



F.No.A.8/1/2014-SEZ  
Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
(SEZ Section)  
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Udyog Bhawan, New Delhi  
Dated the 17<sup>th</sup> August, 2016

**OFFICE MEMORANDUM**

Subject:- Filling of posts of Joint Development Commissioner (JDC) & Deputy Development Commissioner (DDC) on deputation basis in various Special Economic Zones (SEZs) under Department of Commerce - regarding.

The undersigned is directed to say that it is proposed to fill up the following vacant posts of Joint Development Commissioners (JDCs) in PB-3 + Grade Pay of Rs.7600/- (Pre-revised scale) & Deputy Development Commissioners (DDCs) in PB-3 + Grade Pay of Rs.6600/- (Pre-revised scale) on deputation basis in the following Special Economic Zones (SEZs) or Cluster SEZs under various Zonal SEZs under the Department of Commerce:-

(A) Joint Development Commissioners (JDCs) in PB-3 + Grade Pay of Rs.7600/- (Pre-revised scale) on cost recovery basis in Private SEZs or Cluster SEZs

Sl. No	Name of Zonal SEZ	Name of private SEZ/Cluster SEZ, as the case may be & likely location of the post	No of posts
1	Kandla SEZ, Gujarat	Ahmedabad Cluster SEZ. Location: Ahmedabad	1
2	Cochin SEZ, Kerala	Bangalore Cluster SEZ. Location: Bangalore	1
3	SEEPZ SEZ, Mumbai	Nagpur Cluster SEZ. Location: Nagpur	1
4	SEEPZ SEZ, Mumbai	Pune Cluster SEZ. Location: Pune	1

(B) Deputy Development Commissioners (DDCs) in PB-3 + Grade Pay of Rs.6600/- (Pre-revised scale) on cost recovery basis in Private SEZs or Cluster SEZs

Sl. No	Name of Zonal SEZ	Name of private SEZ/Cluster SEZ, as the case may be & likely location of the post	No of posts
1	Noida SEZ, U.P.	Gurgaon Cluster SEZ. Location: Gurgaon	1
2	Visakhapatnam SEZ, Andhra Pradesh	APIIC SEZ, Atchutapuram, Visakhapatnam.	1
3	Visakhapatnam SEZ	Nellore Cluster SEZ, Location: Nellore	1
4	Visakhapatnam SEZ	Hyderabad Cluster SEZ. Location: Hyderabad	1
5	SEEPZ SEZ, Mumbai	Aurangabad Cluster SEZ. Location: Aurangabad	1

(C) Deputy Development Commissioner (DDC) in PB-3 + Grade Pay of Rs.6600/- (Pre-revised scale)

Sl. No	Name of Zonal SEZ	Name of private SEZ/Cluster SEZ, if applicable, & likely location of the post	No of posts
1	SEEPZ SEZ, Mumbai	Zonal SEZ, Location: Mumbai	1

2. Essential and desirable qualifications, experience etc in respect of the posts 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 sent in the prescribed format (Annexure-II) along with following documents may please be forwarded to Shri G.Srinivasan, Under

नवाए शाखा  
द्वारा नं. 98811  
दिनांक 08/09/16


Secretary, Room No. 477-B, Department of Commerce & Industry, Udyog Bhawan, New Delhi-110107, within a period of 60 days from date of publication of this advertisement in the Employment News:-

- 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; and
  - III. Cadre Clearance.
3. Applications not received in the prescribed format or received after the last date for receipt of applications or without attested copies of APAR/Confidential reports and other relevant documents or otherwise found incomplete will not be considered.
4. The appointment will be on transfer on deputation basis. The period of deputation shall ordinarily not exceed 3 years in the case of DDC and 4 years in the case of JDC. The selected officer will have the option to draw either the pay in the Pay Band/scale, as may be applicable, attached to the post or his/her present pay plus deputation (duty) allowance as per the relevant instructions. Terms and conditions of the deputation will be as per instructions contained in Department of Personal & Training O. M. No. 6/8/2009-Estt. (Pay-II) dated 17<sup>th</sup> June, 2010, as may be amended from time to time.

**Encl: As above**

  
(Aditya Narayan)  
Under Secretary to the Government of India  
Tel: 011-23062496  
e-mail : aditya.n@nic.in

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 (DOC)
  4. Development Commissioner of all SEZs.
  5. Development Commissioner, Noida SEZ with the request to advertise the post in Employment News/Rozgar Samachar on priority basis.
  6. NIC, DOP&T and Department of Commerce for uploading the O.M. on their websites.
  7. All Sections/Officers in the Department of Commerce.
  8. Copy to www.sezindia.nic.in
  9. Guard File.
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**Essential and desirable qualifications, experience etc in respect of the posts**

Name of Post	Joint Development Commissioner
<b>Essential Conditions:</b> 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 regular service in the post having Pay in Band-3 and Grade Pay of Rs. 6600/- <b>Desirable condition:</b> Processing experience in industrial development, foreign trade, estate development and administration. <b>Note:</b> (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 (04) four 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 (iii) For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01.01.2016, the date from which the revised pay structure based on the 7 <sup>th</sup> CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/ pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the posts(s) for which that grade pay/pay scale is the normal replacement grade without any up-gradation.	

Name of Post	Deputy Development Commissioner
<b>Essential Conditions:</b> 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 regular service in the post having Pay in Band-3 and Grade Pay of Rs. 5,400/- Processing experience in industrial development, foreign trade, estate development and administration. <b>Note:</b> (i) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation / 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 (iii) For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01.01.2016, the date from which the revised pay structure based on the 7 <sup>th</sup> CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/ pay scale extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the posts(s) for which that grade pay/pay scale is the normal replacement grade without any up-gradation.	

**APPLICATION FORM**

1.	Post Applied for		:			
2.	Preference of Posting (in order of preference)		1. _____ 2. _____ 3. _____			
3.	Name and office address (in <b>BLOCK LETTERS</b> )					
4.	Date of Birth					
5.	Date of superannuation under Central/State Govt. Rules					
6.	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 details of the same)					
			Qualifications/Experience possessed by the officer			
7.	Educational qualifications					
8.	Essential					
9.	Desirable					
10.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post					
11.	Present basic pay & grade pay or Pay & level in the 7 <sup>th</sup> CPC Pay Matrix					
12.	Post held on regular basis with scale of pay (revised) and date of appointment thereto on regular basis					
13.	Permanent Post held with scale of pay (revised) and date of confirmation					
14.	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
15.	Nature of present employment i.e. whether ad-hoc or temporary or permanent					

16	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	
17	Additional details about present Employment Please state whether working under Central Government/State Government/Autonomous Organization/Government Undertaking/University	
18	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).	
19	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)