



# **NOIDA SPECIAL ECONOMIC ZONE**

Government of India, Ministry of Commerce & Industry, Deptt. of Commerce  
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Dated: 20/05/2015

F. No. A-20011/12/97-Admn

## **VACANCY CIRCULAR**

**Sub: Filling UP the post of Assistant in Pay Band of ₹ 9300-34,800/- (PB-II) with Grade Pay of ₹ 4200/- 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 Assistant, on deputation basis in the Pay Band of ₹ 9300-34800/- (Grade pay of ₹ 4200/-) 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 : Assistant (01 posts, General Central Service Group-C, Non Gazetted Ministerial ₹ 9300-34800/- + (G.P. ₹ 4200/-)

**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 ₹ 5200-20200/- Grade of ₹ 2800/- or
- (iii) with eight years' regular services 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 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/<br>Experience required | Qualifications/Experience<br>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/<br>Organization | Post held | From | To | Scale of Pay and last<br>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.