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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

दूरभाषा /PHONE: 0484- 2413234, 2413111

फैक्स/Fax: 0484-2413074

वेबसाइट :[www.csez.gov.in](http://www.csez.gov.in) ई मेल [office@csez.gov.in](mailto:office@csez.gov.in)

14-08-2024

### OFFICE MEMORANDUM

**Subject** Filling up of 15 posts of Assistant Development Commissioner in Pvt SEZs located in Kerala and Karnataka and 1 post of Assistant Development Commissioner 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.

Sl No.	Name of the Post	Pay Scale	No of Vacant Post
1	Assistant Development Commissioner, Cochin SEZ, Cochin	(Group 'B'-Gazetted) Pay Level in the Pay Matrix: 7, Scale of Pay Rs 44900 – 142400/- (7 <sup>th</sup> CPC) (Pay Band of Rs.9,300-34,800/- (PB-2) with Grade Pay of Rs.4,600/- (pre- revised)	1 Post
	Method of Recruitment	Deputation	
2	Assistant Development Commissioner in the Pvt. SEZs located in Kerala and Karnataka.	(Group 'B'-Gazetted) Pay Level in the Pay Matrix: 7, Scale of Pay of Rs 44900 – 142400/- (7 <sup>th</sup> CPC) (Pay Band of Rs.9,300-34,800/- (PB-2) with Grade Pay of Rs.4,600/- (pre-revised)	15 Posts (6 posts for Kerala and 9 posts for Karnataka)
	Method of Recruitment	Deputation on cost recovery basis	
3	Section Officer (Accounts)	(Group 'B' (Non-Gazetted) Pay Level in the Pay Matrix: 6 Scale of Pay of Rs 35400-112400/- (7 <sup>th</sup> CPC) Pay in the Pay Band Rs 9300-34800 (PB2) with Grade Pay of Rs 4200 (pre-revised)	1 Post
	Method of Recruitment	Deputation	

2. Eligible & willing officers may apply in the given proforma after obtaining NOC from their head of the Department. The application alongwith the following documents, may be sent to the Development Commissioner, Cochin Special Economic Zone, Cochin **through proper channel.**

- Complete and up-to-date confidential reports for the last five years, in original or attested Photostat copies thereof.
- Integrity Certificate/Vigilance Clearance.
- Details of major/minor penalties imposed during the last 10 years (if no penalties have been imposed, it should be stated).

3. Applications found incomplete and in absence of above requirements will not be entertained.

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. This advertisement is an open advertisement for 1 year (from the date of publication in Employment News). Applications received in a month shall be scrutinized as per the eligibility conditions & interview of the shortlisted candidates will be conducted in succeeding month till the vacancies are filled up or as per the order of the Development Commissioner.

6. 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).



*Borao*

**(Boni Prasada Rao)**

Deputy 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 offices 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/- (7 <sup>th</sup> CPC) 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

**Eligibility**

Officers under the Central Government

- (a)(i) holding analogous posts on regular basis in the parent cadre or Department; or
- (ii) with six years regular service in the grade rendered after appointment thereto on a regular basis in the pay scale of PB-2: Rs 9300-34800 with Grade pay of Rs 4200/- (pre-revised) corresponding to 7<sup>th</sup> CPC Matrix Level-06 (Rs.35400-112400) 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), Pvt 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 on cost recovery basis
No. of vacancies:	15
Details of the vacancies:	6 Posts for Kerala and 9 Posts for Karnataka.

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 eight years regular service in the grade rendered after appointment thereto on a regular basis in the pay scale of PB-2: Rs 9300-34800 with Grade pay of Rs 4200/- (pre-revised) corresponding to 7<sup>th</sup> CPC Matrix Level-06 (Rs.35400-112400) or equivalent in the parent cadre or department; and  
(b) possessing two years experience in the field of Industrial development or foreign trade is desirable.

(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 (pre-revised) 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: