

No. A.4/6/2012-SEZ
Government of India
Ministry of Commerce & Industry
Department of Commerce
(SEZ Section)

Udyog Bhawan, New Delhi
Dated 11th March, 2014

OFFICE MEMORANDUM

Subject:- Filling up of one post of Assistant Development Commissioner on absorption basis in Moradabad Special Economic Zone (SEZ) under Department of Commerce.

The undersigned is directed to say that it is proposed to fill up one post of Assistant Development Commissioner (ADC) on absorption basis in Moradabad Special Economic Zone under Department of Commerce.

2. It is requested that the application (in duplicate) of eligible and willing officers from among the persons working as Assistant Development Commissioner (ADC) in the office of Zonal Development Commissioner, SEZs on deputation basis and who could be relieved in the event of selection, in the enclosed Performa (Annexure) along with ACRs, vigilance clearance and NOC from the parent Department may please be forwarded to Shri. S.S.Kumar, Under Secretary, Department of Commerce, Ministry of Commerce & Industry, Room No. 477-B, Udyog Bhawan, New Delhi-110107, latest by 31st March, 2014.

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

4. The appointment will be transfer on absorption basis and the applicant will not have any claim for further promotion as there is no post above ADC is available for promotion in the Special Economic Zones.

Encl: As above


11/3/2014
(S.S. Kumar)

Under Secretary to the Govt. of India

To,

Zonal Development Commissioners of all SEZs.

BIO – DATA

1. Name and office address (in BLOCK LETTERS) :
2. Date of Birth :
3. Date of retirement under Central/State Govt. Rules :
4. Educational qualifications :
5. Experience :
6. Please State clearly whether in the light of entries made by you above, you meet the requirement of the post. :
7. Present basic pay :
8. Post held on regular basis with scale of pay (revised) and date of appointment thereto on regular basis. :
9. Permanent Post held with scale of pay (revised) and date of confirmation :
10. Details of Employment in chronological order, (enclose a separate sheet, duly authenticated by your signature, if the space below, is not sufficient) :

S. 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

11. 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).

Signature of the candidate

Phone (O) :

(M) :

Place :

Address

Date :

Certificate

(To be given by the Head of the Department)

Certified that the particulars furnished above have been verified and found to be correct.

It is also certified that no disciplinary/vigilance proceedings are either pending or contemplated against the officer. Integrity of the officer is also certified.

Signature of the Head of the Department

(with rubber stamp)