

K-43011/44/2024-SEZ (ADMIN.)
Government of India
Ministry of Commerce & Industry
Department of Commerce
{SEZ (Admin) Section}

Vanijya Bhawan, New Delhi
Dated the 08 August, 2024

OFFICE MEMORANDUM

Subject: Filling up of the post of Deputy Development Commissioner (DDC) in Kerala Cluster SEZ under the jurisdiction of Cochin SEZ, on deputation basis-regarding.

The undersigned is directed to say that it is proposed to fill up the post of Deputy Development Commissioner (DDC) in Kerala Cluster SEZ under the jurisdiction of Cochin SEZ on deputation basis, the details of which are as follows:-

Sl. No	Name of the post & Pay Scale	Name of SEZ	Location of the post	No of posts
1.	Deputy Development Commissioner (DDC) In Pay Level 11 as per 7 th CPC matrix	Kerala Cluster SEZ	Kerala	1

2. Job requirements, experience and qualifications required for the post are indicated in **Annexure-I**.

3. It is requested that duly completed applications of eligible and willing officers, who could be relieved in the event of selection, may be forwarded in the prescribed format (**Annexure-II**) along with following documents to "The Under Secretary (SEZ), Room No. 317, 3rd floor, Department of Commerce, Vanijya Bhawan, New Delhi-110001", within a period of 45 days from date of publication of this advertisement in the Employment News:-

1. Complete and up-to-date Confidential Reports for the last five years in original or photocopy thereof duly attested by an officer not below the rank of an Under Secretary to the Government of India;
2. Vigilance Clearance; and
3. Cadre Clearance.

4. Applications not received in the prescribed format or received after the last date or without confidential reports and other relevant documents or found incomplete will not be considered.

5. The appointment will be on transfer on deputation basis. **The period of deputation shall ordinarily not exceed 03 years in case of DDC.** The terms and conditions of the deputation will be governed as per the instructions issued by Department of Personnel & Training's vide O.M. No. 6/8/2009-Estt. (Pay-II) dated 17th June, 2010, as amended from time to time. Any further information, including

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extension in the last date of receipt of application etc. will be notified through the webpage "<https://sezindia.gov.in>" and on the website of the respective jurisdictional SEZ.

AP Sinha

(Ashish Prakash Sinha)

Under Secretary to the Government of India

Tel: 011- 23039730

E-mail: ashishprakash.sinha@nic.in

Encl: As above

To

1. All Ministries/Departments of Govt. of India, New Delhi.
2. Chief Secretaries of State Governments and Union Territories.
3. All attached/ subordinate offices under the Ministry of Commerce & Industry (DoC).
4. Development Commissioner of all SEZs.
5. NIC, DOP&T and Department of Commerce for uploading the O.M. on their websites.
6. All Sections/Officers in the Department of Commerce.
7. E-hrms2.0 portal.
8. Guard File.

Annexure -I

Name of the Post & Grade Pay/ Pay Level	Deputy Development Commissioner (DDC), Kerala Cluster SEZ, under the jurisdiction of Cochin SEZ Pay Level-11 as per 7 th CPC matrix.
A. <u>Essential Conditions:</u> Officers from Central Governments Services including All India Services (AIS) and organized Group 'A' Services, State Government Officers/ Officers of Union Territories/ PSUs/Autonomous bodies/ Statutory bodies. i. holding analogous post on regular basis; or ii. with 5 years of service in the post having Pay Level-10 of pay in the 7 th CPC Pay matrix. B. <u>Desirable Condition:</u> Possessing experience in industrial development, foreign trade, estate development and administration. Note: (i) Period of deputation including 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 not exceed (03) three years. (ii) The maximum age limit for appointment by transfer on deputation shall be not exceeding 56 years as on the closing date of receipt of application.	

Handwritten signature

APPLICATION FORM

1	i. Post Applied For ii. Location of the Post	
2	i. Name (in BLOCK LETTERS) ii. Gender	
3	Name of Office & address	
4	Date of Birth	
5	Date of superannuation under Central/State Govt. Rules	
6	Residential Address: i. Present address	
	ii. Permanent Address	
7	a. Name of the post held	
	b. Pay level of the post held in pay matrix (as per 7th CPC)	
	c. Present pay level of the applicant (as per 7 th CPC)	
	d. In case of pay scale belonging to IDA pattern, the equivalent pay level in central government as per the 7 th CPC	
	e. Whether the present post is held on deputation/ad-hoc/Regular basis (strike out the one which is not applicable)	Deputation / Ad-hoc / Regular
	f. Date of appointment to the present post	
8	If the present post is on Deputation/ad-hoc basis, name of Post held on regular basis and Level of pay of the regular post in the Pay Matrix (as per 7 th CPC)	
	Date from which the post is held on regular basis	
9	Date of return from last appointment on deputation (Completion of Cooling off period of 03 years is essential)	
10	Whether essential qualifications required for the post are fulfilled.	

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	(if any qualification has been treated as equivalent to the one prescribed in the Rules, state the details of the same)					
Qualifications/Experience possessed by the officer						
11	Educational qualifications of the applicant (Separate sheet may be enclosed, if required)					
12	Desirable qualifications (Separate sheet may be enclosed, if required)					
13	Details of Employment in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is not sufficient)					
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
14	Additional details about present Employment Please state whether working under Central Government/State Government/Autonomous Organization/Government Undertaking/ University					
15	Details of experience in industrial development, foreign trade, estate development and administration					
16	Whether belongs to SC/ST					
17	Whether worked in any SEZ earlier. If so, details thereof : (a) Post held (b) Name of SEZ & Location (c) Period of posting					
18	Additional information, if any, which you would like to mention in support of your suitability for post. (Enclose a separate sheet, if the space is not sufficient).					

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Declaration/Undertaking by the candidate

I hereby declare that the information provided in the application form are complete and true to the best of my knowledge and based on records.

Signature of the Candidate

Place:	Address for Communication	
Date:	Phone No.(office)	
	Mobile No.	
	E-mail address	

Certificate

(To be given by the Head of the Department)

1. Certificate that the particulars furnished above have been verified and found to be correct.
2. It is also certified that no disciplinary/vigilance proceedings are either pending or contemplated against the officer. Integrity of the officer is also certified.

Signature of the Head of the Department
(With rubber stamp)

