

No. 10/217/2008-SEZ/
Government of India
Ministry of Commerce & Industry
NOIDA SPECIAL ECONOMIC ZONE
Noida-Dadri Road, Phase-II
Noida – 201 305

Dated: 28.02.2014

OFFICE MEMORANDUM

Applications are invited for filling up the following posts on deputation basis in Special Economic Zones under the jurisdiction of DC, NSEZ, Noida located at Moradabad and Jaipur in terms of O.M. No. A.1/1/2003-EPZ dated 27th August, 2003 of Department of Commerce. The Description of the posts and eligibility conditions are as follows:-

S.No.	Name of the Post	No. of post(s) and SEZ	Eligibility Conditions
1.	Assistant Development Commissioner (Rs. 9300-34800/-) Grade Pay Rs. 4600/-	01 Moradabad SEZ	Officer of the Central Government: (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with three years' service in the grade rendered after appointment thereto on a regular basis in the scale 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.	Appraiser (Customs) (Rs. 9300-34800/-) Grade Pay Rs.4800/-	01 Moradabad SEZ	Officer of the Central Board of Excise and Customs: (a) (i) holding analogous posts on regular basis; or, (ii) with three years' service in the grade rendered after appointment thereto on a regular basis in the scale of Rs. 5500-9000(pre-revised) or equivalent in the parent cadre or department; and (b) Possessing two years' experience in Excise or Customs procedural work.
3.	Preventive Officer (Rs. 9300-34800/-) Grade Pay Rs.4600/-	03 Moradabad SEZ 01 Jaipur SEZ	Officer of the Central Board of Excise and Customs:: (a) (i) holding analogous posts on regular basis; 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) or equivalent in the parent cadre or department; and (b) Possessing two years' experience in Excise or Customs procedural work.
4.	Section Officer (Accounts) (Rs. 9300-34800/-) Grade Pay Rs.4200/-	01 Moradabad SEZ 01 Jaipur SEZ	Employee of the Central Government: (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) 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.
5.	Steno Gr. III (Rs. 5200-20200/-) Grade Pay Rs.2400/-	02 Moradabad SEZ 02 Jaipur SEZ	Employee of the Central Government: (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) with eight years' regular service in the grade; and possessing a speed of 80 words per minute; (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.

2. The application with curriculum vitae (CV) of the eligible and willing officer(s), in the Annexure- I, 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 (sixty) days from the date of publication of the vacancy circular in the Employment News, along with the following documents:

- A copy of complete and up-to-date confidential reports and ACR 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 CV duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment to the concerned post on deputation basis. Application received after the last date or without the confidential reports and other necessary documents or otherwise found incomplete will not be considered.

4. The appointment will be on transfer on deputation basis initially 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.

5. 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.


(Rakesh Kumar)
 Dy. Development Commissioner

Copy to: 1. The Employment News
2. NSEZ Website
3. Notice Board

CURRICULUM VITAE (CV)

1. Name of the post applied for and place of SEZ
2. Name, Designation and Office Address (in BLOCK LETTERS)
3. Date of Birth (in Christian era)
4. Date of retirement under Central/State Government Rules
5. Educational Qualifications
6. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient:

Sl. No.	Name of the Office/ Organization	Post held	From	To	Scale of pay and basic pay / Pay Band, Pay in Pay Band & Grade Pay	Nature of duties (in details)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

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7. Nature of present employment i.e. Ad-hoc or Temporary or Quasi permanent or Permanent
 8. In case the present employment is held on deputation/contract basis, please state
 - a) The date of initial appointment
 - b) Period of appointment on deputation/contract
 - c) Name of the parent Office/ Organisation to which you belong:
 9. Additional details about present employment-
Please state whether working under (indicate the name of your employer against the relevant column)
 - a) Central Govt.
 - b) State Govt.
 - c) Autonomous Organization
 - d) Government Undertaking
 - e) Universities
 - f) Others

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10. Please state whether you are working in the same department and are in the feeder grade or feeder to the feeder grade
11. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale
12. Total emoluments per month now drawn
13. Additional information, if any, which you would like to mention in support of your suitability for the post.
(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)
(Note: Enclose a separate sheet, if the space is insufficient)
14. Whether belongs to SC/ST

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Address _____

Place:

Date:

Countersigned,

(Employer with Seal)