

भारत सरकार
वाणिज्य और उद्योग मंत्रालय
विकास आयुक्त का कार्यालय
सीपज़ विशेष आर्थिक क्षेत्र
अंधेरी (पूर्व), मुंबई - 400096



Government of India
Ministry of Commerce & Industry
Office of the Development Commissioner
SEEPZ Special Economic Zone
Andheri (E), Mumbai - 400096

वेबसाइट: www.seepz.gov.in | ई-मेल: dcseepz-mah@nic.in | टेलीफोन: 022-28290856/28294700

F. No. SEEPZ-SEZ/ADMN/50/2001-02/VOL-VII

Date:- 11.01.2025

VACANCY ADVERTISEMENT

Sub:- Filling up of the post of Stenographer Grade – II and Stenographer Grade – III on deputation (Cost Recovery) basis - reg

Application are invited for filling up the following post in the O/o Zonal Development Commissioner, SEEPZ Special Economic Zone, Ministry of Commerce & Industry, Government of India, Andheri (E), Mumbai by appointment on deputation (Cost Recovery) basis.

| Sr. No. | Name of Post | Pay scale | No. of vacant posts |
|---------|--------------------------|---|---------------------|
| 1 | Stenographer Grade – II | Rs. 9300-34800 + 4200 (Level – 6 as per 7 th CPC) | 01 |
| 2 | Stenographer Grade – III | Rs. 5200-20200 + 2400 (Level – 4 as per 7 th CPC) | 01 |

Eligibility Criteria:-

For – Stenographer Grade – II [Pay Band and Grade Pay - Rs 9300-34800 + GP Rs. 4200/- (Level – 6, as per 7th CPC)

(i) Departmental Junior Stenographers in the pay scale of Rs. 4000-6000 with eight years' regular service in the grade and having knowledge in word processing.

For - Stenographer Grade – III [Pay Band and Grade Pay - Rs. 5200-20200 + GP Rs. 2400/- (Level – 4, as per 7th CPC)

- **Official in the Central Government;**

(i) Holding an analogous post on regular basis possessing a speed of 80 w.p.m. in English Shorthand, 30 w.p.m. in English Typewriting;

Or

(a) Lower Division Clerk in the pay scale of Rs. 3050-4590 with Eight years regular service in the grade; and possessing a speed of 80 w.p.m. in English Shorthand & 30 w.p.m. in English Typewriting

(b) Secondary School Certificate or its equivalent;

(c) Knowledge in word processing

2. The initial period of deputation shall be for One year and extendable further period of two years as per provisions of DoPT. Pay and other allowances etc. shall be governed by DoPT's guidelines issued from time to time.
3. The maximum age limit for appointment on deputation shall not exceed 56 years as on the closing date of receipt of application.
4. The terms and conditions of the service which are not explicitly provided in the Recruitment Rules of the SEEPZ-SEZ, should be governed by the deputation rules / regulations instructions issued by the DoPT.
5. Eligible and interested candidates may send their applications through proper channel along with their bio-data in the prescribed proforma as per Annexure - I. Applications must be accompanied by Integrity Certificate, Vigilance Clearance and ACRs for last five years.
6. Application of officials, who may be relieved immediately, in case of their selection, may be forwarded only. Candidates once selected will not be allowed to withdraw his / her candidature later.
7. The application through proper channel may be forwarded to the Office of the Development Commissioner, SEEPZ-SEZ, Government of India, Ministry of Commerce & Industry, Andheri (East), Mumbai – 400096 within 45 days from the date of publication on this advertisement in Employment News Paper. Application received after the due date will not be entertained.
8. The advance of the application may be forwarded in the Email address: dcseepz-mah@nic.in and admin-seepz@gov.in.


16/01/25

(Jay Manoj Shah)

Deputy Development Commissioner,
SEEPZ-SEZ

Encl: As above

CURRICULUM VITAE

| | | | | | | |
|-----|---|---|--|----------------------------|--|------------------|
| 1. | Name of the Officer (in block letters) | | | | | |
| 2. | Official e-mail ID | | | | | |
| 3. | Mobile No. | | | | | |
| 4. | Office Address | | | | | |
| 5. | Date of Birth (in Christian era) | | | | | |
| 6. | Date of retirement under Central/State Govt. rules | | | | | |
| 7. | Educational Qualifications (a) Academic Qualification (b) Technical Qualification | | | | | |
| 8. | 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 authority for the same). | | Qualifications/ Experience required | | Qualifications/ Experience possessed by the Officer | |
| | Essential | | 1) | | | |
| | | | 2) | | | |
| | | | 3) | | | |
| | Desired | | 1) | | | |
| | | | 2) | | | |
| | | | 3) | | | |
| 9. | Please state clearly whether in light of entries made by you above, you meet the requirements of the post; | | | | | |
| 10. | Details of Employment, in chronological order, (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.) | | | | | |
| | Office/Institute/ Organization | Post held | From | To | Scale of pay and basic pay | Nature of duties |
| | | | | | | |
| 11. | Details of Training Programmes attended (enclosed a separate sheet, duly authenticated by your signature, if the space below is insufficient.)- | | | | | |
| | Sr. No | Period | | Subject matter of Training | | |
| | | From | To | | | |
| | | | | | | |
| 12. | Nature of present employment i.e., ad-hoc OR temporary OR quasi permanent OR permanent. | | | | | |
| 13. | In case the present employment is held on deputation/contract basis, please state; | | | | | |
| | a) | The date of initial appointment; | | | | |
| | b) | Period of appointment on deputation/contract; | | | | |
| | c) | Name of the present office / | | | | |

| | | |
|-----|---|--|
| | organization to which you belong; | |
| 14. | Additional details about present employment; <i>(Please state whether working under)</i> | |
| | a) Central Govt. | |
| | b) State Govt. | |
| | c) Autonomous Org. | |
| | d) Govt. Undertaking | |
| | e) Universities | |
| 15. | Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade. | |
| 16. | Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale. | |
| 17. | Total emoluments per month now drawn; | |
| 18. | Additional information, if any, which you would like to mention in support of your suitability for the post <i>(enclosed a separate sheet, if the space is insufficient)</i> | |
| | (a) Additional academic qualifications | |
| | (b) Professional training and | |
| | (c) Work experience over and above prescribed in the vacancy circular /advertisement | |
| 19. | Whether belongs to SC/ST | |
| 20. | Remark [the candidate may indicate information with regard to <i>(i) Research publications and reports and special projects</i> <i>(ii) Awards/scholarship/official appreciation</i> <i>(iii) Affiliation with the professional bodies/institutions/societies and</i> <i>(iv) Any other information (enclosed a separate sheet, if the space is insufficient)</i> | |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date:- _____

(Signature of the candidate)

Address:- _____

(Countersigned of the employer)