

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-II

Date:- 27.03.2025

VACANCY NOTICE FOR DEPUTATION BASIS

SEEPZ Special Economic Zone, under the Ministry of Commerce & Industry, invites applications for the following posts on a deputation basis:

1.	Assistant (04 Posts) (Group-B, Non-Gazetted, Ministerial) Level-6 as per 7 th CPC	Eligibility: Officers in the Central Government holding: (a) (i) analogous posts on regular basis; or (ii) posts in the pay scale of Rs. 4000-6000 with five years regular service in the grade; or (iii) posts in the pay scale of Rs. 3050-4590 with thirteen years or regular service in the grade; and (b) Possessing educational and other qualifications as laid down in column No. 8 for direct recruits; and (c) Knowledge in word processing and use of Hindi software. (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 ordinarily exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of appointment.)
2.	Upper Division Clerk (UDC) (07 Posts) (Group 'C', Ministerial) Level-4 as per 7 th CPC	Eligibility: Officers of the Central Government: (i) Holding analogous posts on a regular basis; OR (ii) Lower Division Clerks (LDCs) in the Level-2 (pay scale of ₹3050-4590) with 8 years of regular service in the grade. (iii) Must have knowledge of word processing. (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 ordinarily exceed three years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of appointment.)

Method of Appointment: Deputation

Probation Period: As per Government norms.

Selection Criteria: Selection-cum-Seniority Basis.

General Terms & Conditions:

1. The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or another organization, shall not exceed three years.
2. Applicants should send their applications through the proper channel, along with attested copies of their ACRs/APARs for the last five years and vigilance clearance.
3. The selected candidates will be governed by the usual deputation terms and conditions prescribed by the Government of India.
4. The eligibility criteria and conditions may be relaxed at the discretion of the competent authority.

How to Apply:

Interested and eligible candidates may send their applications in the prescribed format through the proper channel to:

**“Development Commissioner,
SEEPZ Special Economic Zone,
Andheri (East), Mumbai – 400096”**

Last Date for Receipt of Applications: 45 days from the date of publish in employment news.

Encl: As above


(Jay Manoj Shah)
Deputy Development Commissioner,
SEEPZ-SEZ

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; (Please state whether working under)	
	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 (enclosed a separate sheet, if the space is insufficient)	
	(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) Research publications and reports and special projects (ii) Awards/scholarship/official appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) Any other information (enclosed a separate sheet, if the space is insufficient)]	

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)

Annexure – II

(Certification by the Employer/Cadre Controlling Authority)

The information/ details provided in the above application by the applicant are true and Correct as per the facts available on records. He/she possesses educational qualifications and Experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri / Smt.....
- ii) His / Her integrity is certified.
- iii) His / Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned
(Employer/Care Controlling Authority with Seal)