



Government of India
Office of the Development Commissioner

Visakhapatnam Special Economic Zone

Administrative Building, Duvvada, Visakhapatnam-530 049

Vacancy Circular- 2/2024

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 **on or before 30.09.2024**

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 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 :-

- 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.

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 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

- (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 of 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 :-

- (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.	Place of the Post	Hyderabad/Visakhapatnam/Chittoor
4.	Post which held	



Sainik School Balachadi Jamnagar (Gujarat)

Under the aegis of Sainik Schools Society
Ministry of Defence

(English Medium Residential School, CBSE Recognised)

Recruitment of Staff

1. Applications are invited for the following vacancy at Sainik School Balachadi, Jamnagar :-

Sr. No.	Name of Post and Age Limit	No. of Vacancy	Eligibility
(a)	Lower Division Clerk Regular Basis Age: Between 18 - 50 yrs as on 01 Sep 2024 Pay Level- 2, Cell 1 Rs. 19900/- (5200-20200)	01	Matriculation. Typing Speed of at least 40 words per Minute. Knowledge of shorthand and ability to correspond in English will be considered as an additional qualification. Graduate and computer qualified will be preferred. Ex-Servicemen can also apply.

2. **Allowances and Perquisites:** In addition to allowances as approved by the Sainik Schools Society (Ministry of Defence), incumbents are entitled to free accommodation as available. LTC, Pension (as per New Pension Scheme), Gratuity and subsidized education for two children for regular staff, subject to fulfilling minimum eligibility criteria. Other allowances and benefits will be provided as per Sainik Schools Society Rules and Regulations, 1997 as amended time to time .

3. Interested candidate may apply to the Principal, Sainik School Balachadi, Jamnagar- 361230 within 21 days after publication of advertisement along with one passport size photograph, Bio-data, self attested photocopies of Certificates/ Testimonials, Demand Draft of Rs. 400/- (Non-Refundable) in favour of Principal, Sainik School Balachadi payable at Jamnagar and self-addressed envelope affixed with Rs. 30/- Stamps. Eligible and shortlisted candidates will be called for written test, practical and interview on a date to be intimated later. No TA/DA is admissible to the candidates called for Test/Interview.

4. The School administration reserves the right to cancel the vacancy due to administrative/policy reasons.

5. For application form and other details you may visit school website www.ssbalachadi.org

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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, 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
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)					
15.	Whether belong to SC/ST					

Date:

Signature of the applicant

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Mobile No.

Email Id: