No.K-43022/233/2026-SEZ (ADMIN.)
Government of India
Ministry of Commerce and Industry
Department of Commerce
{SEZ (Admin) Section}
*****

Vanijya Bhawan, New Delhi
Dated the 30 October, 2026

**OFFICE MEMORANDUM**

**Subject: Filling up of one post of Deputy Development Commissioner (DDC), Gurugram Cluster of SEZs, under the jurisdiction of DC, NSEZ, on deputation basis under the Department of Commerce – reg.**

The undersigned is directed to state that the Department of Commerce, Government of India, intends to fill up one post of Deputy Development Commissioner (DDC) on deputation basis under its jurisdiction. The details of the post are as follows:

| Sl. No | Name of the post & Pay Scale | Name of SEZ | Location of the post | No of posts |
|---|---|---|---|---|
| 1. | Deputy Development Commissioner (DDC) in pay level 11 as per 7th CPC matrix | Noida SEZ | Gurugram SEZs Cluster(Pvt. SEZs) under O/o DC, NSEZ, on Cost Recovery | 01 |

2. Job requirements, experience, and qualifications required for the post are indicated in **Annexure-I**.

3. It is requested that duly completed applications of eligible and willing officers, who could be relieved in the event of selection, may be forwarded in the prescribed format **(Annexure-II)** along with following documents to "The Under Secretary (SEZ), Cabin No. 3001, 3rd Floor, Department of Commerce, Vanijya Bhawan, New Delhi-110001", within a period of 30 **days** from date of publication of this advertisement in the Employment News/local newspaper:-

(i) Complete and up-to-date Confidential Reports for the last five years in original or photocopy thereof duly attested by an officer not below the rank of an Under Secretary to the Government of India.

(ii) Vigilance Clearance.

(iii) Cadre Clearance.

4. Applications not received in the prescribed format or received after the last date or without confidential reports and other relevant documents or found

incomplete will not be considered.

5. The appointment will be on transfer on deputation basis. **The period of deputation shall ordinarily not exceed 03 years in case of DDC.** The terms and conditions of the deputation will be governed as per the instructions issued by Department of Personnel & Training's vide O.M. No. 6/8/2009-Estt. (Pay-II) dated 17th June, 2010 as amended from time to time. Any further information, including extension in the last date of receipt of application etc. will be notified through the webpage "http://sezindia.gov.in" and on the website of the respective jurisdictional SEZ.

30/10/26

(Sanjay Kumar)
Under Secretary to the Government of India
Tel:-011-23039721
E-mail: sanjay.78@gov.in

Encl: As above.

To,

1. All Ministries/Departments of Govt. of India, New Delhi.
2. Chief Secretaries of State Governments and Union Territories.
3. All attached/subordinate offices under the Ministry of Commerce & Industry, Department of Commerce.
4. Development Commissioner of all SEZs.
5. NIC, DOP&T and Communication Cell, Department of Commerce for uploading the O.M. on their websites.
6. All Sections/Officers in the Department of Commerce.
7. E-hrms2.0 portal.
8. Guard File.

**Annexure-I**

**Essential and desirable qualifications, experience etc. in respect of the post.**

| | |
|---|---|
| **Name of the Posts & Grade Pay / Pay Level** | Deputy Development Commissioner (DDC), Gurugram SEZs Cluster(Pvt. SEZs), Noida SEZ & Level-11 of the 7th CPC Pay Matrix. |

A. **Essential Conditions:**

Officers from Central Governments Services including all India Services (AIS) and organized Group 'A' Services, State Government Officers/ Officers of Union Territories/ PSUs/ Autonomous bodies/ Statutory bodies,

(i) holding analogous post on regular basis; or

(ii) with 5 years of service in the post having Pay Level -10 as per the 7th CPC Pay matrix.

B. **Desirable Condition:**

Possessing experience in industrial development, foreign trade, estate development and administration.

Note:

(i) Period of deputation including 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 exceed (03) three years.

(ii) The maximum age limit for appointment by transfer on deputation shall be not exceeding 56 years as on the closing date of receipt of application.

**Annexure-II**

## APPLICATION FORM

| | | |
|---|---|---|
| 1 | i. Post Applied For<br>ii. Location of the Post | |
| 2 | i. Name (in **BLOCK LETTERS**)<br>ii. Gender | |
| 3 | Name of Office & address | |
| 4 | Date of Birth | |
| 5 | Date of superannuation under Central/State Govt. Rules | |
| 6 | Residential Address:<br>i. Present address | |
| | ii. Permanent Address | |
| 7 | a. Name of the post held | |
| | b. Pay level of the present post held in pay matrix (as per 7th CPC) | |
| | c. In case of pay scale not belonging to central government pay structure, the equivalent pay level in Central Government (as per 7th CPC) | |
| | d. Whether the present post is held on deputation/ad-hoc/Regular basis (strike out the one which is not applicable) | Deputation / Ad-hoc / Regular |
| | e. Date of appointment to the present post | |
| 8 | If the present post is on Deputation/ad-hoc basis, name of substantive Post held on regular basis and Level of pay of the regular post in the Pay Matrix (as per 7th CPC) | |
| | Date from which the post is held on regular basis | |
| 9 | Date of return from last appointment on deputation (Completion of Cooling off period of 03 years is essential) | |
| 10 | Whether essential qualifications required for the post are fulfilled.<br>(if any qualification has been treated as equivalent to the one prescribed in the Rules, state the details of the same) | |
| | **Qualifications/Experience possessed by the officer** | |
| 11 | Educational qualifications of the applicant (Separate sheet may be enclosed, if required) | |
| 12 | Desirable qualifications (Separate sheet may be enclosed, if required) | |

| 13 | Details of Employment in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is not sufficient) | | | | | |
|---|---|---|---|---|---|---|
| S. No. | Name of the Office/ Organization | Post held | From | To | Scale of pay and basic pay | Nature of duties |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |
| 14 | Additional details about present Employment Please state whether working under Central Government/State Government/Autonomous Organization/Government Undertaking/ University | | | | | |
| 15 | Details of experience in industrial development, foreign trade, estate development and administration | | | | | |
| 16 | Whether belongs to SC/ST | | | | | |
| 17 | Whether worked in any SEZ earlier. If so, details thereof :<br>(a) Post held<br>(b) Name of SEZ & Location<br>(c) Period of posting | | | | | |
| 18 | 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). | | | | | |

**Declaration/Undertaking by the candidate**

I hereby declare that the information provided in the application form are complete and true to the best of my knowledge and based on records.

Signature of the Candidate

| Place: | Address for Communication | |
|---|---|---|
| Date: | Phone No.(office) | |
| | Mobile No. | |
| | E-mail address | |

## Certificate

**(To be given by the Head of the Department)**

1. Certified that the particulars furnished above have been verified and found to be correct.

2. It is also certified that no disciplinary/vigilance proceedings are either pending or contemplated against the officer. Integrity of the officer is also certified.

Signature of the Head of the Department
(With rubber stamp)