

No. K-43011/5/2024-SEZ (ADMIN.)  
Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
SEZ (Admin) Section  
\*\*\*\*\*

Vanijya Bhawan, New Delhi  
Dated the 17<sup>th</sup> Jan., 2024

**OFFICE MEMORANDUM**

Subject: Filling up of following Group "A" post on deputation basis in various Special Economic Zones (SEZs) under the Department of Commerce - regarding.

The undersigned is directed to state that it is proposed to fill up the following posts on deputation basis under the Department of Commerce, the details of which are as follows:-

| Sl. No | Name of the post & Pay Scale  | Name of SEZ  | Location of the post | No of posts |
|--------|---|--|----------------------|-------------|
| 1.     | Joint Development Commissioner (JDC) in Pay Level 12 as per 7 <sup>th</sup> CPC matrix  | Ahmedabad Cluster SEZ (under jurisdiction of Kandla SEZ)             | Ahmedabad            | 01          |
| 2.     | Deputy Development Commissioner (DDC) in pay level 11 as per 7 <sup>th</sup> CPC matrix | Hyderabad Cluster SEZ (under jurisdiction of Visakhapatnam SEZ)      | Hyderabad            | 01          |
| 3.     | Deputy Development Commissioner (DDC) in pay level 11 as per 7 <sup>th</sup> CPC matrix | TRIL Infopark SEZ, Chennai cluster, (under jurisdiction of MEPZ SEZ) | Chennai              | 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), Room No. 317, 3<sup>rd</sup> Floor, Department of Commerce, Vanijya Bhawan, New Delhi-110001", 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 04 years in case of JDC and 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 17<sup>th</sup> 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>" and on the website of the respective jurisdictional SEZ.



(Sumit Kumar Sachan)

Under Secretary to the Government of India

Tel: 011-23039829

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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. 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. e-hrms2.0 portal
9. Guard File.

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

|  |  |
|--|--|
| <b>Name of the Post &amp; Grade Pay / Pay Level</b>  | Joint Development Commissioner (JDC), Ahmedabad Cluster SEZ under the jurisdiction of Kandla SEZ. & Pay Level-12 as per 7 <sup>th</sup> CPC matrix |
| <p>A. <u>Essential Conditions:</u></p> <p>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,</p> <p>(i) holding analogous post on regular basis; or<br/>(ii) with 5 years of service in the post having Pay level -11 as per 7<sup>th</sup> CPC Pay matrix.</p> <p>B. <u>Desirable Condition:</u></p> <p>Possessing experience in industrial development, foreign trade, estate development and administration.</p> <p><u>Note:</u></p> <p>(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.</p> <p>(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.</p> |  |

|   |  |
|---|--|
| <b>Name of the Post &amp; Grade Pay / Pay Level</b>   | Deputy Development Commissioner (DDC), Hyderabad Cluster SEZ, under the jurisdiction of Visakhapatnam SEZ. & Pay Level-11 as per 7 <sup>th</sup> CPC matrix    |
| <b>Name of the Post &amp; Grade Pay / Pay Level</b>   | Deputy Development Commissioner (DDC), TRIL Inforpark SEZ, Chennai Cluster under the jurisdiction of MEPZ SEZ & Pay Level-11 as per 7 <sup>th</sup> CPC matrix |
| <p>A. <u>Essential Conditions:</u></p> <p>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,</p> <p>(i) holding analogous post on regular basis; or<br/>(ii) with 5 years of service in the post having Pay Level -10 as per the 7<sup>th</sup> CPC Pay matrix.</p> <p>B. <u>Desirable Condition:</u></p> <p>Possessing experience in industrial development, foreign trade, estate development and administration.</p> <p><u>Note:</u></p> <p>(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.</p> <p>(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.</p> |  |

APPLICATION FORM

|    |  |   |
|----|--|---|
| 1  | i. Post Applied For<br>ii. Location of the Post  |   |
| 2  | i. Name (in <b>BLOCK LETTERS</b> )<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 post held in pay matrix (as per 7 <sup>th</sup> CPC)   |   |
|    | c. Present pay level of the applicant (as per 7 <sup>th</sup> CPC)   |   |
|    | d. In case of pay scale belonging to IDA pattern, the equivalent pay level in central government as per the 7 <sup>th</sup> CPC  |   |
|    | e. 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 Post held on regular basis and Level of pay of the regular post in the Pay Matrix (as per 7 <sup>th</sup> 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)  |   |

*Swit*

| 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<br>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     | 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).             |           |      |    |                            |                  |
| 17     | Whether belongs to SC/ST   |           |      |    |                            |                  |

**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. 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 officer. Integrity of the officer is also certified.

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

