

No. 10/217/2008-SEZ/
Government of India
Ministry of Commerce & Industry
Noida Special Economic Zone
Noida-Dadri Road, Phase-II
Noida - 201305

Dated: 08.12.2011

OFFICE MEMORANDUM

Sub: Filling up the one post of Assistant Development Commissioner, General Central Service (Group-B Gazetted) in the Pay Band of Rs. 9300-34800/- (PB-2) with Grade Pay of Rs. 4600/-on deputation basis.

Applications are invited, through proper channel, for filling up of one post of Assistant Development Commissioner in the Pay Band of Rs. 9300-34000 (Grade Pay of Rs. 4600) in Special Economic Zone at Sitapura, Jaipur (Rajasthan) on deputation basis under the jurisdiction of Development Commissioner, NSEZ. The eligibility conditions are as follows:-

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| (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. |

Application of the eligible and willing officer, in the Annexure- I, who could be relieved in the event of selection, may please be forwarded to the Development Commissioner on or before 23/12/2011, at the above mentioned address along with the following documents:

- a. A copy of complete and up-to-date confidential reports / ACRs 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 so 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 initial period of deputation is 3 years and all rules, regulations and provisions issued from time to time for deputation shall be applicable. However, a Govt. Officer in a higher grade pay / scale shall 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.

(Rakesh Kumar)
Dy. Development Commissioner

Copy to:-

- All Ministries / Deptts. Of
1. Government of India.
2. State Governments.

8/12/2011

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:

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