

रपीड पोस्ट द्वारा
BY SPEED POST

No.01/02/95:Admn:CSEZ / 2584 + 55
OFFICE OF THE DEVELOPMENT COMMISSIONER
COCHIN SPECIAL ECONOMIC ZONE,
GOVERNMENT OF INDIA,
MINISTRY OF COMMERCE & INDUSTRY
KAKKANAD, COCHIN - 682 037

Dated the 4th July 2012

OFFICE MEMORANDUM

Subject: Filling up the post of Assistant Development Commissioner (Group 'B' - Gazetted in Cochin Special Economic Zone, Cochin on deputation basis.

The undersigned is directed to say that it is proposed to fill up one post of Assistant Development Commissioner (Group 'B' - Gazetted) in the Pay Band of Rs.9300-34800/- (PB-2) with Grade Pay of Rs.4600/- in the Office of the Development Commissioner, Cochin Special Economic Zone, Kakkanad, Cochin - 682 037. The experience and qualifications required for the post is 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.

- (i) Complete and up-to date confidential Reports for the last five years, in original or attested Photostat copy.
- (ii) Integrity Certificate
- (iii) Vigilance Clearance
- (iv) Details of minor or major penalties imposed during the last ten years.

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

5. 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 (Admn)

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

DESPATCHED
ON 04/07/12

ANNEXURE - I

EXPERIENCE AND QUALIFICATIONS FOR THE POSTS

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

Eligibility

- (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 six years' regular 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 of Industrial Development or Foreign Trade

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. 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 not exceed 56 years as on the closing date of receipt of application.

BIODATA

1	Name of the post for which applied					
2	Name and Office Address (in Block letters) of the applicant					
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					

Date

Signature of the applicant
 Mobile No.
 e-mail: