

No. 10/330/2010-SEZ/ 1918
Government of India
Ministry of Commerce & Industry
NOIDA SPECIAL ECONOMIC ZONE
Noida-Dadri Road, Phase-II
NOIDA – 201305

Dated: 11.03.2011

To

All Ministries / Deptts. Of
Government of India

Sub: Filling up the various posts in Private Sector Special Economic Zone of M/s. Wipro Limited at Greater Noida – Regarding.

Sir,

I am directed to refer to the subject cited above and to request you to kindly circulate various posts lying vacant in Private Sector Special Economic Zone of M/s. Wipro Limited at Greater Noida. Eligibility criteria & other details along with proforma of application are enclosed herewith for information and further necessary action at your end.

Yours faithfully

(Rakesh Kumar)
Dy. Development Commissioner

Encl: As Above.

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OFFICE MEMORANDUM

Applications are invited for filling up the various posts in Private Sector Special Economic Zone of M/s. Wipro Limited at Greater Noida 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	Officers under the Central / State Governments: (a) (i) Holding analogous posts on regular basis; or (ii) With 3 years' regular service in posts in the scale of Rs. 5500-9000(pre-revised) or equivalent; or (iii) With 8 years' regular service in posts in the scale 5000-8000(pre-revised). (b) Possessing 2 years' experience in foreign trade or industrial development work.
2.	Section Officer (Accounts) (Rs. 9300-34800/-) Grade Pay Rs. 4200/-	01	Officers under the Central / State Governments: (a) (i) Holding analogous posts on regular basis; or (ii) With three years' regular service in the scale of Rs. 5000-8000(pre-revised) or equivalent; and (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 organised 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 of equivalent; and (c) Possessing three years' experience of Cash, Accounts and Budget work.
3.	Stenographer Gr. III (Rs. 5200-20200/-) Grade Pay Rs. 2400/-	01	Officers under the Central / State Governments: (a) (i) Holding an analogous post on regular basis; 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 in English Shorthand, 30 words per minute typewriting; (b) Possessing a speed of 80 words per minute in English Shorthand, 30 words per minute in English typewriting; and Knowledge in word processing and (c) Knowledge in 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 APARs dossiers/vigilance clearance etc. should reach the following address within 30 days from the date of issue of this vacancy circular:-

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 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. The posts would be on cost recovery basis.
5. Posts would be created temporarily for one year and their continuation would be depending on operational status of SEZ and report of the SIU study. Excess posts not to be diverted to regular offices of Department of Revenue or Department of Commerce and shall stand abolished.
6. Officers who volunteer for the post will not be permitted to withdraw their names later.
7. Application(s)/Name(s) received after the last date or unaccompanied by copies of APAR gradation / dossiers of the officer(s) concerned will not be considered.


(Rakesh Kumar)
Dy. Development Commissioner

Encl: As Above.

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.