



Government of India, Min. of Commerce & Industry, Deptt. of Commerce,
Office of the Development Commissioner
NOIDA SPECIAL ECONOMIC ZONE
Noida Dadri Road, Phase-II, NOIDA-201305, Distt. Gautam Budh Nagar (UP).

F.No. A-23011/1/2003-Admn/

Dated: 23/09/2010

OFFICE MEMORANDUM

Sub: Filling up the S.O. (Accounts), (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 one posts of Section Officer, (Accounts) 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 within 45 days from the date of publication advertisement in Employment News at above mentioned address alongwith the following documents.

The following documents, with attested copies may be enclosed.

1. Vigilance clearance and integrity certificate,
2. Complete and up-to date confidential reports for the last five years, in original with details of minor or major penalties imposed, if any, during the last 10 years. if no penalties have been imposed, it should be stated,

Applications received after the last date or without the confidential report 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-Estt. Pay-II dated 29/4/1988 as amended from time to time. Officers who volunteer for the post will not be permitted to withdraw their names later. Name 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

1. Name of the Post - Section officer (Accounts) (01) post, General Central Service Group-C, Non-Gazette Rs. 5500-175-9000/-) Revised pay Rs.9300-34800/- + G.P. Rs. 4200/-

Eligibility for deputation: Officers under the Central Government Institution / Bodies

- (a) (i) Holding analogous post on regular basis in the parent cadre or department, or
 2. (ii) With three years' regular service in the grade rendered after appointment thereto on a regular basis in the scale of Rs. 5000-8000 (Revised pay 9300-34800/-) + G.P. Rs. 4200/-or equivalent in the parent cadre or department and
- (a) 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 complete of training in the Cash and Accounts work conducted by institute of secretarial Training and Management or equivalent; and
 - (iii) Possessing three years experience in Cash Accounts and Budget work.
- (Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications.
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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.

