

No. A.4/1/2004-EPZ  
Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
(EPZ Section)

Udyog Bhavan, New Delhi-11  
Dated the 12 February, 2004

To

The Chief Secretary  
All State Governments/U.T. Administrations

**Subject:** Filling up on one post of deputy Development Commissioner in the Office of the Development Commissioner, Vishakhapatnam Special Economic Zone, Vishakhapatnam.

I am directed to say that it is proposed to fill up one post of Deputy Development Commissioner in the Office of the Development Commissioner, Vishakhapatnam Special Economic Zone, Vishakhapatnam, in the scale of Rs. 10,500-15,200/-. The job requirements, experience and qualification required for the post are indicated in Annexure-I.

2. It is requested that the applications (in duplicate) of eligible and willing officers, who could be relieved in the event of selection, in the enclosed proforma (Annexure – II) along with the following documents may please be forwarded to this Ministry within sixty days from the date of issue of this letter.

1. Complete and up-to-date confidential reports for the last five years, in original or attested Photostat copy thereof by an officer not below the rank of Under Secretary to the Govt. of India.
2. Integrity Certificate.
3. Details of minor or major penalties imposed during the last 10 years. (If no penalties have been imposed, it should be stated).

Applications received after the last date or without the confidential reports and other relevant documents or otherwise found incomplete will not be considered.

3. The appointment will be on deputation basis. The period of deputation shall ordinarily not exceed 3 years. The selected officer will have the option to draw his/her grade pay plus deputation (duty) allowance, in accordance with Ministry of Finance O.M. NO. 10/24/E.III/60 dated 4<sup>th</sup> May, 1961 as amended from time to time.

Yours faithfully

**(V. Ramakrishanan)**  
Under Secretary to the Govt. of India

Copy to Development Commissioner, Vishakhapatnam Special Economic Zone, Vishakhapatnam with the request that the vacancy may also be advertised in the Employment News.

**ANNEXURE – I**

**JOB REQUIREMENTS, EXPERIENCE, QUALIFICATION FOR THE POST OF DEPUTY DEVELOPMENT COMMISSIONER IN THE OFFICE OF THE DC, VISHAKHAPATNAM SPECIAL ECONOMIC ZONE, VISHAKHAPATNAM.**

1. Name of the post : Deputy Development Commissioner  
Vishakhapatnam Special Economic  
Zone, Vishakhapatnam.
2. Scale of pay : Rs. 10,000-15,200/-
3. Method of recruitment : Promotion/Deputation:
  - I Officers under the Central/State Government:
    - (a) (i) holding analogous posts on regular basis; or  
(ii) with 5 years regular service in the scale of Rs. 8,000-13,500/- or equivalent or  
(iii) with 8 years regular service in posts in the scale of Rs. 6,500-10,500 or equivalent; and
    - (b) Possessing 3 year's experience in foreign trade or industrial development.
  - II The Departmental Assistant Development Commissioner with 8 year's regular service in the grade will also be considered along with outsiders and incase he is selected for appointment to the post, same shall be deemed to have been filled by promotion.
4. Job requirements :
  1. Scrutiny/Approval of the projects/proposal under the EOU/EPZ/SEZ Scheme.
  2. Policy, Procedure and licensing work related to EOU/EPZ/SEZ units.
  3. Co-ordination with State Government Departments relating to various issues concerning EOU/EPZ/SEZ units.
  4. General Administrative matters.

**ANNEXURE – II**

**BIO-DATA**

1. Name and office address (in BLOCK LETTERS) :
2. Date of Birth :

3. Dater of retirement under Central/State Govern :  
ment Rules
4. Educational qualifications :
5. Present basic pay :
6. Post held on regular basis with scale of pay (re :  
vised) and date of appointment thereto on regular  
basis
7. Permanent post held with scale of pay (revised) :  
and date of confirmation
8. Details of Employment in chronological order, :  
(enclosed a separate sheet, duly authenticated by  
your signature, if the space below, is not  
sufficient).

Sl. No.	Name of the Office/Organisation	Post held	From	To	Scale of pay and basic pay	Nature of duties
1	2	3	4	5	6	7

9. Nature of present employment i.e. Whether :  
ad-hoc or temporary or permanent
10. In case the present employment is held on :  
deputation basis, please state:
  - (a) Date of appointment to the present post :
  - (b) Period of appointment on Deputation/Contact :
  - (c) Name of the parent Office/Organisation to :  
which you belong.
11. Additional details about present Employment :  
Please state whether working under:
  - (a) Central Government :
  - (b) State Government :
  - (c) Autonomous Organisation :
  - (d) Government Undertakings :
  - (e) University :
12. Additional information, if any, Which you would :  
like to mention in Support of your suitability for  
posts. (enclose a separate sheet, if the space is not  
sufficient).
13. Whether belong to SC/ST :

**Signature of the candidate**

Place:

Date: