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No.01/17/97:Admn:CSEZ / 983
OFFICE OF THE DEVELOPMENT COMMISSIONER
COCHIN SPECIAL ECONOMIC ZONE,
GOVERNMENT OF INDIA,
MINISTRY OF COMMERCE & INDUSTRY
KAKKANAD, COCHIN - 682 037

Dated the 7th March, 2012

OFFICE MEMORANDUM

Subject: Filling up the post of Stenographer Grade I [Group 'B' - non-Gazetted] in the Cochin Special Economic Zone Sub-office Bangalore, Karnataka on deputation basis.

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The undersigned is directed to say that it is proposed to fill up one vacancy on deputation basis in the grade of Stenographer Grade I Group 'B' - Gazetted) in the Pay Band of Rs.9300-34800 (PB-2) with Grade Pay of Rs.4200/- in the Office of the Development Commissioner, Sub-Office Bangalore. The eligibility criteria for appointment on deputation basis for the post is indicated as follows:

- (i) Holding analogous posts on regular basis in the Central Government ; or
- (ii) with eight years' regular service as Stenographer Grade III in the Pay Scale of Rs.4000-100-6000/- (Pre - revised)

2. It is requested that applications, in the given Proforma (Annexure I) 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 of 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

To

1. Under Secretary, MOC, New Delhi (SEZ Section)
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. Computer Cell for publishing in the official web-site

BIODATA
COCHIN SPECIAL ECONOMIC ZONE [CSEZ]

1	Name of the Candidate and Office Address (in Block letters)					
2	Name of the post for which applied					
3	Date of Birth					
4	Date of retirement					
5	Educational Qualifications					
6	Present Basic Pay					
7	Post held on regular basis with Scale of Pay and date of appointment thereto on regular basis					
8	Permanent post held with scale of pay and date of confirmation					
9	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
10	Nature of present employment, ie, whether adhoc, temporary or permanent					
11	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				
12	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)					
13	Whether belongs to SC/ST					
14	Contact phone and e-mail address					

Date

Signature of the applicant