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10/11/2026

भारत सरकार
वाणिज्य एवं उद्योग मंत्रालय
वाणिज्य विभाग
विकास आयुक्त का कार्यालय
नोएडा विशेष आर्थिक क्षेत्र
नोएडा-दादरी रोड, फेज-2, नोएडा - 201305 (उत्तर प्रदेश)
दूरभाष (जोन कार्यालय): 0120 - 2567268-70 (3 लाइनें),
ईमेल <dc@nsez.gov.in>: वेबसाइट: www.nsez.gov.in

Date: 10.11.2026

VACANCY CIRCULAR

Applications are invited from willing and eligible candidates for filling up the following posts, on deputation basis, in the Office of the Development Commissioner, Noida Special Economic Zone, at Noida (U.P.).

Sl.No.	Name and pay scale of the post	No. of posts & Station	Eligibility Conditions
1.	Preventive Officer (Customs) (Rs.9300-34800/-) Grade Pay Rs. 4600/- equivalent to Level-7 of the Pay matrix under 7th CPC	03 - (Noida SEZ)	Officer(s) of the Central Board of Excise and Customs. (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with six years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 4500-7000 or equivalent in the parent cadre or department; and (b) Possessing two years' experience in Excise or Customs procedural work.
2.	Assistant (Pay Band: Rs.9300-34800/-) Grade Pay Rs. 4200/- equivalent to Level-6 of the Pay matrix under 7th CPC	02- (Noida SEZ)	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 scale of Rs. 29200-92300 (Level 5); or (iii) with eight years regular service as Upper Division Clerk in the pay scale of Rs. 25500-81100 (Level-4). b. Possessing the educational and other qualifications as under; 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.
3.	Junior Hindi	01- (Noida	Officers in the Central Government holding :

	Translator (Pay Band: Rs.9300-34800/-) Grade Pay: Rs. 4200/- equivalent to Level-6 of the Pay matrix under 7th CPC	SEZ)	(A) (i) analogous posts on regular basis; or (ii) posts in the pay scale of Rs. 25500-81100 (Level 4) with five years' regular service in the grade; or (iii) posts in the pay scale of Rs. 19900-63200 (Level 2) with thirteen years' of regular service in the grade; and (B) possessing educational and other qualifications as under: (a) Master's Degree of recognised university in Hindi/ English with English/ Hindi as a main subject at Degree level; or (b) Master's Degree of a recognised university in any subject with Hindi as a medium of instruction and examination with English as a compulsory subject at the Degree level; or (c) Bachelor's Degree with Hindi and English as main subject or either of the two as medium of examination and other as a main subject plus recognised Diploma / Certificate Course in translation from Hindi to English and vice-versa or two years' experience of translation work from Hindi to English and vice-versa in Central/State Government Offices including Government of India undertakings; and (d) knowledge in word processing and use of Hindi software.

2. The application with bio-data of the eligible and willing officer(s), in the Annexure- I, who could be relieved in the event of selection, may please be forwarded by parent department through proper channel to the Development Commissioner at the above mentioned address on or before 45 (Forty five) days from the date of publication of the vacancy circular in the Employment News, along with the following documents:-:-

a. certified copy of complete and up-to-date confidential reports and APAR Gradations for the last five years;
b. Vigilance clearance and Integrity Certificate;
c. Details of minor/major penalties imposed, if any, during the last 10 years. If no penalties have been imposed, it should be so stated.
d. Cadre clearance

3. The bio-data duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment to the concerned post(s) on deputation basis.

4. The Application received after the last date or without the confidential reports and other necessary documents or otherwise found incomplete will not be considered. Besides, Advance Applications even if received before the last date shall also not be entertained.

5. The appointment will be on transfer on deputation basis for three years. 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. The maximum age for appointment by deputation shall not be exceeding 56 years as on closing date of receipt of application.

6. The deputation rules, regulations and provisions as issued from time to time by DoPT shall be applicable. However, a Govt. Officer in a higher grade pay / scale shall be ineligible for appointment on deputation to a post in the lower grade pay / scale in terms of DOPT O.M. No. 6/8/2009-Estt (Pay II) dt. 17.6.2010.

7. Number of post and station of posting may differ depending upon actual/administrative requirement at the time of selection and DC, NSEZ reserves the right to modify and/or withdraw the vacancy circular at any time without assigning any reasons.

8. Hindi Version of the vacancy circular follows at website : www.nsez.gov.in



(Aashish Madanlal Rawlani)

Dy. Development Commissioner

Copy to: 1. NSEZ Website.

2. NSEZ Notice Board.

Annexure-I

Bio-Data

Your Recent Passport Size Photograph

1. Name of the post applied for and station of SEZ:
2. Name (in BLOCK LETTERS):
3. Date of Birth:
4. Present Post:
5. Present Office Address & Phone No.:
6. Date from which the present post is held on regular basis:
7. Date of joining of Government Service:
8. Pay matrix of the present post (Level No. and Cell No.):
9. Present basic pay drawn (Rs.):
10. Educational Qualifications:
11. Brief service experience:

Sl. 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)

12. Date of return from last deputation, if any
13. Whether the eligibility criteria prescribed for the post are satisfied (answer in Yes or No)
14. Date of retirement under Central Government Rules
15. Training(s) undergone, if any
16. Whether belongs to SC/ST:
17. Mobile No. :
18. Email ID :

Signature of the Candidate

Place:

Date: