

F.No.21/01/2021-CS-I (Coord)
Ministry of Personnel, Public Grievances Pension
Department of Personnel & Training
(C.S.I Division)

2nd Floor, 'A' wing,
Lok Nayak Bhawan,
Khan Market, New Delhi
Dated 16th January, 2021

OFFICE MEMORANDUM

Subject:- Filling up of post of Deputy Development Commissioner (DDC) on deputation basis in Noida SEZ under the Department of Commerce -reg.

The undersigned is directed to circulate the vacancy circular No. K.43011(19)/11/2020-SEZ (ADMIN) 1st January, 2021 (along with enclosures) issued by Ministry of Commerce and Industry who have proposes to fill up one post of Deputy Development Commissioner (DDC) on deputation basis in Noida SEZ in Level-11 of the Pay Matrix on deputation basis.

2. It may be noted that cadre clearance from C.S.I Division will be required in case of any Under Secretary and above level officers of CSS submit his candidature for the deputation post.
3. In case of any further clarification, applicants are requested to contact the concerned Ministries/Departments.


(Amit Ghosal)

Under Secretary to the Government of India
Tele:- 24629412

To,
All Ministries/Departments (through DOPT's website)

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K-43011(19)/11/2020-SEZ (ADMIN.)
Government of India
Ministry of Commerce & Industry
Department of Commerce
(SEZ Admin Section)

Udyog Bhawan, New Delhi
Dated the 1st January, 2021

OFFICE MEMORANDUM

Subject:- Filling up of post of Deputy Development Commissioner (DDC) on deputation basis in Noida SEZ under the Department of Commerce - regarding.

The undersigned is directed to say that it is proposed to fill up one post of Deputy Development Commissioner (DDC) on deputation basis in Noida SEZ under the Department of Commerce.

2. Job requirements, experience, and qualifications required for the posts are indicated in Annexure-I.

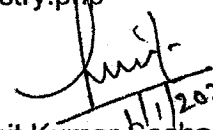
3. It is requested that the duly completed applications of eligible and willing officers, who could be relieved in the event of selection, may be forwarded in prescribed format (Annexure-II) alongwith following documents may please be forwarded to Shri Sumit Kumar Sachan, Under Secretary, Room No. 477-B, Department of Commerce & Industry, Udyog Bhawan, New Delhi-110107, within a period of 45 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.

4. Applications not received in the prescribed format or received after the last date or without confidential reports and other relevant documents or otherwise found incomplete will not be considered.

5. The appointment will be on transfer on deputation basis. The period of deputation shall ordinarily not exceed 3 years. The terms and conditions of the deputation will be governed as per the instruction issued by Department of Personnel & Training's vide O.M 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 webpage "<http://sezindia.nic.in/cms/ministry-of-commerce-and-industry.php>"

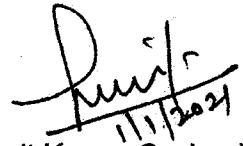
Encl: As above


(Sumit Kumar Sachan)
Under Secretary to the Government of India
Tel: 23062496
e-mail: sumit.sachan@nic.in

To,

1. All Ministries/Departments of Govt. of India, New Delhi.

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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. CS.I Division, DoPT with request to upload the circular on DoP&T website.
 7. NIC, DOP&T and Department of Commerce for uploading the O.M. on their websites.
 8. All Sections/Officers in the Department of Commerce.
 9. Guard File.


11/1/2021

(Sumit Kumar Sachan)

Under Secretary to the Government of India

Tel: 23062496

e-mail: sumit.sachan@nic.in

Name of the Post	Deputy Development Commissioner, Noida
Pay Band & Grade Pay/Pay Scale	Pay Band-3 (Rs. 15600-39100)+ Grade Pay Rs. 6,600/- (Level-11 as per 7 th CPC)
Essential Conditions:	<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> <ol style="list-style-type: none"> 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/- (pre-revised) or in the corresponding Level of pay in the 7th CPC Pay matrix,
Desirable:	<p>Possessing experience in industrial development, foreign trade, estate development and administration.</p> <p><u>Note:</u></p> <ol style="list-style-type: none"> 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 (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 7th 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	Name (in BLOCK LETTERS)					
3	Name of Office & address					
4	Date of Birth					
5	Date of superannuation under Central/State Govt. Rules					
6	Name of present post held and Level of pay of the in the Pay Matrix					
	Whether the present post is held on deputation/ad-hoc basis (strike out the one which is not applicable)		Deputation / Ad-hoc			
	Date of appointment to the present post					
7	If the present post is held is on deputation/adhoc basis, name of post held on regular basis and level of the pay in the pay matrix held on regular basis.					
8.	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/ Organization	Post held	From	To	Scale of pay and basic pay	Nature of duties
1	2	3	4	5	6	7

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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 posts: (enclose a separate sheet, if the space is not sufficient).						
18	Whether belongs to SC/ST						

Signature of the Candidate

P l a c e :	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)