

K-43011/44/2024-SEZ (ADMIN.)  
Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
{SEZ (Admin) Section}  
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Vanijya Bhawan, New Delhi  
Dated the 08 August, 2024

**OFFICE MEMORANDUM**

**Subject: Filling up of the post of Deputy Development Commissioner (DDC) in Kerala Cluster SEZ under the jurisdiction of Cochin SEZ, on deputation basis-regarding.**

The undersigned is directed to say that it is proposed to fill up the post of Deputy Development Commissioner (DDC) in Kerala Cluster SEZ under the jurisdiction of Cochin SEZ on deputation basis, the details of which are as follows:-

Sl. No	Name of the post & Pay Scale	Name of SEZ	Location of the post	No of posts
1.	Deputy Development Commissioner (DDC) In Pay Level 11 as per 7 <sup>th</sup> CPC matrix	Kerala Cluster SEZ	Kochi	1

2. Job requirements, experience and qualifications required for the post are indicated in **Annexure-I**.

3. It is requested that duly completed applications of eligible and willing officers, who could be relieved in the event of selection, may be forwarded in the prescribed format (**Annexure-II**) along with following documents to "The Under Secretary (SEZ), Room No. 317, 3<sup>rd</sup> floor, Department of Commerce, Vanijya Bhawan, New Delhi-110001", within a period of 45 days from date of publication of this advertisement in the Employment News:-

1. Complete and up-to-date Confidential Reports for the last five years in original or photocopy thereof duly attested by an officer not below the rank of an Under Secretary to the Government of India;
2. Vigilance Clearance; and
3. Cadre Clearance.

4. Applications not received in the prescribed format or received after the last date or without confidential reports and other relevant documents or found incomplete will not be considered.

5. The appointment will be on transfer on deputation basis. **The period of deputation shall ordinarily not exceed 03 years in case of DDC.** The terms and conditions of the deputation will be governed as per the instructions issued by Department of Personnel & Training's vide O.M. No. 6/8/2009-Estt. (Pay-II) dated

*Contd..*

17<sup>th</sup> June, 2010, as amended from time to time. Any further information, including extension in the last date of receipt of application etc. will be notified through the webpage "<https://sezindia.gov.in>" and on the website of the respective jurisdictional SEZ.

*A.P. Sinha*

(Ashish Prakash Sinha)  
Under Secretary to the Government of India  
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**Encl: As above**

To

1. All Ministries/Departments of Govt. of India, New Delhi.
2. Chief Secretaries of State Governments and Union Territories.
3. All attached/ subordinate offices under the Ministry of Commerce & Industry (DoC).
4. Development Commissioner of all SEZs.
5. NIC, DOP&T and Department of Commerce for uploading the O.M. on their websites.
6. All Sections/Officers in the Department of Commerce.
7. E-hrms2.0 portal.
8. Guard File.

**Annexure -I**

<b>Name of the Post &amp; Grade Pay/ Pay Level</b>	Deputy Development Commissioner (DDC), Kerala Cluster SEZ, under the jurisdiction of Cochin SEZ Pay Level-11 as per 7 <sup>th</sup> CPC matrix.
<p>A. <b><u>Essential Conditions:</u></b></p> <p>Officers from Central Governments Services including All India Services (AIS) and organized Group 'A' Services, State Government Officers/ Officers of Union Territories/ PSUs/Autonomous bodies/ Statutory bodies.</p> <p>i. holding analogous post on regular basis; or ii. with 5 years of service in the post having Pay Level-10 of pay in the 7<sup>th</sup> CPC Pay matrix.</p> <p>B. <b><u>Desirable Condition:</u></b></p> <p>Possessing experience in industrial development, foreign trade, estate development and administration.</p> <p><u>Note:</u></p> <p>(i) Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ Department of the Central Government shall not exceed (03) three years.</p> <p>(ii) The maximum age limit for appointment by transfer on deputation shall be not exceeding 56 years as on the closing date of receipt of application.</p>	

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