Pay Matrix under 7th CPC	01- Moradabad	Officer(s) of the Central Board of Excise and Customs: (a)(i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with six years' service in the grade rendered after appointment thereto on a regular basis in the scale of Rs. 4500- 7000 pre-revised (Pay Band Rs. 5200- 20200 and Grade Pay Rs. 2800) or equivalent in the parent cadre or department; and (b) Possessing two years' experience in Excise or Customs procedural work.

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 certified copy of complete and up-to-date confidential reports and APAR Gradations 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.

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.nsez.gov.in


(Kiran Mohan Mohadikar)
Deputy Development Commissioner

Copy to: 1. NSEZ Website.
2. 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. Date from which the present post is held on regular basis:
7. Date of joining of Government Service:
8. Pay matrix of the present post (Level No. and Cell No.):
9. Present basic pay drawn (Rs.):
10. Educational Qualifications:

11. 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)

12. Date of return from last deputation, if any
13. Whether the eligibility criteria prescribed for the post are satisfied (answer in Yes or No)
14. Date of retirement under Central Government Rules
15. Training(s) undergone, if any
16. Whether belongs to SC/ST:
17. Mobile No. :
18. Email ID :

Signature of the Candidate

Place:
Date: