

No. A-4/15/2010-SEZ
Government of India
Ministry of Commerce & Industry
Department of Commerce
SEZ Section

New Delhi, the 30th November 2010.

OFFICE MEMORANDUM

Subject: - Filling up of the post of Joint Development Commissioner, Visakhapatnam Special Economic Zone, Visakhapatnam under Department of Commerce by promotion / transfer on deputation.

The undersigned is directed to say that one post of Joint Development Commissioner, Visakhapatnam SEZ, Visakhapatnam in the scale of pay of Rs. 15600-39100 (PB-4) Grade pay Rs. 7600/- under Department of Commerce is required to be filled up immediately by promotion / transfer on deputation. The details regarding eligibility criteria etc. are given in Annexure-I.

2. The pay of the officer selected will be regulated in accordance with the extant DOPT's guidelines as amended from time to time.

3. Applications of suitable officers in the proforma given at Annexure-II (in triplicate) along with complete ACRs for the last five years with integrity certificate, vigilance clearance and a certificate that no major/minor penalty has been imposed on the applicant during the last 10 years, may be forwarded to Shri R.K. Pandey, Under Secretary, Room No. 477B, Department of Commerce, Ministry of Commerce & Industry, Udyog Bhawan, New Delhi-110107 within 45 days from the date of issue of this O.M. Applications not in the prescribed format or received after the last date or not accompanied with requisite documents would not be entertained.


(R.K. Pandey)

Under Secretary to the Govt. of India

Encl: As above.

To:

1. All Ministries/Departments of Government of India
2. All State Governments / Union Territories
3. All Officers of the rank of Under Secretary/Deputy Secretary in Department of Commerce.
4. NIC, DOPT for uploading the circular on their website.

1.	Name of the post	:	Joint Development Commissioner, Visakhapatnam SEZ, Visakhapatnam under Department of Commerce
2.	Classification	:	General Central Service, Group 'A' Gazetted, Ministerial
3.	Scale of pay	:	Rs. 15600-39100 (PB-4) Grade pay Rs. 7600/-
4.	Method of recruitment	:	Promotion / transfer on deputation
5.	Eligibility*	:	
Promotion/transfer on deputation:			
	I	Officer under the Central Government :-	
	(a)	(i) holding analogous posts on regular basis; or (ii) with 5 years' regular service in posts in the scale of Rs. 15,600-39,100 Grade Pay Rs. 6600/- or equivalent, <div style="text-align: center;">AND</div>	
	(b)	Possessing 5 years' experience in the field of industrial development or foreign trade.	
	II	Departmental Deputy Development Commissioner with 5 years' regular service in the grade will also be considered along with outsiders and in case he is selected for appointment to the post, same shall be deemed to have been filled by promotion.	

Note: - The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation / Department of the Central Govt. shall not exceed five years. The maximum age limit for appointment by transfer on deputation shall be not exceeding 56 years as on the closing date of receipt of applications).

Duties in Brief :- His role is to support Development Commissioner in administrative and operational issues and overall management of the Zone. Joint Development Commissioner is the second senior most officer in the zone after the Development Commissioner.

- a) Scrutiny/ Approval of the projects/ proposal under SEZ Scheme.
- b) Policy, procedure and licensing work related to SEZ units.
- c) Coordination with State Government Department relating to various issues concerning SEZ Units.
- d) General Administrative matters.

PROFORMA

(To be filled in triplicate)

1. Name
2. Father's / Husband's Name
3. Date of Birth
4. Date of Entry in the service / Government service
5. Date of Retirement under Central Government Rules
6. Languages known
7. Educational Qualifications
8. Training Courses attended, if any
9. Research Publications, if any
10. Name of the post held substantively, if any, and the scale of pay thereof
11. Present scale of pay
12. Experience as per details of service
13. Present pay & date from which it is drawn
14. Whether belongs to SC / ST / OBC
15. Additional information, if any

Certificate

(To be given by the Head of the Department)

Certificate that the particulars furnished above have been verified and found to be correct.

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)