



वेबसाइट: [www.seepz.gov.in](http://www.seepz.gov.in) | ई-मेल: [dcseepz-mah@nic.in](mailto:dcseepz-mah@nic.in) | टेलीफोन: 022-28290856/28294700

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### प्रतिनियुक्ति के आधार पर रिक्ति सूचना

### VACANCY NOTICE FOR DEPUTATION BASIS

वाणिज्य एवं उद्योग मंत्रालय के अधीन सीपज़- विशेष आर्थिक क्षेत्र प्रतिनियुक्ति के आधार पर निम्नलिखित पदों के लिए आवेदन आमंत्रित करता है:

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

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| 1. | <p><b>सहायक (04 पद)</b></p> <p>(समूह - बी, अराजपत्रित, मंत्रिस्तरीय)<br/>7वें वेतन आयोग के अनुसार लेवल-6</p> <p><b>Assistant (04 Posts)</b></p> <p>(Group-B, Non-Gazetted, Ministerial)<br/>Level-6 as per 7<sup>th</sup> CPC</p> | <p><b>पात्रता:</b></p> <p>केंद्र सरकार में अधिकारी जो निम्नलिखित पद धारण करते हों:</p> <p>(क)(i) नियमित आधार पर सदृश पद धारण किए हुए हैं; या<br/>(ii) 4000-6000 रुपये के वेतनमान में पद, जिसमें ग्रेड में पांच वर्ष की नियमित सेवा की हो; या<br/>(iii) 3050-4590 रुपये के वेतनमान वाले पद, जिन्होंने उस ग्रेड में तेरह वर्ष या नियमित सेवा की हो; तथा</p> <p>(ख) मान्यता प्राप्त विश्वविद्यालय से डिग्री; तथा स्थापना, प्रशासन या लेखा में 2 वर्ष का अनुभव।</p> <p>(ग) वर्ड प्रोसेसिंग का ज्ञान होना चाहिए।</p> <p>(प्रतिनियुक्ति की अवधि, जिसके अंतर्गत केन्द्रीय सरकार के उसी या किसी अन्य संगठन/विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य बाह्य संवर्ग पद पर प्रतिनियुक्ति की अवधि भी है, जो सामान्यतः तीन वर्ष से अधिक नहीं होगी। प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा नियुक्ति प्राप्ति की अंतिम तिथि को 56 वर्ष से अधिक नहीं होनी चाहिए।)</p> <p><b>Eligibility:</b><br/>Officers in the Central Government holding:</p> <p>(a) (i) analogous posts on regular basis; or<br/>(ii) posts in the pay scale of Rs. 4000-6000 with five years regular service in the grade; or<br/>(iii) posts in the pay scale of Rs. 3050-4590 with thirteen years or regular service in the grade; and</p> <p>(b) Possessing Degree from recognized University; and having 2 years experience in establishment, administration or Accounts.</p> <p>(c) Must have knowledge of word processing.</p> |
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|   |                                                                                                                                                                                                                                               | (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 | <p><b>प्रवर श्रेणी लिपिक (प्रश्रेलि) (07 पद)</b></p> <p>(समूह - सी, मंत्रिस्तरीय)<br/>7वें सीपीसी के अनुसार<br/>लेवल-4</p> <p>Upper Division Clerk (UDC) (07 Posts)</p> <p>(Group 'C', Ministerial)<br/>Level-4 as per 7<sup>th</sup> CPC</p> | <p><b>पात्रता:</b></p> <p>केंद्र सरकार के अधिकारी:</p> <p>(i) नियमित आधार पर सदृश पद धारण करनेवाले; या</p> <p>(ii) लेवल-2 (3050-4590 रुपये वेतनमान) में अवर श्रेणी लिपिक (एलडीसी) जिन्होंने ग्रेड में 8 वर्ष की नियमित सेवा की हो।</p> <p>(iii) वर्ड प्रोसेसिंग का ज्ञान होना चाहिए।</p> <p>(प्रतिनियुक्ति की अवधि, जिसके अंतर्गत केन्द्रीय सरकार के उसी या किसी अन्य संगठन/विभाग में इस नियुक्ति से ठीक पहले धारित किसी अन्य बाह्य संवर्ग पद पर प्रतिनियुक्ति की अवधि भी है, जो सामान्यतः तीन वर्ष से अधिक नहीं होगी। प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा नियुक्ति प्राप्ति की अंतिम तिथि को 56 वर्ष से अधिक नहीं होनी चाहिए।)</p> <p><b>Eligibility:</b></p> <p>Officers of the Central Government:</p> <p>(i) Holding analogous posts on a regular basis; OR</p> <p>(ii) Lower Division Clerks (LDCs) in the Level-2 (pay scale of ₹3050-4590) with 8 years of regular service in the grade.</p> <p>(iii) Must have knowledge of word processing.</p> <p>(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.)</p> |

**नियुक्ति की विधि:** प्रतिनियुक्ति

**परिवीक्षा अवधि:** सरकारी मानदंडों के अनुसार।

**चयन मानदंड:** चयन-सह-वरिष्ठता आधार।

**Method of Appointment:** Deputation

**Probation Period:** As per Government norms.

**Selection Criteria:** Selection-cum-Seniority Basis.

**सामान्य नियम एवं शर्तें:**

**General Terms & Conditions:**

1. प्रतिनियुक्ति की अवधि, जिसमें उसी या किसी अन्य संगठन में इस नियुक्ति से तुरंत पहले धारित किसी अन्य बाह्य-संवर्ग पद पर प्रतिनियुक्ति की अवधि भी शामिल है, तीन वर्ष से अधिक नहीं होगी।  
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. आवेदकों को अपने आवेदन पत्र उचित माध्यम से भेजने चाहिए, साथ ही पिछले पांच वर्षों की एसीआर/एपीएआर की सत्यापित प्रतियां और सतर्कता मंजूरी भी साथ में भेजनी चाहिए।  
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. चयनित अभ्यर्थियों पर भारत सरकार द्वारा निर्धारित सामान्य प्रतिनियुक्ति नियम एवं शर्तें लागू होंगी।  
The selected candidates will be governed by the usual deputation terms and conditions prescribed by the Government of India.
4. सक्षम प्राधिकारी के विवेकानुसार पात्रता मानदंड एवं शर्तों में छूट दी जा सकती है।  
The eligibility criteria and conditions may be relaxed at the discretion of the competent authority.

**आवेदन कैसे करें:**

इच्छुक और पात्र उम्मीदवार निर्धारित प्रारूप में अपने आवेदन उचित माध्यम से निम्नलिखित पते पर भेज सकते हैं:

“विकास आयुक्त,  
सीपज़- विशेष आर्थिक क्षेत्र,  
अंधेरी (पूर्व), मुंबई – 400096”

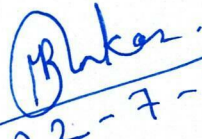
**How to Apply:**

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”

**यह 03 वर्षों के लिए खुला विज्ञापन है।**

**This is an open advertisement for 03 years.**

  
22-7-26

(मयूर मानकर)

संयुक्त विकास आयुक्त,  
सीपज़-सेज़

अनुलग्नक: यथोपरि

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/<br>Experience required |                            | Qualifications/<br>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/<br>Organization                                                                                                                                                                             | Post held                                     | From                                   | To                         | Scale of pay<br>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.<br>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;<br>(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<br>(i) Research publications and reports and special projects<br>(ii) Awards/scholarship/official appreciation<br>(iii) Affiliation with the professional bodies/institutions/societies and<br>(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)

\_\_\_\_\_  
\_\_\_\_\_

(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/Cadre Controlling Authority with Seal)