K-43011(14)/8/2022-SEZ(ADMIN)
Government of India
Ministry of Commerce & Industry
Department of Commerce
SEZ (Admin) Section
*****

Udyog Bhawan, New Delhi
Dated the 10th August, 2022

OFFICE MEMORANDUM

Subject: Filling up of the post of Joint Development Commissioner (JDC), Visakhapatnam SEZ on deputation basis, under the Department of Commerce - regarding.

The undersigned is directed to say that it is proposed to fill up the following vacancy of the post of Joint Development Commissioner (JDC) on deputation basis in Visakhapatnam SEZ under the Department of Commerce:

Sl. No	Name of the post & Pay Scale	Name of SEZ	Location of the post	No of posts
1.	Joint Development Commissioner (JDC) Pay Band-3 (Rs. 15600-39100) + Grade Pay Rs. 7600/- or Level 12 as per 7th CPC matrix	Visakhapatnam SEZ	Visakhapatnam, Andhra Pradesh	1

2. Job requirements, experience and qualifications required for the post is 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), Room No. 477-B, Department of Commerce, Udyog Bhawan, New Delhi-110107", within a period of 45 days from date of publication of this advertisement in the Employment News:-

1. 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;
2. Vigilance Clearance; and
3. 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 4 years in case of JDC. 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.nic.in".

10/8/22

(Sumit Kumar Sachan)
Under Secretary to the Government of India
Tel: 23062496
E-mail: sumit.sachan@nic.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 (DOC)
4. Development Commissioner of all SEZs.
5. Development Commissioner, Visakhapatnam SEZ with the request to advertise the post in Employment News/Rozgar Samachar on priority basis.
6. CS Division, DOP&T and NIC, Department of Commerce for uploading the O.M. on their websites.
7. All Sections/Officers in the Department of Commerce.
8. Guard File.

Annexure -I

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

Name of the Post & Grade Pay / Pay Level	Joint Development Commissioner (JDC) Pay Band-3 (Rs. 15600-39100) + Grade Pay Rs. 7600/- or Level 12 as per 7th CPC matrix

i. Essential Qualifications

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 ; or

(ii) with 5 years of service in the post having Pay in Band-3 and Grade Pay of Rs. 6600/- (pre-revised) or in corresponding level -11 as per 7th CPC Pay matrix.

ii. Desirable Condition:

Processing 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 Organisation / 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.

Annexure-II

APPLICATION FORM

1	Post Applied For	
2	Name (in **BLOCK LETTERS**)	
3	Name of Office & address	
4	Date of Birth	
5	Date of superannuation under Central/State Govt. Rules	
6	Residential Address: (i) Present Address	
	(ii) Permanent Address	
7	Name of Post held and level of pay in pay matrix	
	Whether the present post is held on deputation/ ad-hoc/ Regular basis (strike out the one which is not applicable)	Deputation / Ad-hoc / Regular
	Date of appointment to the present post	
8	If the present post is on Deputation/ad-hoc basis, name of Post held on regular basis and Level of pay of the regular post in the Pay Matrix	
	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 3 years is essential)	
10	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					
11	Educational qualifications					
12	Essential					
13	Desirable					
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/	Post held	From	To	Scale of pay and	Nature of duties

1	2	3	4	5	6	7
15	Additional details about present Employment Please state whether working under Central Government/State Government/Autonomous Organization/Government Undertaking/University					
16	Details of experience in industrial development, foreign trade, estate development and administration					
17	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).					
18	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)

1. Certificate 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 officers. Integrity of the officer is also certified.

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