

भारत सरकार
वाणिज्य और उद्योग मंत्रालय
विकास आयुक्त का कार्यालय
सीपज़ विशेष आर्थिक क्षेत्र
अंधेरी (पूर्व), मुंबई - 400096



Government of India
Ministry of Commerce & Industry
Office of the Development Commissioner
SEEPZ Special Economic Zone
Andheri (E), Mumbai - 400096

वेबसाइट: www.seepz.gov.in | ई-मेल: dcseepz-mah@nic.in | टेलीफोन: 022-28290856/28294700

No. SEEPZ-SEZ/ADMIN/171/2011-12/Vol-XVII/

Date:- 09.04.2025

VACANCY ADVERTISEMENT

Sub:- Filling up of the post of Assistant Development Commissioner on deputation (Cost Recovery) basis.

Applications are invited for filling up the following post in the O/o Development Commissioner, SEEPZ Special Economic Zone, Ministry of Commerce & Industry, Government of India, Andheri (E), Mumbai by appointment on deputation (Cost Recovery) basis.

Sr. No.	Name of Post	Pay scale	No. of vacant posts
1	Assistant Development Commissioner	Rs. 9300-34800+4600 (Level-7 as per 7 th CPC)	Mumbai - 04 Pune - 02 Nagpur - 01

Eligibility Criteria:

Assistant Development Commissioner [Pay Band and Grade Pay - Rs. 9300-34800+GP. Rs. 4600 (Level-7, as per 7th CPC)]

- a) (i) Holding analogous posts on regular basis or
(ii) With 3 years regular service in post 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].
2. 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.

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

4. 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.

5. This advertisement in an open advertisement for 01 year. Applications received in a month shall be scrutinized as per the eligibility conditions & interview of the shortlisted candidates will be conducted in succeeding month till the vacancies are filled up or as per the order of the Development Commissioner.

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:-

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

7. The advance copy of the application may be forwarded in the Email address **dcseepz-mah@nic.in** and **admin-seepz@gov.in**

Encl:- As above


(Jay Manoj Shah)
(Deputy 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.	Educational Qualifications (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).					
		Qualifications / Experience required	Qualification/Experience possessed by the Officer			
	Essential	1)				
		2)				
		3)				
	Desired	1)				
		2)				
		3)				
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.)					
	Office/Institute/ Organization	Post held	From	To	Scale of pay and basic pay	Nature of duties

11.	Details of Training Programmes attended (<i>enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.</i>)-			
	Sr. No.	Period		Subject matter of Training
		From	To	
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 (<i>enclosed a separate sheet, if the space is insufficient</i>)			
	(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 [<i>the candidate may indicate information with regard to</i> (i) Research publications and reports and special projects (ii) Awards/scholarship/official			

<i>appreciation</i> (iii) <i>Affiliation with the professional bodies / institutions / societies and</i> (iv) <i>Any other information (enclosed a separate sheet, if the space is insufficient)]</i>	
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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.

Date: _____

(Signature of the candidate)

Address: _____

(Countersigned of the employer)

Annexure – II

(Certification by the Employer/Cadre Controlling Authority)

The information/ details provided in the above application by the applicant are true and Correct as per the facts available on records. He/she possesses educational qualifications and Experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri / Smt.....
- ii) His / Her integrity is certified.
- iii) His / Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned
(Employer/Care Controlling Authority with Seal)