



GOVERNMENT OF INDIA
OFFICE OF THE DEVELOPMENT COMMISSIONER
VISAKHAPATNAM SPECIAL ECONOMIC ZONE
ADMINISTRATIVE BUILDING, DUVVADA
VISAKHAPATNAM-530 049



VACANCY CIRCULAR-1/2019

Applications are invited for filling up the following posts on deputation basis in 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*	VSEZ-1 at Admn. Bldng, Duvvada, Vizag Pvt. SEZs-2 at VSEZ sub-office, HYD APSEZ, VIZAG-1 Sri City SEZ, Chittoor - 1 Pvt. SEZs-1 at Admn. Bldng, Duvvada, Vizag	Yes#	Level-7 of 7 th CPC Pay Matrix (6500-200-10500, 5 th CPC Scale)	Group-B Gazetted
2.	Section Officer (Accounts)	1	VSEZ - VIZAG	No	Level-6 of 7 th CPC Pay Matrix (5500-175-9000, 5 th CPC Scale)	Group-B Non-Gazetted
3.	Assistant	2	VSEZ, VIZAG -1 VSEZ, HYD -1	No	Level-6 of 7 th CPC Pay Matrix (5500-150-8000, 5 th CPC Scale)	Group-B Non-Gazetted

***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**

#except for 1 vacancy at Visakhapatnam SEZ(Govt. SEZ), Visakhapatnam

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 :-

- Complete and up-to-date APARs 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 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. 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 applicants already applied against the VSEZ Vacancy Circular No.1/2018 need not apply afresh as applications already received against the previous circular will be considered alongwith the new applicants. However, the persons earlier applied will be allowed to indicate their preference against the posts, if they desire so.

ZONAL DEVELOPMENT COMMISSIONER

BIO DATA

1	Name of the Candidate					
2	Name of the Post Applied for					
3	Order of preference of posting					
4	Post which held					
5	Name & Address of the Office in which working					
6	Date of Birth					
7	Date of Recruitment					
8	Education 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, 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
13	Nature of Present employment, i.e 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	Whether belong to SC/ST					

Date

Signature of the applicant

Mobile No.

Email Id:

ADC 1

General Central Service, Group 'B'
Gazetted, MinisterialRs.6500-200-10500 (5th CPC scale)
(7th CPC, Level-7 of Pay Matrix)

Qualification for Deputation to the post of Asst. Development Commissioner in Visakhapatnam SEZ (Govt. SEZ)

- (a)
- i. holding analogous posts on regular basis in the parent cadre or Department; or
 - ii. With three years service in the grade rendered after appointment there to on regular basis in the scale of Rs.5,500-9000 (5th CPC Scale) Level-6 of 7th CPC Pay Matrix or equivalent in the parent cadre or department; or
 - iii. With six years' regular service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs.5000-8000 (5th CPC Scale) Level-6 of 7th CPC Pay Matrix or equivalent in the parent cadre or department; and
- (b) Possessed two years experience in the field of industrial development or foreign trade

ADC 5 General Central Service, Group 'B' Rs.6500-200-10500 (5th CPC scale)
Gazetted, Ministerial (7th CPC, Level-7 of Pay Matrix)

Qualification for Deputation to the post of Asst. Development Commissioner in Pvt. SEZ

- (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:-

- (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.

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

Section Officer (Accounts) **1** General Central Service, Group 'B',
Non-Gazetted, Ministerial **Rs.5500-175-9000**
(7th CPC, Level-6)

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 three years' regular service in the post in the pay scale of Rs.5000-8000 (5th CPC scale) Level-6 of 7th CPC Pay Matrix; or
- (iii) with six years' regular services in posts in the pay scale of Rs.4500-7000 (5th CPC scale) Level-5 of 7th CPC Pay Matrix;
- (iv) with eight years' regular services in posts in the pay scale of Rs.4000-6000 (5th CPC scale) Level-4 of 7th CPC Pay Matrix;

(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;

or

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

Assistant **2** General Central Service, Group 'B',
Non-Gazetted, Ministerial **Rs.5000-150-8000**
(7th CPC, Level-6)

Deputation :

(c) 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 (5th CPC scale) Level-5 of 7th CPC Pay Matrix; or
- iii. with eight years' regular services as Upper Division Clerk in the pay scale of Rs.4000-6000 (5th CPC scale) Level-4 of 7th CPC Pay Matrix;

(d) 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.

