GOVERNMENT OF INDIA

OFFICE OF THE DEVELOPMENT COMMISSIONER

VISAKHAPATNAM SPECIAL ECONOMIC ZONE

ADMINISTRATIVE BUILDING, DUVVADA

VISAKHAPATNAM-530 049

**VACANCY CIRCULAR-2/2022**

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| --- | --- | --- | --- | --- | --- | --- |
| Applications are invited from employees of the Central Government or State Governments or a PSU of Central Government or State Governments for filling up the following posts on deputation basis in Pvt. SEZs located in the states of Andhra Pradesh & Telangana  under the jurisdiction of the Zonal Development Commissioner, Visakhapatnam Special Economic Zone, Duvvada, Vizag within six weeks from the date of publication of this advertisement | | | | | | |
| **S.No.** | **Name of the Post** | **No. of Posts** | **Name of the SEZ & Location** | **Cost Recovery Status** | **Pay Scale** | **Classification** |
| 1. | Assistant Development Commissioner | **6\*** | Andhra Pradesh  &  Telangana | Yes# | Level-7 of 7th CPC Pay Matrix/  (6500-200-10500,  5th CPC Scale) | Group-B  Gazetted |
| 2. | Stenographer Gr.II | 2 | Andhra Pradesh  &  Telangana | Yes# | Level-4 of 7th  CPC Pay Matrix/  (4000-100-6000,  5th CPC Scale) | Group-C |
| **\*The place of posting will be at Visakhapatnam/Hyderabad/ Chittoor subject to the**  **functional assessment of SEZs and at discretion of the Zonal Development Commissioner, VSEZ** | | | | | | |

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 :-

1. Complete and up-to-date APARs for the last five years in original or attested Photostat copy thereof
2. Integrity Certificate and Vigilance Clearance
3. 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 APARs 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. The maximum age for appointment by deputation shall not be exceeding 56 years as on closing date of receipt of application.

6. The deputation rules, regulations and provisions as issued from time to time by DoPT shall be applicable. However, a Govt. Officer in a higher grade pay / scale shall be ineligible for appointment on deputation to a post in the lower grade pay / scale in terms of DOPT O.M. No. 6/8/2009-Estt (Pay II) dt. 17.6.2010.

7. Number of post and station of posting may differ depending upon actual requirement at the time of selection and DC, VSEZ reserves the right to modify and/or withdraw the vacancy circular at any time without assigning any reasons.

8. Since the vacancy is to be filled on deputation basis, private candidates are not eligible.

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

10. Further details visit VSEZ website : [www.vsez.gov.in](http://www.vsez.gov.in) or contact 0891-2708255 (T).

**ZONAL DEVELOPMENT COMMISSIONER**

**Annexure-I**

**(A) Qualifications for the post of ADC :-**

**Employees of the Central Government or State Governments or a PSU of Central Government or State Governments**

(a)

(i) Holding analogous posts on regular basis; or

(ii) With 3 years’ regular service in posts in the scale of Rs.5,500-9000 (5th CPC Scale) Level-6 of 7th CPC Pay Matrix or equivalent; or

(iii) With 8 years’ regular service in posts in the scale Rs.5000-8000 (5th CPC Scale) Level-6 of 7th CPC Pay Matrix.

**Desirable**

(b) Possessing 2 years’ experience in foreign trade or industrial development work.

**Nature of Job :**

Supervising the functions of the Licensing Section, work relating to project approval, Import/Export Policy, Monitoring performance of Export Oriented Units/SEZ Units

**(B) Qualifications for the post of Stenographer Gr.II :-**

(a)

(i) Holding an analogous post on regular basis; or

(ii) Lower Division Clerks in the pay scale of Rs. 3050-4590(pre-revised) with eight years’ regular service in the grade; and possessing a speed of 80 words per minute in English Shorthand, 30 words per minute typewriting;

(b) Possessing a speed of 80 words per minute in English Shorthand, 30 words per minute in English typewriting; and Knowledge in word processing and

(c) Knowledge in word processing

**Nature of Job:**

To keep  record  of incoming/outgoing  dak,  files/registers  etc. to keep filing upto date to fix appointments, to arrange  meetings and collect information desired by the Officer, to  deal in a tactful manner with visitors and to attend telephone  calls with courtesy, to maintain confidentiality and secrecy, to type and take dictation in shorthand and to transcript it.

Annexure – II

BIO DATA

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Name of the Candidate | | | |  | | |
| 2 | Name of the Post Applied for | | | |  | | |
| 3 | Post which held | | | |  | | |
| 4 | Name & Address of the Office in which working | | | |  | | |
| 5 | Date of Birth | | | |  | | |
| 6 | Date of Recruitment | | | |  | | |
| 7 | Education Qualifications | | | |  | | |
| 8 | Present Basic Pay | | | |  | | |
| 9 | Post held on regular basis with Scale of Pay and date of appointment thereto on regular basis | | | |  | | |
| 10 | Permanent post held with scale of pay and date of confirmation | | | |  | | |
| 11 | Details of Employment, in chronological order (enclose a separate sheet, duty 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 |
|  |  | |  |  |  |  |  |
| 12. | Nature of Present employment, i.e whether adhoc, temporary or permanent | | | |  | | |
| 13  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 | | |  | | |
|  | 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) | | | |  | | |
| 15 | Whether belong to SC/ST | | | |  | | |

Date

Signature of the applicant

Mobile No.

Email Id: