

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

2nd Floor, A Wing,
Lok Nayak Bhavan
Khan Market, New Delhi.
Dated 8 March, 2022.

OFFICE MEMORANDUM

Subject: Filling up the post of Joint Development Commissioner (JDC), Pune Cluster SEZ on cost recovery basis under the jurisdiction of SEEPZ SEZ on deputation basis, under the Department of Commerce-reg.

The undersigned is directed to refer to vacancy circular No. K-43011(140/3/2022-SWZ, dated 10.02.2022 on the above subject. **Last date for receipt of applications is 45 days from the date of publication of this advertisement in Employment News.**

2. The circular is hereby uploaded only for eligible CSS Officers in terms of OM No. 2/2/2010-CS.I (U) dated 18th August 2010 and 7/10/2016-CS.I (A) dated 13th April, 2018. **In case of any further clarification, applicants are requested to contact the concerned Ministry/Department which has advertised the circular.**

3. **In case of any further clarification, applicants are requested to contact the concerned Ministry/Department which has advertised the circular.**



(R.Chakrapani)

Under Secretary to the Govt. of India
Tel.No.24629412

To :

All Ministries/ Departments (through DOPT's website)

18 March

K-43011(14)/3/2022-SEZ
Government of India
Ministry of Commerce & Industry
Department of Commerce
SEZ (Admin) Section

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

OFFICE MEMORANDUM

Subject:- Filling up of the post of Joint Development Commissioner (JDC), Pune Cluster SEZ on cost recovery basis under the jurisdiction of SEEPZ 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 Pune Cluster SEZ on cost recovery basis under the jurisdiction of SEEPZ 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 | SEEPZ SEZ | Pune, Maharashtra | 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:-

- CSP
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.

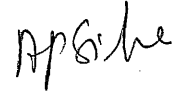
4. Applications not received in the prescribed format or received after the last date or without confidential reports and other relevant documents or found incomplete will not be considered.

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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/cms/ministry-of-commerce-and-industry.php>".

Encl: As above



(Ashish Prakash Sinha)
Under Secretary to the Govt. of India
Tel: 23062496
E-mail: ashishprakash.sinha@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, SEEPZ SEZ with the request to advertise the post in Employment News/Rozgar Samachar on priority basis.
- 6.CS Division, DOP&T and Department of Commerce for uploading the O.M. on their websites.
- 7.All Sections/Officers in the Department of Commerce.
- 8.Guard File.

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 |
| <p>i. Essential Qualifications</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 ; 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.</p> <p>ii. Desirable Condition:</p> <p>Processing experience in industrial development, foreign trade, estate development and administration.</p> <p>Note:</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> | |

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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 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 | |
| 7 | 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 | |
| 8 | Date of return from last appointment on deputation (Completion of Cooling off period of 3 years is essential) | |
| 9 | 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 | |
| 10 | Educational qualifications | |
| 11 | Essential | |
| 12 | Desirable | |
| 13 | Details of Employment in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is not sufficient) | |

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| 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 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 | | | | | |

Signature of the Candidate _____

| | | |
|--------|---------------------------|--|
| Place: | Address for Communication | |
| Date: | Phone No.(office) | |
| | Mobile No. | |
| | E-mail address | |

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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)

MSK