



Noida Special Economic Zone

Government of India, Ministry of Commerce & Industry, Deptt. of Commerce
Noida Dadri Road, Phase-II, Noida-201305, (U.P.)
Tel: 091 120 2567270, 3021444-46, Fax: +91 120 2562314, 2567276

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

Dated: 20/05/2015

VACANCY CIRCULAR

Sub: Filling UP the post of Jr. Stenographer in Pay Band of ₹ 5200-20,200/- with Grade Pay of ₹ 2400/- in the office of Development Commissioner, Noida Special Economic Zone Noida-reg.

Applications are invited, through proper channel, for preparing a panel for filling up present and anticipated vacancies of Junior Stenographer, on deputation basis in the Pay Band of ₹ 5200-20200/- (Grade pay of ₹ 2400/-) in the office of Development Commissioner, NSEZ. The eligibility for the post is detailed in closed Annexure-I.

Application 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:-

1. A copy of complete and up-to-date confidential reports / ACRs Grading for the last five years;
2. Vigilance clearance and Integrity Certificate;
3. 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 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 ineligible 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"

(Subodh Kumar Jha)

Asstt. Development Commissioner

Annexure-I

1. Name of the post : Junior Stenographer (2 posts, General Central Service Group-C, Non Gazetted Ministerial Rs. 5200-20200/- + 2400 GP)

Eligibility For Deputation Officer Working in the Central Government Offices Only

- (a) (i) holding analogous posts on regular basis or
(ii) Lower division Clerks in the pay scale of Rs. 5200-20200/- G. Pay Rs. 1900/- with eight years regular service in the grade and possessing speed of 80 words minute.
(iii) possessing a speed of 80 words per minute in English shorthand, 30 words per minute in English Typewriting: and
- (b) (i) Secondary School Pass Certificate or its equivalent
(ii) knowledge of word processing.

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

Annexure-II

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 qualification 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 requirement of the post.
8. Details of Employment in the chronological order, enclose a Separate sheet, duly authenticate by your signature. if the space Below, is not sufficient.

Officer/ 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.