

F.No. 10/330/2010-SEZ/
Government of India
Ministry of Commerce & Industry
NOIDA SPECIAL ECONOMIC ZONE
Noida-Dadri Road, Phase-II
Noida – 201 305

Dated: 11.08.2010

Office Memorandum

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

Sl.No.	Name of the Post	No. of posts	Eligibility Conditions
1.	Assistant Development Commissioner (Rs. 9300-34800/-) Grade Pay Rs. 4600/-	01 Jodhpur SEZ	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 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 eight 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 Jaipur SEZ	Officers 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. 6500-10500(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/-	02 Moradabad SEZ 01 Jaipur SEZ	Officers 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 Jaipur SEZ 01 Jodhpur SEZ 01 Moradabad SEZ	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) 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.	Stenographer Gr. III (Rs. 5200-20200/-) Grade Pay Rs. 2400/-	02 Jaipur SEZ 02 Jodhpur SEZ 02 Moradabad SEZ	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) 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. Application(s)/Name(s) of eligible interested officers who possess the requisite experience and qualifications and who can be spared immediately, may be forwarded for these posts. Their applications in the prescribed proforma (Annexure-I) in duplicate supported with upto date confidential reports/vigilance clearance etc. should reach the following address within 90 days from the date of publication of this advertisement:-

The Development Commissioner
Noida Special Economic Zone
Noida-Dadri Road,
Noida Phase-II
Noida – 201 305 (U.P.)

3. The appointment will be on transfer on deputation basis. 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 not exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application. The pay and allowances of the officer selected on deputation will be regulated in accordance with Department of Personnel & Training OM No. 2/12/87-Estt. (Pay-II) dated 29.4.1988 as amended from time to time.

4. Officer who volunteer for the post will not be permitted to withdraw their names later. Besides, officers of NSEZ who are in the direct line of promotion to the respective post(s) may not apply.
5. Application(s)/Name(s) received after the last date/without through proper channel / unaccompanied by copies of CR Dossiers of the officer(s) concerned will not be considered.

(C.P.S. Bakshi)
Jt. Development Commissioner

Copy to : All Ministries / Deptt. of Central Govt.

Bio-Data

1. Name of the post 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 Qualifications:
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):

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)

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/ Organisation which you belong:
12. Additional information, if any, you would like to furnish: in support of your suitability for consideration to the post(s):
(If required, please enclose a separate sheet)
13. Whether belongs to SC/ST community:

Signature of the Candidate

Place:

Date:

Note: On administrative grounds, the officer is liable to be posted anywhere under the jurisdiction of DC, NSEZ, Noida.