



Government of India
MINISTRY OF COMMERCE & INDUSTRY
DEPARTMENT OF COMMERCE
Office of the Development Commissioner
MEPZ Special Economic Zone, Chennai - 600 045
VACANCY CIRCULAR

F.No.01/06/2022-Admn.I

Dated: 16.09.2024

Applications are invited from willing and eligible candidates for filling up the post of Assistant on deputation basis in MEPZ Special Economic Zone, Tambaram, Chennai. The Description of the post (s) and eligibility conditions are as follows:

Sl. No.	Name and pay scale of the post	No. of posts & Station	Eligibility Conditions
1.	Assistant (Group-B Non-Gazetted) Level -6 of the Pay Matrix under 7 th CPC [Pre-revised PB-2: Rs.9300-34800 + GP Rs.4200]	02 (Two) MEPZ Special Economic Zone, Tambaram, Chennai.	Officers under the Central Government or Public Sector Undertaking or an Autonomous Bodies of Central Government or State Governments or Public Sector undertaking may alone be considered for the post. (a) (i) holding analogous posts on regular basis in the parent cadre or Department; or (ii) With three years of regular service in the Grade rendered after appointment thereto on a regular basis in the pay scale PB-1: ₹5200-20200 + GP ₹ 2400/- (Pre-revised) corresponding to 7 th CPC Matrix Level-04 (₹25,500-81,100) or equivalent in the parent cadre or department; and (b) Degree from a recognised University or equivalent; (c) Knowledge in word processing; and (d) Possessing a minimum speed of 30 words per minute in English Typewriting or 25 words per minute in Hindi Typewriting.

2. The complete application with bio-data of the eligible and willing officer(s), in the Annexure-I, who could be relieved in the event of selection, may please be forwarded by parent department through proper channel to the Development Commissioner, MEPZ Special Economic Zone, Tambaram, Chennai - 600045, within 30 days from the date of publication of the vacancy circular in the Employment News, along with the following documents:

- A copy of complete and up-to-date confidential reports and APAR Gradations for the last five years;
- Vigilance clearance and Integrity Certificate;
- Details of minor or major penalties imposed, if any, during the last 10 years. If no penalties have been imposed, it should be so stated.

3. The appointment will be on transfer on deputation basis for three years. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization/ Department of the Central Government shall ordinarily not exceed three years. The maximum age for appointment by deputation shall not exceed 56 years as on the closing date of receipt of application.

4. The deputation rules, regulations and provisions as issued from time to time by DOPT shall be applicable.

However, Central Govt. Officers in a higher Grade Pay/Scale shall be ineligible for appointment on deputation to a post in the lower grade pay/scale in terms DOPT O.M.No.6/8/2009-Estt (Pay II) dated 17.6.2010.

5. No officer within this Zone i.e., MEPZ SEZ shall be eligible for appointment to the said post on deputation basis in MEPZ SEZ, in terms of Department of Commerce letter No. A-16/1/2017-SEZ dated 05.10.2017.

6. The number of posts may increase or decrease based on the final decision of the Development Commissioner.

7. The last date for receipt of applications in this office complete in all respects will be Thirty (30) days from the date of publication of the advertisement in the Employment News. The details of advertisement are also available on the website of this office www.mepz.gov.in.

DEPUTY DEVELOPMENT COMMISSIONER

(Annexure-I to letter No. 1/06/2022-Admn.I, dated _____)

Annexure - I

BIO-DATA

1.	Name of the candidate (in Block Letters)	:					
2.	Address of the office in which presently working	:					
3.	Post held at present	:					
4.	Name of the post applied for	:					
5.	Date of birth	:					
6.	Date of retirement	:					
7.	Educational 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.	Brief Particulars of service						
	Sl. No.	Name of the office	Post held	From	To	Scale of pay and basic pay	Nature of duties
	[1]	[2]	[3]	[4]	[5]	[6]	[7]
12.	Experience	:					
13.	Date of return from last deputation if any	:					
14.	Whether belongs to SC/ST/OBC	:					

Date:

Place:

Phone No.:

E-mail Id:

EN 26/64

Signature of the Candidate