

10
F. No. A.4/13/2014-SEZ
Government of India
Ministry of Commerce & Industry
Department of Commerce
(SEZ Section)

Udyog Bhawan, New Delhi
Dated 01st October, 2015

OFFICE MEMORANDUM

Subject: Filling up the post of Deputy Development Commissioner (DDC) Pay Band-3 (Rs.15600-39100) + Grade Pay of Rs. 6600/- on deputation basis in Falta SEZ, Madras SEZ & Kandla SEZ under the Department of Commerce-regarding.

RE
PS/CS
16-10-15
The undersigned is directed to refer to this Ministry's O.M. of even no. dated 2nd June, 2015 on the subject cited above and to say that the last date for receipt of application for the said post has been extended upto 31.10.2015.

A
SPS
19-10-15
2. It is requested that the application (in duplicate) of eligible and willing officers, who could be relived in the event of selection, with the necessary documents may be forwarded to Shri G.Srinivasan Under Secretary Room No.447-B, Department of Commerce, Udyog Bhawan, New Delhi 110107 before 31.10.2015.

88X
3. The appointment will be on transfer on deputation basis. The period of deputation shall ordinarily not exceed 3 years. The selected officers will have the option to draw his/her Grade Pay plus deputation (duty) allowance in accordance with Department of Personnel & Training's O.M. No. 6/8/2009-Estt. (Pay-II) dated 17th June 2010.

G. Srinivasan

(G.Srinivasan)

Under Secretary to the Government of India

Tel:-011-23062496

Email:- srinivasan.g@nic.in

To

- 681
1. All Ministries/Department of Govt. of India New Delhi.
2. Chief Secretaries of State Government and Union Territories.
3. All attached/subordinate offices under the Ministry of Commerce & Industry (DOC).
4. Development Commissioners of all SEZs.
5. NIC, DoPT & Department of Commerce for uploading the O.M. on their respective websites.
6. All Sections/Officers in the Ministry of Commerce.
7. Guard File.

उद्योग भवन
नियंत्रण
नं. 87298
दिनांक 20/10/15

BIO-DATA

1. Name and office address (in **BLOCK LETTERS**) :
2. Date of Birth :
3. Date of superannuation under Central/State Govt. Rules :
4. Educational qualifications :

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	Qualifications/Experience possessed by the officer
Essential	1	
	2	
	3	
Desired	1	
	2	
	3	

5. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :
6. Present basic pay & grade pay :
7. Post held on regular basis with scale of pay (revised) and date of appointment thereto on regular basis :
8. Permanent Post held with scale of pay (revised) and date of confirmation :
9. 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/Organisation	Post held	From	To	Scale of pay and basic pay	Nature of duties
1	2	3	4	5	6	7

10. Nature of present employment i.e. whether ad-hoc or temporary or permanent :

11. In case the present employment is held on deputation basis, please state

- a. Date of appointment to the present posts :
- b. Period of appointment on Deputation/Contract :
- c. Name of the Parent Office/Organization to which you belong. :

12. Additional details about present Employment :
Please state whether working under Central Government/State Government/Autonomous Organization/Government Undertaking/University

13. Additional information, if any, which you would like to mention in support of your suitability for posts. (enclose a separate sheet, if the space is not Sufficient).

14. Whether belongs to SC/ST :

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)

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

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

Signature of the Head of the Department

(With rubber stamp)