



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



VACANCY CIRCULAR-1/2022

Applications are invited for filling up the following posts on deputation basis in the Office of the 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	Pay Scale	Classification
1.	Assistant Development Commissioner	1	Level-7 of 7 th CPC Pay Matrix/ (6500-200-10500, 5 th CPC Scale)	Group-B Gazetted
2.	Section Officer (Accounts)	1	Level-6 of 7 th CPC Pay Matrix/ (5500-175-9000, 5 th CPC Scale)	Group-B Non-Gazetted
3.	Assistant	2	Level-6 of 7 th CPC Pay Matrix/ (5500-150-8000, 5 th CPC Scale)	Group-B Non-Gazetted
4.	Stenographer Gr.II	2	Level-4 of 7 th CPC Pay Matrix/ (4000-100-6000, 5 th CPC Scale)	Group-C
5.	Head Security Guard	2	Level-4 of 7 th CPC Pay Matrix/ (4000-100-6000, 5 th CPC Scale)	Group-C
6.	Examiner	2	Level-7 of 7 th CPC Pay Matrix/ (6500-200-10500, 5 th CPC Scale)	Group-B Non-Gazetted
7.	Preventive Officer	3	Level-7 of 7 th CPC Pay Matrix/ (6500-200-10500, 5 th CPC Scale)	Group-B 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 :-

- 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. The maximum age for appointment by deputation shall not be exceeding 56 years as on closing date of receipt of application.

- (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.

Nature of Job :

Timely and procedural disposal of accounts work, Maintenance of requisite registers in accounts section, Preparing Budget estimates, Monitoring salary, Cash Book and other related Bills, Income Tax Assessment, Reporting to Accounts officer

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

(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.

Nature of Job :

Assist in the formulation and monitoring implementation of policies concerning subject, Interpretation of rules and regulations, Handling of Parliament Questions, Govt. Bills, Routine Noting and Drafting, File work and making reports, writing letters and putting them up to the higher authorities

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.

**Examiner 2 General Central Service, Group 'B' Rs.6500-200-10500 (5th CPC scale)
Non-Gazetted, Ministerial (7th CPC, Level-7 of Pay Matrix)**

Qualifications for the post of Examiner :-

Officers of the Central Board of Excise and Customs :-

(i) holding analogous posts on regular basis in the parent cadre or Department; or

(ii) with six years service in the grade rendered after appointment thereto on regular basis in the scale of pay scale of Rs.4500-7000 or equivalent in the parent cadre or Department; and

possessing two years experience in Customs or Central Excise Procedural work.

Nature of Job :-

Escorting of import consignments from Airport/CFS to SEZ, Examination of Export Consignments, Assistance in jewellery appraisalment work (export), Office work.

**Preventive 3 General Central Service, Group 'B' Rs.6500-200-10500 (5th CPC scale)
Officer Non-Gazetted, Ministerial (7th CPC, Level-7 of Pay Matrix)**

Qualifications for the post of Examiner :-

Officers of the Central Board of Excise and Customs :-

(i) holding analogous posts on regular basis in the parent cadre or Department; or

(ii) with six years service in the grade rendered after appointment thereto on regular basis in the scale of pay scale of Rs.4500-7000 or equivalent in the parent cadre or Department; and

possessing two years experience in Customs or Central Excise Procedural work.

Nature of Job :-

Verification of Marks & Nos./Seal in case if import consignment, Processing of job work permissions, Drawing of samples, Examination of DTA procurement

Head Security Guard 2 General Central Service, Group 'C', **Rs.4000-100-6000**
(7th CPC, Level-4)

Deputation/Re-employment:

The Armed Forces personnel due to retire or who are to be transferred to reserve within a period of one year having requisite experience and qualifications as below shall also considered. Such persons would be given deputation terms upto the date on which they are due to release from the Armed Forces, thereafter they may be continued on re-employment based on the vacancies at that time

Essential :

Intermediate or equivalent examination from a recognised Board/University, or Ex-servicemen with a minimum with VIII standard pass. Minimum physical standards:

Men:

- (a) Height: 165 cms.
- (b) Chest: Minimum 78.75 cms. Expanded: 83.75 cms
- (c) Weight: 50 Kgs
- (d) Eye sight: Normal with or without wearing glasses

Women:

- (a). Height: Not less than 153 cms.
- (b) Chest: Not applicable.
- (c) Weight: Proportionate to height
- (d) Eye sight: Normal with or without wearing glasses

Note: Candidates should not have knockknee or flat foot.

Desirable: Experience in fire fighting operations.

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	In case the present employment is held on deputation/contract basis, please state					
14	(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: