

No.01/11/2009:Admn:CSEZ
OFFICE OF THE DEVELOPMENT COMMISSIONER
COCHIN SPECIAL ECONOMIC ZONE,
GOVERNMENT OF INDIA,
MINISTRY OF COMMERCE & INDUSTRY
KAKKANAD, COCHIN – 682 037

Dated the 2nd April 2012

OFFICE MEMORANDUM

Subject: Filling up the post of Assistant Development Commissioner (Group 'B' – Gazetted), & Stenographer Grade II in various Special Economic Zones in Kerala & Karnataka on deputation basis.

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The undersigned is directed to say that it is proposed to fill up 17 posts of in the grade of Assistant Development Commissioner (Group 'B' – Gazetted) in the Pay Band of Rs.9300-34800 (PB-2) with Grade Pay of Rs.4600/- , and 7 posts in the grade Stenographer Grade II (Group 'C' – non-Gazetted) in the Pay Band of Rs.5200-20200 (PB-1) with Grade Pay of Rs.2400/- in various Special Economic Zones in Kerala and Karnataka. The experience and qualifications required for the posts are indicated in Annexure – I.

2. It is requested that applications, in the given Proforma (Annexure II) in duplicate, of the eligible and willing officers who could be relieved in the event of selection, alongwith the following documents, may please be forwarded to this office within 60 days from the date of issue of this Office Memorandum.

- (a) Complete and up-to-date confidential reports for the last five years, in original or attested Photostat copy thereof by an officer not below the rank of Under Secretary to the Government of India.
- (b) Integrity Certificate/Vigilance Clearance
- (c) Details of major/minor penalties imposed during the last 10 years (if no penalties have been imposed, it should be stated)

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

4. The appointment will be on deputation basis. The period deputation shall ordinarily not exceed 3 years.. The selected officers will have the option to draw his/her grade pay plus deputation (duty) allowance, in accordance with Ministry of Finance OM No.10/24/E.III/60 dated 4th may 1961 as amended from time to time.

(V Narayanan Potty)
Assistant Development Commissioner (Admn)
Head of Office

To

1. Under Secretary, MOC, New Delhi
2. All Ministries/Departments of Government of India, New Delhi.
3. All Sections in the Ministry of Commerce.
4. All attached /subordinate offices under the Ministry of Commerce
5. All SEZs
6. Computer Cell for publishing in the official website (www.csez.gov.in)

EXPERIENCE AND QUALIFICATIONS FOR THE POSTS

1. Name of the post : Assistant Development Commissioner (17 posts)
Scale of Pay : Rs.9300-34800/- (PB-2) with Grade Pay of Rs.4600/-
(Revised)
Method of recruitment : Deputation

One post each in the following Zones:-

- (i) Pritech Park Special Economic Zone, Bangalore
- (ii) Gopalan Enterprises SEZ, Hoodi
- (iii) Adarash Prime Projects SEZ, Bangalore
- (iv) Bagmane Construction SEZ, Bangalore
- (v) Manyata Embassy Business Park SEZ, Bangalore
- (vi) Biocon SEZ, Bangalore
- (vii) Wipro (EC) SEZ, Bangalore
- (viii) Infosys SEZ, Mysore
- (ix) KIADB (Textile) SEZ, Hassan
- (x) Global Village SEZ, Bangalore
- (xi) Quest SEZ, Belgaum
- (xii) Suzlon Infrastructure SEZm Udappi
- (xiii) KIADB (Aerospace) SEZ, Hassan
- (xiv) L& T SEZ, Mysore
- (xv) Smart City SEZ, Cochin
- (xvi) Electronic Technology Park SEZ II, Trivandrum
- (xvii) Vallarpadom SEZ, Cochin

Eligibility

Officers under 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 regular basis in the Pay Scale of Rs.5500-9000/- (Pre-revised) or equivalent in the parent cadre/Department; or
- (iii) With eight years' regular service in the grade service in the grade rendered after appointment thereto on regular basis in the Pay Scale of Rs.5000-8000/- (pre-revised) or equivalent in the parent cadre/Department; and

Desirable:

Possessing two years' experience in the field or Industrial Development or Foreign Trade

(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 Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceed 56 years as on the closing date of receipt of application)

- II. Name of the post : Stenographer Grade II (7 posts)
Scale of Pay : Rs.5200-20200/- (PB-1) with Grade Pay of Rs.2400/-
(Revised)
Method of recruitment : Deputation

One post each in the following Zones:-

- (i) Information Technology Special Economic Zone, Bangalore
- (ii) Electronic Technology Park SEZ I, Trivandrum
- (iii) Kinfra Electronic SEZ, Kalamassery
- (iv) Infopark SEZ, Cochin
- (v) Kinfra Film and Video Park SEZ, Trivandrum
- (vi) Kinfra SEZ, Kakkencherry
- (vii) Puthuvypeen SEZ, Cochin.

Eligibility

Officers under 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 Band of Rs.5200-20200/- (PB-1) with Grade Pay of Rs.1900/- with eight years regular service in the grade; and
- (b) Possessing a speed of 80 words per minute in English Shorthand, 30 words per minute in English Typewriting; and
- (c) knowledge in word processing.

(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 Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation (including short term contract) shall be not exceed 56 years as on the closing date of receipt of application)

BIODATA

Application for the post of Assistant Development Commissioner/Stenographer

1	Name of the candidate					
2	Post which held					
3	Name & Address of the office in which working					
4	Name of the post & Zone for which applied					
5	Date of Birth					
6	Date of retirement					
7	Educational Qualifications					
8	Present Basic Pay					
9	Post held on regular basis with Scale of Pay and date of appointment thereto on regular basis					
10	Permanent post held with scale of pay and date of confirmation					
11	Details of Employment, in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)					
Sl. No.	Office/Institution/ Organization	Post held	From	To	Scale of pay and basic pay	Nature of duties
12	Nature of present employment, ie, whether adhoc, temporary 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 information, if any, which you would like to mention in support of your suitability for the post (Enclose a separate sheet, if the space is not sufficient)					
15	Whether belongs to SC/ST					

Date

Signature of the applicant
Mobile No.
Email id: