

No. 49/145/2010-6SII  
GOVERNMENT OF HARYANA  
CHIEF SECRETARY'S OFFICE  
PERSONNEL DEPARTMENT

Dated, Chandigarh, the 5<sup>44</sup> December, 2011.

To

As per list enclosed.

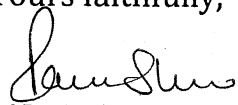
Subject:- Filling up the post of Deputy Development Commissioner, Visakhapatnam Special Economic Zone, in the Pay Band of Rs.15600-39100 (PB-3) with grade pay of Rs. 6600/- on promotion/transfer on deputation basis-Regarding.

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Sir/Madam,

I am directed to refer to the subject cited above and to enclose a copy of letter No.A-4/17/2010-SEZ, dated 11.11.2011 received from Government of India, Ministry of Commerce & Industry, Department of Commerce, New Delhi on the subject noted above and to request that in case you are willing to be considered for the post mentioned in the above subject you may kindly send three copies of your bio-data to the Personnel Department (Services Branch-II) at the earliest.

Yours faithfully,

  
(PAWAN SHARMA)  
Superintendent Services-II.

 **INTERNAL DISTRIBUTION**  
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**LIST**

| Sr.No. | Name of the Officer<br>S/Shri/Smt. | Present Posting  |
|--------|------------------------------------|--|
| 1.     | Sat Pal, HCS                       | SDO(C), Hodal  |
| 2.     | Veena Hooda, HCS                   | Joint Commissioner, M.C.,NIT, Gurgaon  |
| 3.     | Surender Singh, HCS                | Secretary, RTA, Sonapat and Secretary,RTA, Panipat   |
| 4.     | Jagdeep (Dhanda), HCS              | Joint Transport Commissioner, Haryana  |
| 5.     | Sarita Malik, HCS                  | Joint Director-cum-Under Secretary, Women & Child<br>Development Department  |
| 6.     | Kamlesh Kumar, HCS                 | Joint Transport Commissioner, Haryana  |
| 7.     | Munish Nagpal, HCS                 | Sub Divisional Officer(Civil), Dabwali   |
| 8.     | Kuldhir Singh, HCS                 | Joint Director (Admn.)Industrial Training, Hr.   |
| 9.     | Vatsal Vashisht, HCS               | SDO(C), Pataudi  |
| 10.    | Jag Niwas, HCS                     | SDO(C),Sonapat and E.O.,HUDA,Sonapat   |
| 11.    | Ranjit Kaur, HCS                   | City Magistrate, Rewari  |
| 12.    | Mahabir Parsad, HCS                | SDO(C ), Hansi   |
| 13.    | Mahender Pal, HCS                  | SDO(C ), Mahendergarh.   |
| 14.    | Mukesh Kumar, HCS                  | Estate Officer,HUDA-II, Gurgaon  |
| 15.    | Devinder Kaushik, HCS              | SDO ( C ), Jagadhri and E.O. HUDA, Jagadhri  |
| 16.    | Hawa Singh, HCS                    | SDO ( C ), Kaithal, E.O.HUDA, Kaithal and M.D.Coop.Sugar<br>Mills, Kaithal   |
| 17.    | Sat Pal Sharma, HCS                | Joint Director(Admn.),Sports,Haryana   |
| 18.    | Surjit Singh, HCS                  | CTM, Mahendragarh  |
| 19.    | Ram Kumar Beniwal, HCS             | CTM, Sonapat   |
| 20.    | Prem Chand Gangle, HCS             | SDO(C ), Brara   |
| 21.    | Satbir Singh Jangu, HCS            | SDO ( C ), Tosham  |
| 22.    | Narinder Singh Yadav,<br>HCS       | Estate Officer,HUDA-I, Gurgaon   |
| 23.    | Ashwani Maingi, HCS                | SDO ( C ), Bilaspur  |
| 24.    | Amar Deep Singh, HCS               | City Magistrate, Palwal  |
| 25.    | Satbir Singh Kundu, HCS            | SDO(Civil), Thanesar and E.O.HUDA,. Kurukshetra  |
| 26.    | Ashwani Kumar-II, HCS              | EO,HUDA,Panchkula  |
| 27.    | Sanjay Rai, HCS                    | Joint Director(Admn.),PGI, Rohtak and SDO<br>( C ), Beri.  |
| 28.    | Bir Singh Kalirawana,<br>HCS       | Estate Officer,HUDA,Faridabad  |
| 29.    | Satbir Singh Lohchab,<br>HCS       | SDO ( C ), Loharu  |
| 30.    | Subhash Sheoran, HCS               | General Manager,Haryana Roadways, Hisar and SDO<br>( C ),Barwala   |
| 31.    | O.P.Sharma, HCS                    | SDO( C ), Naraingarh   |
| 32.    | Sushil Kumar, HCS                  | SDO(C ),Shahabad   |
| 33.    | Amardeep Jain, HCS                 | SDO ( C ), Hisar, EO,HUDA, Hisar and Secretary to Mr.Juistice<br>T.P.Garg(Retd.) Inquiry Commission.                               |
| 34.    | Om Parkash, HCS                    | Secretar, RTA, Rewari and Secretary, RTA, Jhajjar  |
| 35.    | Rajiv Ahalwat, HCS                 | SDO ( C ), Meham and M.D. Coop.Sugar Mills, Meham  |
| 36.    | Vikram Singh Malik, HCS            | Secretary, RTA, Karnal and Secretary,RTA, Kurukshetra  |
| 37.    | Suresh Kumar (Kaswan)              | Under Secretary, Urban Local Bodies Deptt.   |
| 38.    | Partap Singh, HCS                  | Under Secretary, Health  |
| 39.    | Bir Singh, HCS                     | M.D.Coop.Sugar Mills, Rohtak   |
| 40.    | D.R.Kairon, HCS                    | Secretary,Housing Board, Haryana   |
| 41.    | Umed Singh Mohan, HCS              | Sub Divisional Officer(Civil),Safidon  |
| 42.    | Parvesh Kumar, HCS                 | Joint Labour Commissioner(Admn.)Haryana Joint Director, FSI<br>Health Centre,Haryana and Joint Director(Admn.)<br>Ayurveda,Haryana |
| 43.    | Ashok Kumar, HCS                   | City Magistrate, Kurukshetra and CEO, Kurukshetra<br>Development Board, Kurukshetra  |
| 44.    | Virender Singh Sehrawat,<br>HCS    | City Magistrate,Hisar  |

|     |                                  |  |
|-----|----------------------------------|--|
| 45. | Ashima Sangwan, HCS              | City Magistrate, Rohtak  |
| 46. | Satyender Duhan, HCS             | SDO (C ), Gurgaon-I  |
| 47. | Manita Malik, HCS                | SDO(C ), Kalka   |
| 48. | Satbir Singh, HCS                | City Magistrate, Yamunanagar.  |
| 49. | Vandana Disodia, HCS             | City Magistrate, Panchkula   |
| 50. | Subhita Dhaka , HCS              | CityMagistrate,Panipat and E.O.HUDA,Panipat  |
| 51. | Jaideep Kumar, HCS               | Sub Divisional Officer(Civil),Kosli  |
| 52. | Samwartak Singh<br>Khangwal, HCS | Secretary, HUDA,Panchkula  |
| 53. | Satyawan, HCS                    | SDO(C,Gohana&MD Coop Sugar MillsGohana   |
| 54. | Anurag Dhalia, HCS               | Joint Director (Admn. & Mid-day Meals, Primary Education,<br>Haryana and Under Secretary, Primary Education. |
| 55. | Balraj Jakhar, HCS               | City Magistrate, Mewat   |
| 56. | Manjeet Singh, HCS               | Managing Director, Cooperative Sugar Mills, Panipat  |
| 57. | Mange Ram Dhull, HCS             | SDO( C ), Siwani   |
| 58. | Sant Lal Pachar, HCS             | Secretary, RTA, Sirsa and Fatehabad  |
| 59. | Hoshiar Singh Siwatch,<br>HCS    | SDO (C), Firozpur Jhirka   |
| 60. | Subhash Chander<br>Sihag, HCS    | City Magistrate, Jind  |
| 61. | Satish Kumar Jain, HCS           | SDO (C ), Panipat  |
| 62. | Yogesh Kumar Mehta,<br>HCS       | SDO (C ), Tohana   |
| 63. | Baljeet Singh, HCS               | SDO(C), Fatehabad and G.M., Haryana Roadways, Fatehabad.   |
| 64. | Virender Singh, HCS              | Secretary,RTA,Mewat & Secretary,RTA,Palwal   |
| 65. | Devi Lal Sihag, HCS              | Joint Director(Admn.), Agriculture,Haryana   |
| 66. | Suresh Kumar Chahal,<br>HCS      | SDO( C ), Nuh  |
| 67. | Prithvi Singh, HCS               | City Magistrate, Fatehabad   |
| 68. | Naveen Kumar Ahuja,<br>HCS       | City Magistrate, Kaithal   |

No. A-4/17/2010-SEZ  
Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
(SEZ Section)  
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Udyog Bhawan, New Delhi  
Dated the 11<sup>th</sup> November, 2011

CIRCULAR

Subject: - Filling up the post of Deputy Development Commissioner, Visakhapatnam Special Economic Zone, in the Pay Band of Rs. 15600-39100 (PB-3) with grade pay of Rs. 6600/-on promotion/transfer on deputation basis - Reg.

The undersigned is directed to refer this Ministry's O.M. of even number dated 07.12.2010 inviting the applications for filling up the post of Deputy Development Commissioner, Visakhapatnam SEZ and to say that the last date for receipt of application has been extended to 45 days from the date the vacancy is published in Employment News.

2. The pay etc. of the officer selected will be regulated in accordance with the extant DOPT guidelines as amended from time to time.

3. Applications of suitable officers in the proforma given at Annexure-II (in triplicate) along with complete ACRs for the last five years with integrity certificate, vigilance clearance and a certificate that no major/minor penalty has been imposed on the applicant during the last 10 years, may be forwarded to the undersigned, Room No. 477-B, Department of Commerce, Ministry of Commerce & Industry, Udyog Bhawan, New Delhi - 110107 within 45 days from the date of publication of this circular in the Employment News. Applications not in the prescribed format or received after the last date or not accompanied with requisite documents will not be entertained.

4. Applicants who have applied in response to this Department's O.M. of even number dated 07.12.2010 and published in Employment News dated 20-26 August, 2011 may apply afresh.

(Kabiraj Sabar)

Under Secretary to the Govt. of India

Encl: As above.

To,

1. All Ministries/Departments of Government of India.
2. All Officers of the rank of Under Secretary and above in Department of Commerce.
3. NIC, DOPT for uploading the circular on their website.
4. NIC, Department of Commerce, for uploading the circular of the website of DOC.
5. All Chief Secretary (All State Governments/ All Union Territories).
6. Development Commissioner, Visakhapatnam SEZ with the request that the vacancy circular may be published in the employment news by giving 45 days time from the date of publication. Thereafter application received by the Visakhapatnam SEZ may be forwarded to this Ministry along with a copy of the employment news.

JOB REQUIREMENTS, EXPERIENCE, QUALIFICATION FOR THE POST OF DEPUTY DEVELOPMENT COMMISSIONER IN THE OFFICE OF THE DC, VISAKHAPATNAM SPECIAL ECONOMIC ZONE, VISAKHAPATNAM .

1. Name of the post : Deputy Development Commissioner Visakhapatnam Special Economic Zone, Visakhapatnam.
2. Scale of pay : Rs. 15600-39100 (G P. Rs. 6600/-)
3. Method of recruitment : Officers under the Central/State Government
  - (a) (i) holding analogous posts on regular basis; or  
(ii) with 5 years regular service in the scale of Rs. 9300-34800 (G P. Rs. 5400) or equivalent or  
(iii) with 8 years regular service in posts in the scale of Rs. 9300-34800 (G P. Rs. 4800) or equivalent; and
  - (b) Possessing 3 years' experience in foreign trade or Industrial development.
  - (c) The Departmental Assistant Development Commissioner with 8 years' regular services in the grade will also be considered along with outsiders and in case he is selected for appointment to the post, same shall be deemed to have been filled by promotion.

**Note:** - 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. (Period of deputation including period of deputation in another ex-cadre post held immediately preceding his appointment in the same or some other Organisation/Department of the Central Government shall not exceed five years. The maximum age limit for appointment by transfer on deputation shall be not exceeding 56 years as on the closing date of receipt of applications)

4. Job requirement :
  1. Scrutiny/ Approval of the projects/ proposal under the EOU/EPZ/SEZ Scheme.
  2. Policy, procedure and licensing work related to EOU/EPZ/SEZ units.
  3. Coordination with State Government Department relating to various issues concerning EOU/EPZ/SEZ units.
  4. General Administrative matters.

BIO - DATA

|    |   |                                    |  |
|----|---|------------------------------------|--|
| 1. | Name and office address (in BLOCK LETTERS)  |                                    |  |
| 2. | Date of Birth   |                                    |  |
| 3. | Date of retirement under Central/State Govt. Rules  |                                    |  |
| 4. | Educational qualifications  |                                    |  |
| 5. | 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)<br>(2)<br>(3)                  |  |
|    | Desired   | (1)<br>(2)                         |  |
| 6. | Please State clearly whether in the light of entries made by you above you meet the requirement of the post.  |                                    |  |
| 7. | Details of Employment in chronological order, (enclosed a separate sheet, duly authenticated by Your signature, if the space below, is not insufficient   |                                    |  |

| Name of the Office/Organisation | Post held | From | To | Scale of pay and basic pay | Nature of duties |
|---------------------------------|-----------|------|----|----------------------------|------------------|
| 1                               | 2         | 3    | 4  | 5                          | 6                |
|                                 |           |      |    |                            |                  |

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|     |   |  |
|-----|---|--|
| 8.  | Nature of present employment<br>i.e. whether ad-hoc, or temporary<br>or permanent   |  |
| 9.  | In case the present employment<br>is held on deputation Basics,<br>please state   |  |
|     | (a) Date of appointment to the<br>present post<br>(b) Period of appointment on<br>Deputation/contract<br>(c) Name of the parent<br>office/Organization to Which<br>your belong. |  |
| 10. | Additional details about present<br>Employment  |  |
|     | (a) Central Government<br>(b) State Government<br>(c) Autonomous Organisation<br>(d) Government Undertakings<br>(e) Universities<br>(f) Others                                  |  |

Signature of the candidate

Place:

: Address

Date:

: Phone (O)  
: (M)