Sub: Filling up of the post of on Deputation (Cost Recovery) basis.

Applications are hereby invited for filling up of the following posts in MIHAN Special Economic Zone, Nagpur under jurisdiction of Zonal Development Commissioner, SEEPZ-SEZ, on deputation (Cost Recovery) basis.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of Post</th>
<th>Pay scale</th>
<th>No. of vacant posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Assistant Commissioner</td>
<td>Development 9300-34800+4600 (Level -7 as per 7 CPC)</td>
<td>01</td>
</tr>
<tr>
<td>2</td>
<td>Stenographer Grade - II</td>
<td>9300-34800+4200 (Level -6 as per 7 CPC)</td>
<td>01</td>
</tr>
<tr>
<td>3</td>
<td>Stenographer Grade - III</td>
<td>5200-20200+2400 (Level -4 as per 7 CPC)</td>
<td>01</td>
</tr>
</tbody>
</table>

Eligibility Criteria:

I. Assistant Development Commissioner Pay Band and Grade Pay – 9300-34800+4600 (Level -7 as per 7 CPC)

(a) (i) Holding analogous posts on regular basis; or
(ii) With 3 years’ regular service in posts in the scale of Rs. 5500-9000 (pre-revised) or equivalent; or
(iii) With 8 years’ regular service in posts in the scale of Rs. 5000-8000 (pre-revised).

(b) Possessing 2 years experience in foreign trade or industrial development work. (The maximum age limit for appointment by deputation/transfer on deputation (including short-term contract) and transfer shall not be exceeding 56 years as on the closing date of receipt of application)

II. Stenographer Grade-II Pay Band and Grade Pay-9300-34800+4200 (Level -6 as per 7 CPC)

(a) (i) Holding analogous posts on regular basis; or
(ii) With three years’ regular service in the post of Stenographer in the pay scale of Rs. 4500-7000 (pre-revised); or
(iii) With eight years’ regular service in the post of Stenographer in the pay scale of Rs. 4000-6000 (pre-revised); and

(b) Possessing a speed of 100 words per minute in English Shorthand and 40 words per minute in English typewriting; and

(c) Knowledge in word processing [The maximum age limit for appointment by deputation/transfer on deputation (including short-term contract) and transfer shall not be exceeding 56 years as on the closing date of receipt of application].
III Stenographer Grade - III Pay Band and Grade Pay – 5200-20200+2400 (Level -4 as per 7 CPC)

(a) (i) Holding an analogous post on regular basis; or
(ii) Lower Division Clerks in the pay scale of Rs. 3050-4590 (pre-revised) with 8 years’ regular service in the grade; and possessing a speed of 80 words per minute in English Shorthand, 30 words per minute typewriting;

(b) Possessing a speed of 80 words per minute in English Shorthand and 30 words per minute in English typewriting; and Knowledge in word processing and

(c) Knowledge in word processing [The maximum age limit for appointment by deputation/transfer on deputation (including short-term contract) and transfer shall not be exceeding 56 years as on the closing date of receipt of application].

2. The details & documents required for the above posts and the details of place of posts proposed to be filled up in respect of SEEPZ-SEZs are hosted in the website of this office i.e. www.seepz.gov.in

3. The appointment will be on deputation (cost recovery) basis for a minimum period of three years and further extension will be governed by DoPT’s guidelines from time to time on merit basis.

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

5. The Curriculum Vitae (CV) duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment to posts on deputation basis.

6. Application in proforma (Annexure – I, in duplicate) of eligible and willing officers who could be relieved in the event of selection, along with the required documents may be forwarded to the following address within 45 days from the date of issue of this advertisement in Employment News:-

Office of Development Commissioner,
SEEPZ Special Economic Zone, Govt. of India,
Ministry of Commerce & Industry,
SEEPZ Service Centre Building, Andheri (E)
Mumbai-400096

7. It is clarified that these posts are on cost recovery basis and thereby no question of absorption requests will not be entertained.

(Chanderpal Singh Chauhan)
Jt. Development Commissioner,
SEEPZ-SEZ
# CURRICULUM VITAE

1. **Name of the Officer (in block letters)**

2. **Official e-mail ID**

3. **Mobile No.**

4. **Office Address**

5. **Date of Birth (in Christian era)**

6. **Date of retirement under Central/State Govt. rules**

7. **EducationalQualifications**
   - (a) Academic Qualification
   - (b) Technical Qualification

8. **Whether Educational 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).*

<table>
<thead>
<tr>
<th>Qualifications/Experience required</th>
<th>Qualification/Experience possessed by the Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential</td>
<td></td>
</tr>
<tr>
<td>1)</td>
<td></td>
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<tr>
<td>2)</td>
<td></td>
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<tr>
<td>3)</td>
<td></td>
</tr>
<tr>
<td>Desired</td>
<td></td>
</tr>
<tr>
<td>1)</td>
<td></td>
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<tr>
<td>2)</td>
<td></td>
</tr>
<tr>
<td>3)</td>
<td></td>
</tr>
</tbody>
</table>

9. **Please state clearly whether in light of entries made by you above, you meet the requirements of the post;**

10. **Details of Employment, in chronological order, *(enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient).*

<table>
<thead>
<tr>
<th>Office/Institute/Organization</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Scale of pay and basic pay</th>
<th>Nature of duties</th>
</tr>
</thead>
</table>

11. **Details of Training Programmes attended *(enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient).*

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Period</th>
<th>Subject matter of Training</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
</tr>
</tbody>
</table>

12. **Nature of present employment i.e., ad-hoc OR temporary OR quasi permanent OR permanent.**
13. In case the present employment is held on deputation/contract basis, please state;
   a) The date of initial appointment;
   b) Period of appointment on deputation/contract;
   c) Name of the present office/organization to which you belong;

14. Additional details about present employment; *(Please state whether working under)*
   a) Central Govt.
   b) State Govt.
   c) Autonomous Org.
   d) Govt. Undertaking
   e) Universities

15. Please state whether you are working in the same department and are in the feeder grade or feeder to feeder grade.

16. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

17. Total emoluments per month now drawn;

18. Additional information, if any, which you would like to mention in support of your suitability for the post *(enclosed a separate sheet, if the space is insufficient)*
   (a) Additional academic qualifications
   (b) Professional training and
   (c) Work experience over and above prescribed in the vacancy circular/advertisement

19. Whether belongs to SC/ST

20. Remarks *(the candidate may indicate information with regard to)*
   (i) Research publications and reports and special projects
   (ii) Awards/scholarship/official appreciation
   (iii) Affiliation with the professional bodies/institutions/societies and
   (iv) Any other information *(enclosed a separate sheet, if the space is insufficient)*

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I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

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Date: ____________________________  (Signature of the candidate)

Address: _________________________

(Countersigned of the employer)
The following documents are required to be submitted along with the application:

1. Complete and up to date Confidential Reports for the last 5 years in original or attested Photostat copies thereof by officer not below the rank of Under Secretary to the Government of India.
2. Integrity Certificate
3. Vigilance Certificate
4. Details of Major or Minor Penalty imposed during the last 10 years (if no penalties have been imposed, it should be stated)

Place:

Date:

Head of the Office

Office seal with Designation