



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

Dated: 23/09/2010

OFFICE MEMORANDUM

Sub: Filling up the two posts of Assistant, (Group-C) in the office of Development Commissioner, Noida Special Economic Zone, Noida (U.P.) in the Pay Band of Rs. 9300-34800/- (PB-2) with Grade Pay of Rs. 4200/- on deputation basis.

Sir,

I am directed to say that it is proposed to fill up two posts of Assistant, as per Annexure-II, in the office of the Development Commissioner, Noida Special Economic Zone, Noida U.P. The Job requirement, qualification and experience required for the post are indicated in the Annexure.

It is requested that the applications in duplicate in the enclosed proforma (Annexure-I&II), of the eligible and willing officer, who could be relieved in the event of selection, may please be forwarded to the following address within 45 days from date of publication advertisement in Employment News. At above mentioned address alongwith the following documents.

- a. A copy of complete and up-to-date confidential reports / ACR Grading for the last five years,
- b. Vigilance clearance and Integrity Certificate.
- c. Details of minor or major penalties imposed, if any, during the last 10 years, if no penalties have been imposed, it should be stated.

Application received after the last date or without the confidential reports and other necessary documents or otherwise found incomplete will not be considered.

The appointment will be on transfer on deputation basis. The period of deputation shall ordinarily not exceed three years. 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-East (Pay-II) dated 29.04.1988 as amended from time to time. Officers who volunteer for the post will not be permitted to withdraw their names later. Names received after the last date unaccompanied by copies or CR dossiers of officer (S) Concerned will not be considered.

Yours faithfully,

(R.K. Joshi)
Dy. Development Commissioner

ANNEXURE – I

1. Name of the Post: Assistant (Two posts, General Central Service Group –C, Non-Gazetted Ministerial Rs. 9300-34800/- + (G.P.4200/-)

Eligibility for Deputation: Officers in the Central Government Institutions/ Bodies

- (a) (i) holding analogous post on regular basis, or
(ii) with three years' regular service in the post in the pay scale of Rs. 9300-34800/- + (G.P.4200/-) or
(iii) with eight years' regular service as Upper Division Clerk in the pay Scale of Rs. 5200-20200 (G.P. 2400/-)
- (b) (i) 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.

(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)

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 qualifications required for the post are satisfied (if any qualification has been treated as equivalent to 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 requirements of the post.
8. Details of Employment in the chronological order, enclose a Separate sheet, duly authenticated by your signature, if the space Below, is not sufficient.

Office/ 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.