

File No.A-5/12/2015-SEZ

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Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
(SEZ Admin Section)

Udyog Bhawan, New Delhi  
Dated the 25<sup>th</sup> Jan., 2019

**OFFICE MEMORANDUM**

**Subject:- Filling of one post of Joint Development Commissioner (JDC) in SEEPZ Special Economic Zone (SEEPZ SEZ), Mumbai under Department of Commerce on deputation basis - regarding..**

The undersigned is directed to say that it is proposed to fill up an anticipated vacancy of the post of Joint Development Commissioner (JDC) in the level of pay corresponding to PB-3 + Grade Pay of Rs.7600/- (Pre-revised) on deputation basis in SEEPZ SEZ:-

2. Essential and desirable qualifications, experience etc in respect of the post are indicated in Annexure-I.

3. It is requested that duly completed applications of eligible and willing officers, who could be relieved in the event of selection, may please be forwarded in the prescribed format (Annexure-II) along with following documents, to Shri Aditya Narayan, Under Secretary, Department of Commerce, Room No. 477-B, Udyog Bhawan, New Delhi-110107, within a period of 45 days from date of publication of this advertisement in the Employment News:-


- I. Complete and up-to-date Confidential Reports for the last five years in original or photocopy thereof duly attested by an officer not below the rank of an Under Secretary to the Government of India;
- II. Vigilance Clearance; and
- III. Cadre Clearance.

3. Applications not received in the prescribed format or received after the last date for receipt of applications or without attested copies of APAR/Confidential reports and other relevant documents or otherwise found incomplete will not be considered.

4. The appointment will be on transfer on deputation basis. The period of deputation shall ordinarily not exceed 4 years. The selected officer will have the option to draw either the pay in the Pay Band/level in the Pay Matrix, attached to the post or his/her present pay plus deputation (duty) allowance as per the relevant instructions. Terms and conditions of the deputation will be as per instructions contained in Department of Personal & Training O. M. No. 6/8/2009-Estt. (Pay-II) dated 17<sup>th</sup> June, 2010, as amended from time to time.

5. The website [www.sezindia.nic.in](http://www.sezindia.nic.in) may please be referred to for further information, including information regarding further extension of date for receipt of the applications, if any, etc.

Encl: As above

  
(Aditya Narayan)  
Under Secretary to the Government of India  
Tel: 23062496  
e-mail: [aditya.n@nic.in](mailto:aditya.n@nic.in)



Annexure -IEssential and desirable qualifications, experience etc in respect of the posts

Name of Post	Joint Development Commissioner
<b>Essential Conditions:</b>	
Officers from Central Governments Services including all India Services (AIS) and organized Group 'A' Services, State Government Officers/Officers of Union Territories /PSUs/ Autonomous bodies/ Statutory bodies.	
(i) holding analogous post on regular basis; or	
(ii) with 5 years regular service in the post having Pay in Band-3 and Grade Pay of Rs.6600/- (pre-revised) or in the corresponding Level of pay in the 7 <sup>th</sup> CPC Pay matrix.	
<b>Desirable condition:</b>	
Experience in industrial development, foreign trade, estate development and administration.	
<b>Note:</b>	
i. Period of deputation including 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 (04) four years.	
ii. The maximum age limit for appointment by transfer on deputation shall be not exceeding 56 years as on the closing date of receipt of application	
iii. For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01.01.2016, the date from which the revised pay structure based on the 7 <sup>th</sup> CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/ pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the posts(s) for which that grade pay/pay scale is the normal replacement grade without any up-gradation.	

Annexure-IIAPPLICATION FORM

1	Post Applied for	:	
2	Name (in <b>BLOCK LETTERS</b> )		
3(i)	Name of parent office & address		
(ii)	Name of substantive post held in parent cadre:		
(iii)	Level of Pay in Pay matrix drawn in the substantive post:		
4	Date of Birth		
5	Date of superannuation under Central/State Govt. Rules		
6	Whether Educational 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 details of the same)		
		Qualifications/Experience possessed by the officer	
7	Educational qualifications:		
8	Essential:		

9	Desirable:					
10	Details of Employment in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is not sufficient)					
S. No.	Name of the Office/ Organization	Post held	From	To	Scale of pay/PB+GP /Pay Matrix and basic pay	Nature of duties
1	2	3	4	5	6	7
11	In case the present employment is held on deputation basis, please state:-					
	a. Date of appointment to the present post					
	b. Period of appointment on Deputation/Contract					
12	Additional details about present Employment. Please state whether working under Central Government/State Government/Autonomous Organization/Government Undertaking/University					
13	Date of return from last appointment on deputation (Completion of Cooling off period of 3 years is essential)					
14	Additional information, if any, which you would like to mention in support of your suitability for posts. (Enclose a separate sheet, if the space is not sufficient).					
15	Whether belongs to SC/ST					

Signature of the Candidate

Place:	Address for Communication	
Date:	Phone No.(office)	
	Mobile No.	
	E-mail address	

**Certificate**

(To be given by the Head of the Department)

1. Certificate that the particulars furnished above have been verified and found to be correct.
2. It is also certified that no disciplinary/vigilance proceedings are either pending or contemplated against the officers. Integrity of the officer is also certified.

Signature of the Head of the Department  
(With rubber stamp)