



नौएडा विशेष आर्थिक क्षेत्र  
NOIDA SPECIAL ECONOMIC ZONE

भारत सरकार  
Government of India

वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग  
Ministry of Commerce & Industry, Deptt. of Commerce

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F. No. A-20011/12/97-Admn. / 337  
Dated: 13/02/2012

OFFICE MEMORANDUM

**Sub: Filling up the two posts of Assistant, (Group-C) in the office of Development Commissioner, Noida Special Economic Zone, Noida (U.P.) in the Pay Band of ₹ 9300-34800/- (PB-2) with Grade Pay of ₹ 4200/-on deputation basis.**

Sir,

Applications are invited, through proper channel, for filling up of two posts of Assistant on deputation basis in the Pay Band of ₹ 9300-34000 (Grade Pay of ₹ 4200) in the Office of Development Commissioner, Noida SEZ. The eligibility for the post is detailed in enclosed Annex.- I.

It is requested that the applications, in duplicate in the enclosed Annexure- II, of the eligible and willing officer, who could be relieved in the event of selection, may please be forwarded to the Development Commissioner on or before 20<sup>th</sup> April' 2012, above mentioned address along with the following documents;

- A copy of complete and up-to-date confidential reports / ACR Grading for the last five years,
- Vigilance clearance and Integrity Certificate.
- Details of minor or major penalties imposed, if any, during the last 10 years, if no penalties have been imposed, it should be stated.

Application received after the last date or without the confidential reports and other necessary documents or otherwise found incomplete will not be considered.

The initial period of deputation is 3 years and all rules, regulations and provisions issued from time to time for deputation shall be applicable.

This OM along with eligibility details and bio-data may be downloaded from website: [www.nsez.gov.in](http://www.nsez.gov.in)

(Rakesh Agarwal)

Asstt. Development Commissioner

To

- All Ministries and Departments of the Central Government, New Delhi.
- Website [www.nsez.gov.in](http://www.nsez.gov.in)

ANNEXURE-I

1. Name of the Post: Assistant (02 posts, General Central Service Group –C, Non-Gazetted Ministerial Rs. 9300-34800/- + (G.P.4200/-)

Eligibility for Deputation: Officers in the Central Government:

- (a) (i) holding analogous post on regular basis, or  
(ii) with three years' regular service in the post in the pay band of Rs.5200-20200 + Grade of Rs.2800 or  
(iii) with eight years' regular service as Upper Division Clerk in the pay band of Rs. 5200-20200 + Grade Pay of Rs. 2400.
- (b) (i) Degree from a recognized University or equivalent;  
(ii) Knowledge in word processing; and  
(iii) Possessing a minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi typewriting.

(The period of deputation including the 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 ordinarily not exceed three years)

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**Bio – Data**

11. Name of the post for which opted :
12. Name and address (in block letters)
13. Date of Birth
14. Date of retirement under Central / State Government Rules
15. Educational Qualifications
16. Whether education 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 authority for the same).

Qualifications/  
Experience required

Qualifications/Experience  
possessed by the Officer

Essential (1)  
(2)

Desired (1)  
(2)

17. Please state clearly whether in the light of entries made by you above meet the requirements of the post.
18. Details of Employment in the chronological order, enclose a Separate sheet, duly authenticated by your signature, if the space Below, is not sufficient.

Office/ Institution/ Organization	Post held	From	To	Scale of Pay and last basic pay	Nature of duties

19. Nature of present employment i.e. whether ad-hoc or temporary or quasi permanent or permanent.
20. Whether SC / ST / OBC

Signature of the Candidate  
Telephone No.