



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



VACANCY CIRCULAR-2/2024

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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, Visakhapatnam on or before 31.07.2024						
S.No.	Name of the Post	No. of Posts	Name of the SEZ & Location	Cost Recovery Status	Pay Scale	Classification
1.	Assistant Development Commissioner	4*	Andhra Pradesh & Telangana	Yes#	Level-7 of 7 <sup>th</sup> CPC Pay Matrix/ (6500-200-10500, 5 <sup>th</sup> CPC Scale)	Group-B Gazetted
2.	Stenographer Gr.II	2	Andhra Pradesh & Telangana	Yes#	Level-4 of 7 <sup>th</sup> CPC Pay Matrix/ (4000-100-6000, 5 <sup>th</sup> CPC Scale)	Group-C

\*The place of posting will be at Visakhapatnam/Hyderabad/Sri City 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 :-

- 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 17<sup>th</sup> 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.

  
**K. SRINIVAS**  
Asst. Development Commissioner  
Visakhapatnam Special Economic Zone  
Government of India  
Ministry of Commerce & Industry  
VISAKHAPATNAM-530 049 (A.F.)

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).

For ZONAL DEVELOPMENT COMMISSIONER

  
**K. SRINIVAS**

Asst. Development Commissioner  
Visakhapatnam Special Economic Zone  
Government of India  
Ministry of Commerce & Industry  
VISAKHAPATNAM-530 049 (A.P.)

**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 (5<sup>th</sup> CPC Scale) Level-6 of 7<sup>th</sup> CPC Pay Matrix or equivalent; or
- (iii) With 8 years' regular service in posts in the scale Rs.5000-8000 (5<sup>th</sup> CPC Scale) Level-6 of 7<sup>th</sup> 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.



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**BIO DATA**

1	Name of the Candidate					
2	Name of the Post Applied for					
3	Place of the Post					Hyderabad/Visakhapatnam/Sri City
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					
	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:

*K. Srinivas*  
**K. SRINIVAS**  
 Asst. Development Commissioner  
 Visakhapatnam Social Economic Zone  
 Government of India  
 Ministry of Commerce & Industry  
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