

**GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE & INDUSTRY  
OFFICE OF THE DEVELOPMENT COMMISSIONER  
SEEPZ SPECIAL ECONOMIC ZONE  
ANDHERI (EAST), MUMBAI 400 096  
Tel: 28294799 Fax: 28291754/28291385  
E-mail: [dcseepz-mah@nic.in](mailto:dcseepz-mah@nic.in), Website: [www.seepz.gov.in](http://www.seepz.gov.in)**

**OFFICE MEMORANDUM**

Application are invited for the following posts in MADC SEZ Nagpur under the jurisdiction of Zonal Development Commissioner, SEEPZ-SEZ:

**Name of Post** : **Assistant Development Commissioner**  
**Pay Scale** : 9300-34800+GP Rs. 4600/-  
**Vacant Post** : 01(One) Post  
**Mode of filling up of vacancy** : On Deputation basis

**Eligibility Criteria:**

- (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.  
(iii) With 8 years' regular service in posts in the scale 5000-8000 (pre-revised)
- (b) Possessing 2 years experience in industrial development or foreign trade. (The maximum age limit for appointment by deputation / transfer on deputation (including short-term contract) and transfer shall not be exceeding 56 years as on the closing date of application).

**Name of Post** : **Stenographer (Grade-III)**  
**Pay Scale** : 5200-20200+GP Rs. 2400/-  
**Vacant Post** : 01 (One) Post  
**Mode of filling up of vacancy** : Deputation


- (a) (i) holding analogous posts 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 in 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.

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1. The appointment will be on deputation basis for a minimum period of three years.
2. The last date of receipt of application through proper channel is **15.01.2016**.
3. Application received after the last date or without the confidential reports and other relevant documents or otherwise found incomplete will not be considered.
4. The Curriculum Vitae (CV) duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment to posts on deputation basis.
5. The following documents are required to be submitted along with the application:
  - (i) Complete and upto-date Confidential Report for the last five years in original or attested Photostat copy thereof by officer not below the rank of Under Secretary to the Government of India.
  - (ii) Integrity Certificate.
  - (iii) Vigilance Clearance.
  - (iv) Details of minor or major penalties imposed during the last 10 years (if no penalties have been imposed it, should be stated).
6. Application on proforma (Annexure-II) (in duplicate) of eligible and willing officers who could be relieved in the event of selection, along with the required documents may be forwarded through proper channel to the following address on or before **15.01.2016**.

**O/o the Development Commissioner  
SEEPZ Special Economic Zone,  
Government of India,  
Ministry of Commerce & Industry,  
Andheri (E), Mumbai - 400 096.**



(V. P. Shukla)  
Deputy Development Commissioner  
SEEPZ-SEZ

**F. No. SEEPZ-SEZ/NEW SEZ/171/2011-12/VOL-XI /**

Bio-Data

1.	Name & Office Address (In Block Letters)					
2.	Name of the post of which applied					
3.	Date of Birth					
4.	Date of Retirement					
5.	Educational Qualification					
6.	Present Basis Pay					
7.	Post held on regular basis with scale of pay (Revised) and date of appointment thereto on regular basis					
8.	Permanent post held with scale of pay (Revised) and date of confirmation					
9.	Details of employment in chronological order, (enclose a separate sheet, duly authenticated by your signature, if the space below is not sufficient.					
<b>Sr. No.</b>	<b>Office/Institution/ Organization</b>	<b>Post Held</b>	<b>From</b>	<b>To</b>	<b>Scale of Pay and Basis Pay</b>	<b>Nature of duties</b>
1.						
2.						
3.						
4.						

10.	Nature of present employment i.e. whether ad-hoc or temporary or permanent	
11.	In case the present employment is held on deputation/contract basis, please state; (i) The date of initial appointment (ii) Period of appointment on deputation/contract (iii) Name of the present Office/organization to which you belong:	
12.	Additional information, if any, which you would like to mention in support of your suitability for post. (Enclose a separate sheet, if the space is not sufficient):	
13.	Whether belongs to SC/ST:	

Date:

Signature of candidate