

Government of India
Ministry of Commerce & Industry
NOIDA SPECIAL ECONOMIC ZONE
Noida-Dadri Road, Phase-II
Noida – 201305
[website : www.nsez.gov.in](http://www.nsez.gov.in)

VACANCY CIRCULAR

Applications are invited from willing and eligible candidates for filling up 01 post of Assistant Development Commissioner (Group-B) (Rs. 9300-34800/-) Grade Pay Rs. 4600/- equivalent to Level-7 of the Pay Matrix under 7th CPC, on deputation basis, in private sector IT/ITES SEZ of M/s.Gurgaon Infospace Limited located at Gurugram (Haryana), under the jurisdiction of Development Commissioner, NSEZ, Noida. The description of the post and eligibility conditions are as follows:-

S.No.	Name of the Post	Eligibility Conditions
1.	Assistant Development Commissioner (Group-B) (Rs. 9300-34800/-) Grade Pay Rs. 4600/- equivalent to Level-7 of the Pay Matrix under 7th CPC	Employee(s) of the Central Government or State Governments or a PSU of Central Government or State Governments:- (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) with three years' service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 5500-9000(pre-revised) or equivalent in the parent cadre or department; or (iii) with eight years' regular service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 5000-8000(pre-revised) or equivalent in the parent cadre or department. (b) Desirable: Possessing 02 years' experience in the field of Industrial development or foreign trade.

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 (Fourty 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;
- 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 so stated.

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.

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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 post has been created by Deptt. of Commerce on cost recovery basis and continuation of post shall be depending upon the operational status of the SEZs.
6. The appointment will be on transfer on deputation basis initially 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.
7. 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.
8. Number of post and station of posting may differ depending upon actual 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.
9. Since the vacancy is to be filled on deputation basis, private candidates are not eligible.
10. Hindi Version of the vacancy circular follows at website : www.nsez.gov.in


(Rajesh Kumar) 24/11/2023

Deputy Development Commissioner

Copy to:

1. Under Secretary (SEZ), DOC, Udyog Bhawan, New Delhi – for information.
2. NSEZ Website.
3. Notice Board.

Annexure-I

Bio-Data

Paste 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 :

Place:
Date:

Signature of the Candidate