



Govt. of India, Ministry of Commerce & Industry, Deptt. Of Commerce

NOIDA SPECIAL ECONOMIC ZONE

Noida-Dadri Road, Phase-II, Noida 201305

website : www.nsez.gov.in

No. 12/03/2017-SEZ/3475 Dated: 27.03.2017

Applications are invited for filling up the following posts on deputation basis in Special Economic Zones at Noida, Jaipur & Moradabad under the jurisdiction of Development Commissioner, NSEZ. The Description of the posts and eligibility conditions are as follows

S. No	Name and scale of the post	No. of posts & Station	Eligibility Conditions
1.	Superintendent (Customs) (Rs. 9300-34800/-) Grade Pay Rs. 4800/-	01 Moradabad SEZ 01 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 three years' service in the grade rendered after appointment thereto on a regular basis in the scale of Rs.6500-200-10500 pre-revised (Pay Band Rs.9300-34800 and Grade Pay Rs.4600) or equivalent in the parent cadre or department; and (b) Possessing two years' experience in Excise or Customs procedural work.
2.	Appraiser (Customs) (Rs. 9300-34800/-) Grade Pay Rs. 4800/-	02 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 three years' service in the grade rendered after appointment thereto on a regular basis in the scale of Rs.6500-200-10500 pre-revised (Pay Band Rs.9300-34800 and Grade Pay Rs.4600) or equivalent in the parent cadre or department; and (b) Possessing two years' experience in Excise or Customs procedural work.
3.	Preventive Officer (Rs. 9300-34800/-) Grade Pay Rs. 4600/-	02 Noida SEZ 01 Jaipur SEZ 03 Moradabad 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 Rs. 4500-7000/-pre-revised (Pay Band Rs.5200-20200 and Grade Pay Rs.2800) or equivalent in the parent cadre or department; and (b) Possessing two years' experience in Excise or Customs procedural work.
4.	Section Officer (Accounts) (Rs. 9300-34800/-) Grade Pay Rs. 4200/-	01 Noida SEZ 01 Jaipur SEZ 01 Moradabad SEZ	Employee(s) of the Central Government: (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with three years' regular service in the grade rendered after appointment thereto on a regular basis in the scale of Rs. 5000-8000 pre-revised (Revised pay Rs.9300-34800 and Grade Pay Rs.4200) or equivalent in the parent cadre or department; or (b) Possessing any one of the following qualifications: (i) A pass in the Subordinate Accounts Service or equivalent examination conducted by any one of the organized Accounts Department of the Central Government. (ii) Successful completion of training in the Cash and Accounts work conducted by Institute of Secretarial Training and Management or equivalent; and (c) Possessing three years' experience in Cash, Accounts and Budget work.
5.	Stenographer Gr. III (Rs. 5200-20200/-) Grade Pay Rs. 2400/-	02 Jaipur SEZ 02 Moradabad SEZ	Employee(s) of the Central Government: (a)(i) holding analogous posts on regular basis in the parent cadre or department; or (ii) Lower Division Clerks in the pay scale of Rs.3050-4590 pre-revised (Revised Pay Band Rs.5200-20200 and Grade Pay Rs.1900) with eight years' regular service in the grade; and possessing a speed of 80 words per minute; (iii) possessing a speed of 80 words per minute in English shorthand and 30 words per minute in English typewriting; and (i) Secondary school pass certificate or its equivalent. (ii) Knowledge in Computer Word Processing.
6.	Assistant (Rs. 9300-34800/-) Grade Pay Rs. 4200/-	01 Noida SEZ	Employee(s) of 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.
7.	Jr. Hindi Translator (Rs. 9300-34800/-) Grade Pay Rs. 4200/-	01 Noida SEZ	Employee(s) of the Central Government: (a) (i) Holding analogous posts on regular basis or, (ii) Post in the pay scale of Rs.5200-20200(G.P.2400/-) with 5 years regular service in the grade; or (iii) Post in the pay scale of Rs.5200-20200(G.P.1900/-) with 13 years regular service in the grade. (b) Possessing Master's Degree of a recognized university in Hindi/English with English/Hindi as a min subject at the degree level; or Master's Degree of a recognized university in any subject with Hindi as the medium of instruction and examination with English as a compulsory subject at the degree level; or 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 work from Hindi to English and vice-versa in Central/State Govt. offices, including Govt. of India undertaking; and (c) Knowledge in word processing and use in 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 for the post of Appraiser (Customs) at Noida SEZ and for remaining posts 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 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 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. 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.
6. Hindi Version of the vacancy circular follows at website : www.nsez.gov.in

(Ravi Kumar Srivastava)
Dy. Development Commissioner
Annexure-I

Bio-Data

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

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

- Experience : 11. Date of return from last deputation, if any 12. Whether belongs to SC/ST:

Signature of the Candidate
Place:
Date:

Size 25x38 Sq. Cm