

स्पीड पोस्ट द्वारा  
BY SPEED POST



भारत सरकार/GOVERNMENT OF INDIA  
विकास आयुक्त कार्यालय/OFFICE OF THE DEVELOPMENT COMMISSIONER  
कोचीन विशेष आर्थिक क्षेत्र /COCHIN SPECIAL ECONOMIC ZONE  
काक्कनाड, कोच्चिन /KAKKANAD, COCHIN -682037  
दूर भाषा /PHONE: 0484- 2413234, 2413111  
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No. 1/36/2020:Admn:CSEZ / 2313

26-07-2021

✓To

The Accounts Officer,  
Employment News/Rozgar Samachar,  
(Publication Division, Ministry of Information & Broadcasting),  
7<sup>th</sup> Floor, Soचना Bhawan,  
Lodhi Road, New Delhi 110003

**Subject : Advertisement inviting application for the post of Assistant Development Commissioner, CSEZ, Cochin, Pvt SEZs Kerala and Karnataka and Section Officer, Cochin SEZ - regarding.**

Sir,

The enclosed advertisements may please be published in the next issue of "Employment News"(English only) and bill in triplicate alongwith advance stamped receipt be sent to this office for payment.



Yours faithfully,

(Geetha P)

Assistant Development Commissioner (Admn)

Copy to: The Under Secretary (SEZ Admn Section), Department of Commerce, Udyog Bhawan, New Delhi 110011



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26-07-2021

## OFFICE MEMORANDUM

**Subject** Filling up of 8 posts of Assistant Development Commissioner in SEZs located in Kerala and Karnataka and 1 post of Section Officer (Accounts) in Cochin Special Economic Zone, Cochin on deputation basis.

It is proposed to fill up the following posts on deputation basis. The experience and qualifications required for the posts are indicated in Annexure I.

1. **Assistant Development Commissioner, Cochin SEZ, Cochin** : 1 post (Group 'B'-Gazetted) Pay Level in the Pay Matrix: 7, Scale of Pay Rs 44900 – 142400/- (Pay Band of Rs.9,300-34,800/- (PB-2) with Grade Pay of Rs.4,600/- (pre- revised) on deputation  
Method of Recruitment: Deputation
2. **Assistant Development Commissioner** 3 posts (1 post each)(Group 'B'-Gazetted)  
(i) Smart City SEZ, Cochin Kerala Pay Rs 44900 – 142400/- (Pay Band  
(ii) ULCCS SEZ, Kozhikkode, Kerala of Rs.9,300-34,800/- (PB-2) with  
(iii) Infopark SEZ, Cochin, Kerala Grade Pay of Rs.4,600/- (pre-revised)  
Method of Recruitment: Deputation on cost recovery basis
3. **Assistant Development Commissioner** 5 posts (1 post each)(Group 'B'-Gazetted)  
(i) Manyata Embassy Business Park SEZ, Karnataka Pay Level in the Pay Matrix: 7, Scale of  
(ii) Embassy Tech Village SEZ, Karnataka Pay Rs 44900 – 142400/- (Pay Band  
(iii) Global Village SEZ, Bangalore of Rs.9,300-34,800/- (PB-2) with Grade  
(iv) Bagmane SEZ, Bangalore Pay of Rs 4600/- (Pre-revised)  
Method of Recruitment: Deputation on cost recovery basis

4. **Section Officer (Accounts)** : 1 Post (Group 'B' (Non-Gazetted)  
**CSEZ** Pay Level in the Pay Matrix: 6  
Scale of Pay of Rs 35400-112400/-  
Pay in the Pay Band Rs 9300-34800 (PB2)  
with Grade Pay of Rs 4200 (pre-revised)

Method of Recruitment: Deputation

2. It is requested that applications, in the given Proforma (Annexure II) of the eligible and willing officers who could be relieved in the event of selection, along with the following documents, may please be forwarded to the Development Commissioner, Cochin Special Economic Zone, Cochin **through proper channel within** 2 months from the date of publication of this advertisement in the Employment News.

- (a) Complete and up-to-date confidential reports for the last five years, in original or attested Photostat copies thereof.
- (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 terms of deputation will be regulated in accordance with the standard terms and conditions prescribed by the Department of Personnel & Training (Website:www.persmin.nic.in), Govt. of India vide their O.M. No. 6/8/2009-Estt(Pay-II) dated 17/06/2010, as amended from time to time. Officials who volunteer for the post will not be permitted to withdraw their names later.

5. Advance copy of applications will not be entertained. The details are also available on the website [www.csez.gov.in](http://www.csez.gov.in).



(Geetha P)

Assistant Development Commissioner

To

1. Shri Sumit Kumar Sachan, Under Secretary (Admn), Department of Commerce, Udyog Bhawan, New Delhi
2. All Ministries/Departments of Government of India, New Delhi.
3. All Sections in the Ministry of Commerce.
4. All Attached/Subordinate officer under the Ministry of Commerce.
5. DC SEEPZ; DC Kandla SEZ; DC Falta SEZ; DC Noida SEZ; DC MEPZ and DC Vizag SEZ

EXPERIENCE AND QUALIFICATIONS FOR THE POSTS

Methodology for filling up the post of Assistant Development Commissioner

- (i) The appointment will be on deputation basis
- (ii) The employee of the Central Govt may alone be considered for the post in Cochin SEZ
- (iii) The employee of the Central Govt or State Govt or PSU of Central Govt or State Govt may alone be considered for the posts in other SEZs located in Kerala and Karnataka
- (iv) Educational qualification, work experience and other eligibility conditions like age limit etc would be the same as provided in the Recruitment Rules prescribed for the respective posts in the Central Govt SEZs.

1. ASSISTANT DEVELOPMENT COMMISSIONER (GROUP B – GAZETTED)  
Cochin SEZ

Name of the post:	Assistant Development Commissioner
Scale of Pay:	Pay Level in the Pay matrix 7 Scale of Pay Rs 44900 – 142400/- Pay in the pay band Rs 9300-34800 (PB-2) with Grade Pay of Rs 4600/- (pre-revised) (Group 'B'- Gazetted-Ministerial)
Method of Recruitment:	Deputation
No. of vacancies:	01
Details of vacancies:	1 vacancy in Cochin SEZ

Officers under the Central Government

- (a)(i) holding analogous posts on regular basis in the parent cadre or Department; or
  - (ii) with three years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs 5500-9000 (pre-revised) (PB 2 ) or equivalent in the parent cadre or department; or
  - (iii) with six years regular service in the grade rendered after appointment thereto on a regular basis in the scale of Pay of Rs 5000-8000 (Rs 9300-34800 with Grade pay of Rs 4200) (PB 2) or equivalent in the parent cadre or department; and
- (b) possessing two years experience in the field of 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 or department of Central Govt. shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application)

## 2. ASSISTANT DEVELOPMENT COMMISSIONER (GROUP B – GAZETTED)

Name of the post: Assistant Development Commissioner  
Scale of Pay: Pay Level in the Pay matrix 7  
Scale of Pay Rs 44900 – 142400/-  
Pay in the pay band Rs 9300-34800 (PB-2) with Grade Pay of Rs 4600/- (pre-revised)  
(Group 'B'- Gazetted-Ministerial)  
Method of Recruitment: Deputation on cost recovery basis  
No. of vacancies: 07  
Details of the vacancies:

- (i) Smart city SEZ, Cochin, Kerala (1 post)
- (ii) ULCCS SEZ, Kozhikkode, Kerala (1 post)
- (iii) Infopark SEZ, Cochin, Kerala (1 post)
- (iv) Manyata Embassy Business Park SEZ, Bangalore, Kerala (1 post)
- (v) Embassy Tech Village SEZ, Bangalore, Karnataka ( 1 post)
- (vi) Global Village SEZ, Bangalore, Karnataka (1 post)
- (vii) Bagmane SEZ, Bangalore, Karnataka (1 post)

### **Eligibility**

An employee of the Central Govt or State Govt or PSU of Central Govt or State Govt

(a)(i) holding analogous posts on regular basis in the parent cadre or Department; or  
(ii) with three years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs 5500-9000 (pre-revised) (PB 2 ) or equivalent in the parent cadre or department; or

(iii) with eight years regular service in the grade rendered after appointment thereto on a regular basis in the scale of Pay of Rs 5000-8000 (Rs 9300-34800 with Grade pay of Rs 4200) (PB 2) or equivalent in the parent cadre or department; and

(b) possessing two years experience in the field of 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 or department of Central Govt. shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application)

3. SECTION OFFICER (ACCOUNTS) (GROUP 'B' – NON-GAZETTED)

Name of the Post:	Section Officer (Accounts)
Scale of Pay:	Pay Level in the Pay matrix 6 Scale of Pay of Rs 35400-112400/- Pay in the Pay Band Rs 9300-34800 (PB2) with Grade Pay of Rs 4200 (pre-revised) (Non-Gazetted-Ministerial)
Method of Recruitment:	Deputation
No. of vacancies:	01

**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 5000-8000 or equivalent in the Parent cadre/Department; and

(b) Possessing any one of the following qualifications.

(i) A pass in the subordinate accounts service or equivalent examination conducted by any one of the organized Accounts Department of the Central Government.

(ii) Successful completion of training in the Cash and Accounts work conducted by Institute of Secretariat Training and Management or equivalent; and

(c) Possessing three years experience of Cash, Accounts and Budget work.

(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 or department of Central Govt. shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application)

## BIODATA

1	Name of the candidate (In block letters)					
2	Name & Address of the office in which presently working					
3	Post held at present					
4	Name of the post applied for					
5	Name of the SEZ for which applied					
6	Date of Birth					
7	Date of retirement					
8	Educational Qualifications					
9	Present Basic Pay					
10	Post held on regular basis with Scale of Pay and date of appointment thereto on regular basis					
11	Permanent post held with scale of pay and date of confirmation					
12	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
13	Nature of present employment, ie, whether adhoc, temporary or permanent					
14	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				
15	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)					
16	Experience					
17	Whether belongs to SC/ST					
18	Date of return from last deputation, if any					
19	Whether the mandatory cooling off period of 3 years completed as per the DoP & T O.M. No.6/8/2009-Estt.(Pay-II) dated 17/6/2010 read with OM No. 2/11/2016-Estt.(Pay II) dated 20-07-2018					

Date

Signature of the applicant  
Mobile No.  
Email id: