

**Office of The Development Commissioner  
SEEPZ Special Economic Zone  
Government of India  
Ministry of Commerce & Industry  
Andheri (East), Mumbai 400 096  
Tel: 28294743/28294744, Fax: 28291754  
E-Mail: [dcseepz-mah@nic.in](mailto:dcseepz-mah@nic.in), Website: [www.seepz.gov.in](http://www.seepz.gov.in)**  
\*\*\*\*\*

No. SEEPZ-SEZ/ADMN/272/2010/VOL-II

26.09.2013

- Subject:** (i) **Filling up of the posts of Security Officer and Assistant Security Officer, Grade-I, SEEPZ-SEZ,**  
(ii) **Filling up of the posts of Assistant Development Commissioner, Section Officer (Accounts) and Stenographer Grade-II in Private SEZs under the jurisdiction of Development Commissioner SEEPZ-SEZ.**

Sir,

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

Name of Post	Pay Scale	Vacant Post	Mode of filling up of vacancy	Eligibility criteria
Security Officer	9300-34800 + GP Rs.4600/-	01 (One Posts)	Promotion/ Deputation	Officer of the Central Government:- (a) (i) holding analogous posts on regular basis or (ii) With 3 years' regular service in posts in the pay scale of Rs.5500-9000 (pre-revised) or equivalent; or (iii) with 6 years' regular service in posts in the pay scale of Rs. 9300-34800+4200 or equivalent, or (iv) with 8 years' regular service in posts in the pay scale of Rs. 5200-20200+2800 or equivalent, and (b) Possessing 2 years experience in Security related work.  Departmental Assistant Security Officers Grade I with 3 years regular service in the grade will also be considered alongwith outsiders, and in case he is selected for appointment to the

				<p>post, same shall be deemed to have been filled by promotion. (Period of deputation including period of deputation in another ex-cadre posts held immediately preceding this appointment in the same or some other organisation/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.)</p>
Asstt. Security Officer, Gr. I	9,300-34,800+ GP Rs. 4,200/-	3 (Three Posts)	Deputation	<p>Officer of the Central Government:-</p> <p>(i) holding analogous posts on regular basis or</p> <p>(ii) with three year's regular service in posts in the pay scale of Rs. 5000-8000 (Pre-revised) or equivalent, or</p> <p>(iii) With 6 year's regular service in posts in the pat scale of Rs. 4500-7000/- (Pre-revised), or Equivalent; and</p> <p>(b) Possessing 2 years experience in security related work.</p> <p><b>Re-employment (For Ex-Servicemen):-</b></p> <p>The Armed Forces personnel of the rank of Junior Commissioned Officer and possessing a degree from recognised University/ Institute or equivalent and due to retire or to be transferred to reserve within the period of one year shall also be</p>

				<p>considered. Such persons would be given deputation terms upto the date on which they are due to release from the Armed Forces, thereafter, they may be continued on re-employment.</p> <p>The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>(The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment be deputation shall be not exceeding 56 years as on the closing date of the receipt of applications).</p>
<b>FOR PRIVATE SEZs ( location SEEPZ-SEZ )</b>				
Assistant Development Commissioner	9300-34800 + GP Rs.4600/-	09 (Nine Posts)	Deputation	<p>(a) (i) holding analogous posts on regular basis; or</p> <p>(ii) with 3 years' regular service in posts in the scale of Rs. 5500-9000 (pre-revised) or equivalent or</p> <p>(iii) with 8 years' regular service in posts in the scale 5000-8000 (pre-revised)</p> <p>(b) Possessing 2 years experience in industrial</p>

				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 receipt of application).
Section Officer (Accounts)	9300-34800 + GP Rs.4200/-	04 (Four Posts)	Deputation	(a) (i) holding analogous posts on regular basis; or (ii) with 3 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 organized Accounts Departments of the Central Government; (ii) Successful completion of training in the Cash and Accounts work conducted by Institute of Secretarial Training and Management or equivalent; and c) Possessing three years' experience of Cash, Accounts and Budget work.
Stenographer (Grade-II)	Rs.5200-20200 + GP Rs.2400/-	12 Twelve Posts)	Deputation	(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. The details & documents required for the above posts and the details of place of posts proposed to be filled up in respect of Private SEZs are hosted in the website of this office i.e. [www.seepz.gov.in](http://www.seepz.gov.in).

3. The appointment will be on deputation basis for a minimum period of three years.

4. Application received after the last date or without the confidential reports and other relevant documents or otherwise found incomplete will not be considered.

5. 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.

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 to the following address **within 60 days** from the date of issue of this Advertisement published in the Employment News 14-20 September, 2013.

**O/o The Development Commissioner,  
 SEEPZ Special Economic Zone, Government of India,  
 Ministry of Commerce & Industry,  
 Andheri (E), Mumbai - 400 096.  
 Tel. No. 28294743/28294744**



**(PS Raman)  
 Deputy Development Commissioner,  
 SEEPZ SEZ**

