

Government of India
Ministry Of Commerce & Industry
Office of the Development Commissioner
VISAKHAPATNAM SPECIAL ECONOMIC ZONE
Administrative Building , Duvvada
Visakhapatnam – 530 046 A.P. (INDIA)
Ph: 0891-2708255 Fax: 0891-2587352



No.5(63)/98/VSEZ/Estt./2017

Dated 10th April, 2017

VACANCY CIRCULAR -1/2017

Applications are invited from eligible officials for filling up of the following posts on deputation basis in the Office of the Zonal Development Commissioner, Visakhapatnam Special Economic Zone, Visakhapatnam :-

S.No.	Name of the Post	No. of Posts	Pay Scale	Classification
1.	Assistant Development Commissioner	4	Pay Matrix Level-7	Group-B Gazetted
2.	Section Officer (Accounts)	1	Pay Matrix Level-6	Group-B Non-Gazetted
3.	Assistant	7	Pay Matrix Level-6	Group-B Non-Gazetted
4.	Lower Division Clerk	4	Pay Matrix Level-2	Group-C Non-Gazetted

The experience and qualifications required for the above posts are indicated in Annexure-I

2. Interested officials willing to opt for deputation may apply through proper channel in prescribed proforma (Annexure-II) alongwith the following documents within six weeks from the date of publication of this advertisement in Employment News :-

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

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

4. The appointment will be on transfer on deputation basis. The terms and conditions of deputation will be in accordance with DoPT O.M.No.6/8/2009-Estt.(Pay II) dated 17th June, 2010, as amended from time to time.

5. Advance copy of application will not be entertained. Officials who volunteer for the post will not be permitted to withdraw their names later.

6. The candidates who have applied earlier need to apply again.


(Sobhana K.S. Rao)
Zonal Development Commissioner

Methodology for the filling up the post of Assistant Development Commissioner,

Following methodology for filling up the post of Assistant Development Commissioner,

- (i) All appointments will be on deputation basis initially for a period of three years extendable up-to five years in public interest. The terms and condition of the deputation would be same as the standard terms and condition prescribed by the Department of Personnel and Training (website : www.persmin.nic.in), Government of India vide their O.M. No. 2/29/91-Estt.(Pay-II) dated 5th January, 1994 as amended from time to time.
- (ii) An employee of the Central Government or State Governments or a PSU of Central Government or State Governments may alone be considered for these posts.
- (iii) The 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 Government SEZs would be as under:-

ADC:-

- (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 foreign trade or industrial development work.

7. Section Officer (Accounts)	1* (1999) * Subject to variation dependent on workload.	General Central Service, Group 'B', Non-Gazetted, Ministerial.	Rs. 5500-175- 9000
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Deputation :

- A. (a) (i) Assistants of the Central Secretariat Service holding the post on regular basis; or
(ii) Upper Division Clerks of Central Secretariat Clerical Service with 8 years regular service in the grade; and

- (b) who have undergone training in cash and accounts work in the Institute of Secretariat Training and Management or equivalent; and possess 3 years' experience of Cash, Accounts and Budget work; failing which.

B. Officers under the Central Government :

- (a) (i) holding analogous posts on regular basis; or

- (ii) with 3 years regular service in posts in the scale of Rs. 5000-8000 or equivalent; or

- (iii) with 6 years regular service in posts in the scale of Rs. 4500-7000 or equivalent; or

- (iv) with 8 years regular service in posts in the scale of Rs. 4000-6000 or equivalent; and

- (b) who have undergone training in Cash and Accounts work in the Institute of Secretariat Training and Management or equivalent and possess 3 years experience of Cash, Accounts and Budget works.

Or

A pass in the Subordinate Accounts Service or equivalent examination conducted by any of the organised Accounts Department of the Central Government.

Assistant	7	General Central Service, Group 'B', Non-Gazetted, Ministerial	Rs.5000-150-8000 (7 th CPC, Level-6)
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Deputation :

(a) Officers in the Central Government :

- i. holding analogous posts on regular basis: or
- ii. with three years' regular service in the post in the pay scale of Rs.4500-7000; or
- iii. with eight years' regular services as Upper Division Clerk in the pay scale of Rs.4000-6000;

(b) Possessing

- i. Degree from a recognized University or equivalent;
- ii. Knowledge in word processing; and
- iii. Possessing a minimum speed of 30 words per minute in English Typewriting or 25 words per minute in Hindi Typewriting.

LDC	4	General Central Service, Group 'C', Non-Gazetted, Ministerial	Rs.3050-75-4590 (7 th CPC, Level-2)
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Deputation :

(a) Officers in the Central Government :

- i. holding analogous posts on regular basis: or
- ii. with eight years' regular service in the post of MTS;

(b) Possessing

- i. Secondary School Pass Certificate or its equivalent;
- ii. Possessing a minimum speed of 30 words per minute in English Typewriting
- iii. Knowledge in word processing

BIODATA

1	Name of the candidate						
2	Post which held						
3	Name & Address of the office in which working						
4	Date of Birth						
5	Date of retirement						
6	Educational Qualifications						
7	Present Basic Pay						
8	Post held on regular basis with Scale of Pay and date of appointment thereto on regular basis						
9	Permanent post held with scale of pay and date of confirmation						
10	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	
11	Nature of present employment, ie, whether adhoc, temporary or permanent						
12	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					
13	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)						
14	Whether belongs to SC/ST						

Date

Signature of the applicant
Mobile No.
Email id: