

**OFFICE OF THE DEVELOPMENT COMMISSIONER  
SEEPZ SPECIAL ECONOMIC ZONE  
GOVT. OF INDIA MINISTRY OF COMMERCE & INDUSTRY  
ANDHERI (E), MUMBAI - 400 0 96.  
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**F.No.SEEPZ-SEZ/NEW SEZ/171/2011-12/Vol. X/14814**

**Date.01.08.2017**

Applications are invited for the ADC posts in SEEPZ SEZs under the jurisdiction of Development Commissioner, SEEPZ-SEZ:

**1 Name of Post:** Assistant Development Commissioner

**Pay Scale:** 9300-34800+GP Rs. 4600/-

**Vacant Post:** 03 (Three Posts)

**Mode of filling up of vacancy:** On Deputation basis

**Eligibility Criteria:**

- (a) (i) Holding analogous posts on regular basis; or  
(ii) With 3 years' regular service in posts in the scale of Rs. 5500-9000 (pre-revised) or equivalent or  
(iii) With 8 years' regular service in posts in the scale 5000-8000 (pre-revised)
- (b) Possessing 2 years experience in industrial development or foreign trade. (The maximum age limit for appointment by deputation/transfer on deputation (including short-term contract) and transfer shall not be exceeding 56 years as on the closing date of receipt of application)
1. The details & documents required for the above posts and the details of place of posts pro-posed to be filled up in respect of SEEPZ- SEZs are hosted in the website of this office i.e. [www.seepz.gov.in](http://www.seepz.gov.in)
  2. The appointment will be on deputation basis for a minimum period of three years.
  3. Application received after the last date or without the confidential reports and other relevant documents or otherwise found incomplete will not be considered.
  4. The Curriculum Vitae (CV) duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment to posts on deputation basis.

5. Application on proforma (Annexure-II) (in duplicate) of eligible and willing officers who could be relieved in the event of selection, along with the required documents may be forwarded to the following address within 60 days from the date of issue of this advt:-

OFFICE OF THE DEVELOPMENT COMMISSIONER  
SEEPZ SPECIAL ECONOMIC ZONE  
GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE & INDUSTRY  
ANDHERI (E). MUMBAI – 400 096.



**(Mahesh Yadav)**

Dy. Development Commissioner,  
SEEPZ-SEZ

## CURRICULUM VITAE PROFORMA

1. Name and Office Address (in Block letters):
2. Date of Birth (in Christian era):
3. Date of retirement under Central/State Government Rules:
4. Educational Qualifications:
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same):

### **Qualifications/ Experience Required      Qualifications/Experience Possessed**

**Essential** (1) (2) (3)

**Desired** (1) (2)

6. Please state clearly whether in the light of entries made by you above you, meet the requirement of the post.
7. Details of Employment in chronological order, (enclose a separate sheet duly authenticated by your signature, if the space below is not sufficient).

<b>Sr. No.</b>	<b>Office/Institution /Organization</b>	<b>Post Held</b>	<b>From</b>	<b>To</b>	<b>Scale of Pay and Basic Pay</b>	<b>Nature of duties (in detail)</b>

8. Nature of present employment i.e. whether Ad-hoc or temporary or Quasi-permanent or Permanent.
9. In case of present employment is held on deputation/contract basis, please state:-
  - (i) The date of initial appointment
  - (ii) Period of appointment on deputation/contract
  - (iii) Name of the parent Office/Organization to which you belong.

10. Additional details about present employment

Please state whether working under (indicate the name of your employer against the relevant column.)

- (c) Central Govt. (b) State Govt. (c) Autonomous Organization (d) Government Undertaking (e) Universities (f) Others

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
13. Total emoluments per month now draw.
14. Additional information, if any, which you would like to mention in support of your suitability for the post.

(This among other things may provide information with regard to

- (i) Additional academic qualifications
- (ii) Professional training and
- (iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient).

15. Please state whether you are applying for deputation (ISTC)/Absorption /Re- employment Basis). (Officers under Central/State Government are only eligible for "Absorption". Candidates of non-Government Organization are eligible only for Short Term Contract.)
16. Whether belongs to SC/ST

17. Remarks

The candidate may indicate information with regard to

- (i) Research publications and reports and special projects
- (ii) Awards/Scholarship/Official Appreciation
- (iii) Affiliation with the professional bodies/institutions/societies and
- (iv) Any other information.

(Note: Enclose a separate sheet, if the space is insufficient).

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

**Date:**

**(Signature of the Candidate)**

**EN 40/43**

**Address**

**DETAILS OF DOCUMENTS REQUIRED TO BE SUBMITTED  
ALONG WITH APPLICATION**

The following documents are required to be submitted along with the application:

- (i) Complete and upto-date Confidential Report for the last five years in original or attested Photostat copy thereof by officer not below the rank, of Under Secretary to the Government of India.
- (ii) Integrity Certificate.
- (iii) Vigilance Clearance.
- (iv) Details of minor or major penalties imposed during the last 10 years (if no penalties have been imposed it, should be stated).