



F. No. A-12024/3/99-Admn./5000  
Dated: 19/07/2021 19/07/21

भारत सरकार  
Government of India  
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग  
Ministry of Commerce & Industry, Deptt. of Commerce  
नोएडा-दादरी रोड, फेज-II, नोएडा-201305 (उ० प्र०)  
Noida-Dadri Road, Phase-II, Noida-201305 (U. P.)  
Tel. : +91 120 2567268, 2567269, 2567270  
Fax : +91 120 2562314, 2567276

### VACANCY CIRCULAR

Applications are invited from willing and eligible candidates for filling up the following posts, on deputation basis, in office of the Development Commissioner, Noida Special Economic Zone. The Description of the post(s) and eligibility conditions are as follows:-

| Sl. No. | Name and pay scale of the post   | No. of posts & Station | Eligibility Conditions   |
|---------|--|------------------------|--|
| 1.      | <b>Section Officer (Accounts)</b><br>(Rs. 9300-34800/-)<br>Grade Pay Rs. 4200/-<br>equivalent to Level-6 of the<br>Pay Matrix under 7 <sup>th</sup> CPC. | 01                     | <b>Officers under the Central Government:-</b><br>(a)(i) holding analogous posts on regular basis in the parent cadre or department; or<br>(ii) with three years' service in the grade rendered after appointment thereto on a regular basis in the Scale of Rs. 5000-8000/- or equivalent in the parent cadre or department; or equivalent in the parent cadre or department; and<br>(b) Possessing any one of the following qualifications:<br>(i) A pass in the Subordinate Accounts Service or equivalent examination conducted by any one of the organized Accounts Department of the Central Government.<br>(ii) Successful completion of training in the Cash and Accounts work conducted by Institute of Secretarial Training and Management or equivalent; and<br>(c) Possessing three years experience in Cash Accounts and Budget work.<br>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of the receipt of applications) |

P.T.O.





F. No. A-12024/3/99-Admn./  
Dated: 19/07/2021

भारत सरकार  
Government of India  
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग  
Ministry of Commerce & Industry, Deptt. of Commerce  
नोएडा-दादरी रोड, फेज-II, नोएडा-201305 (उ० प्र०)  
Noida-Dadri Road, Phase-II, Noida-201305 (U. P.)  
Tel. : +91 120 2567268, 2567269, 2567270  
Fax : +91 120 2562314, 2567276

-2-

|    |   |    |  |
|----|---|----|--|
| 2. | <b>Jr. Hindi Translator</b><br>(Rs. 9300-34800/-)<br>Grade Pay Rs. 4200/-<br>equivalent to Level-6 of<br>the Pay Matrix under 7 <sup>th</sup><br>CPC. | 01 | <b>Officers in the Central Government:-</b><br>(A) (i) analogous posts on regular basis; or<br>(ii) posts in the pay scale of Rs. 4000-6000 with five years regular service in the grade: or<br>(iii) post in the pay scale of Rs. 3050-4590 with thirteen years or regular service in the grade: and<br>(B) Possessing educational and other qualifications as laid down in column (8) for direct recruits.<br>(a) Master's Degree of recognized university in Hindi/English with English/Hindi as a main subject at Degree level; or<br>(b) Master's Degree of a recognized university in any subject with Hindi as a medium of instruction and examination with English as a compulsory subject at the Degree level; or<br>(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 recognized Diploma/Certificate Course in translation from Hindi to English and vice-versa or two year's experience of translation work from Hindi to English and vice-versa in Central/State Government Offices including Government of India undertakings; and<br>(d) Knowledge in word processing and use of Hindi software.<br>(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) |
| 3. | <b>Assistant</b><br>(Rs. 9300-34800/-)<br>Grade Pay Rs. 4200/-<br>equivalent to Level-6 of<br>the Pay Matrix under 7 <sup>th</sup><br>CPC.            | 02 | <b>Employees in the Central Government:-</b><br>(a) (i) holding analogous posts on regular basis or<br>(ii) with three years' regular service in the post in the pay scale of Rs. 4500-7000; or<br>(iii) with eight years' regular service as Upper Division Clerk in the pay scale of Rs. 4000-6000/-<br>(b) (i) Possessing the educational and other qualifications prescribed for direct recruits under column (8).<br>Degree from a recognized University or equivalent;<br>(ii) Knowledge in word processing; and<br>(iii) Possessing a minimum speed of 30 words per minute in English typewriting or 25 words per minute in Hindi typewriting.<br>(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)  |

P.T.O.





F. No. A-12024/3/99-Admn./  
Dated: 19/07/2021

-3-

भारत सरकार  
Government of India  
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग  
Ministry of Commerce & Industry, Deptt. of Commerce  
नोएडा-दादरी रोड, फेज-II, नोएडा-201305 (उ० प्र०)  
Noida-Dadri Road, Phase-II, Noida-201305 (U. P.)  
Tel. : +91 120 2567268, 2567269, 2567270  
Fax : +91 120 2562314, 2567276

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 60 (sixty) days from the date of publication of the vacancy circular in the Employment News, along with the following documents:-

- A copy of complete and up-to-date confidential reports and ACR/APAR Grading's 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 on deputation basis. Application received after the last date or without the confidential reports and other necessary documents or otherwise found incomplete will not be considered.

4. 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.

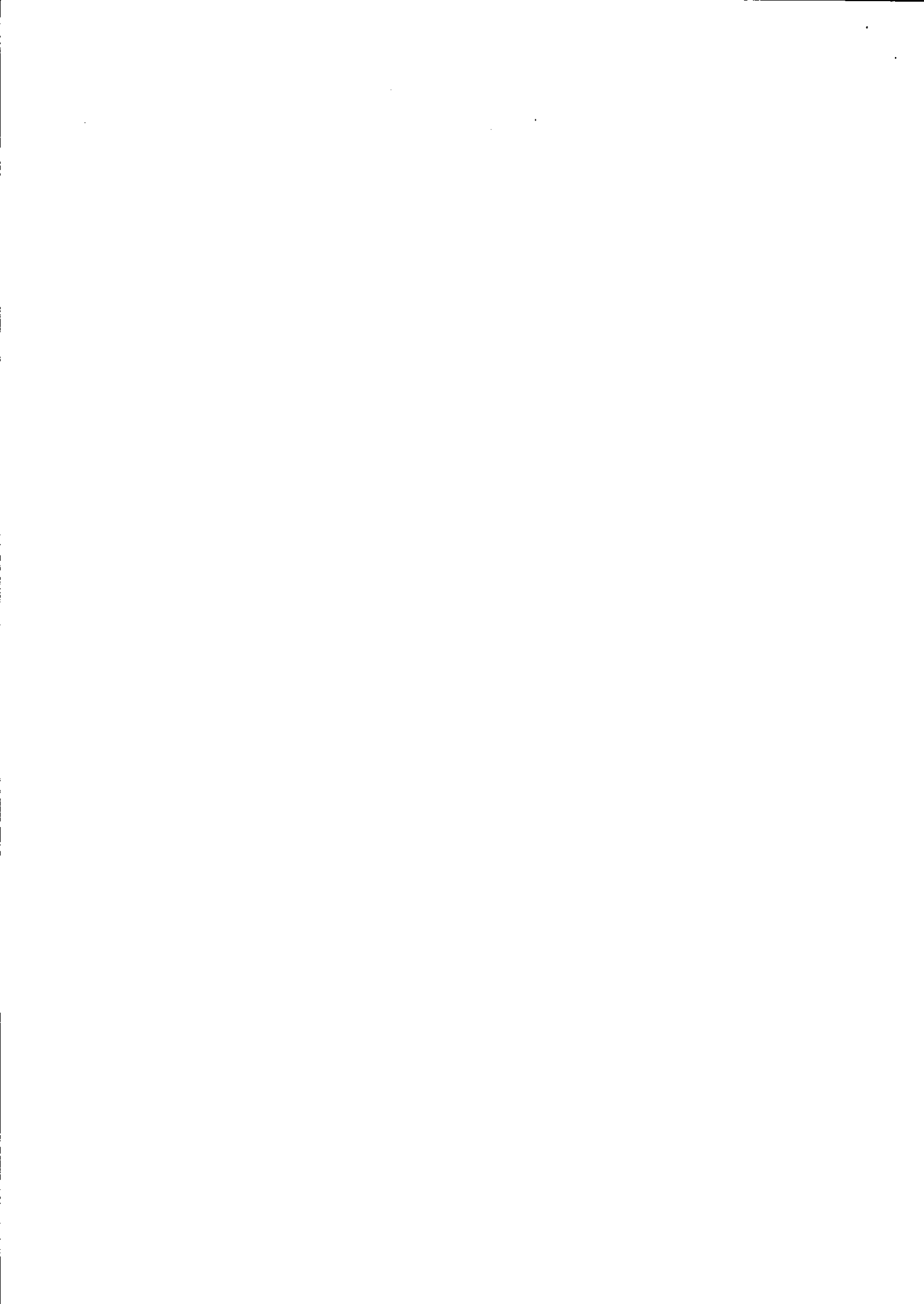
5. The deputation rules, regulations and provisions as issued from time to time by DoPT shall be applicable. A Government Officer in a higher grade pay / scale shall be ineligible for appointment on deputation to a post in the lower grade pay / scale in terms of DOPT O.M. No. 6/8/2009-Estt (Pay II) dt.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

6. Number of post(s) 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.

7. Hindi Version of the vacancy circular follows at website : [www.nsez.gov.in](http://www.nsez.gov.in)

(Nitin Gupta)  
Deputy Development Commissioner

Copy to: 1. NSEZ Website.  
2. NSEZ Notice Board.



**Bio-Data**

1. Name of the post applied for and station of SEZ:
2. Name, Designation and Office Address:  
(in BLOCK LETTERS)
3. Resident Address:
4. Date of Birth:
5. Educational Qualifications:
6. Present post held and scale of pay and date from which held:
7. Present pay drawn (basic Pay):
8. Post held on regular basis with scale of pay and :  
date of appointment thereto on regular basis
9. Permanent post held with scale of pay :  
and date of confirmation
10. Brief service particulars

| Sl. No. | Name of the Office/<br>Organization | Post held | From | To  | Scale of pay and basic pay | Nature of duties |
|---------|-------------------------------------|-----------|------|-----|----------------------------|------------------|
| (1)     | (2)                                 | (3)       | (4)  | (5) | (6)                        | (7)              |
|         |                                     |           |      |     |                            |                  |

11. Experience:
12. Date of return from last deputation, if any
13. Whether belongs to SC/ST:
14. Mobile No.:

**Signature of the Candidate**

Place:  
Date: