No. A -12022/5/2026-E-IV
Government of India
Ministry of Commerce & Industry
Department of Commerce

Vanijya Bhawan, New Delhi.
Dated 20th Nov, 2026

VACANCY CIRCULAR

Subject: Filling up of the post of Development Commissioner (DC), Cochin Special Economic Zone, Cochin (CSEZ) on deputation basis – regarding.

Applications are invited for filling up the following post on deputation basis under the Department of Commerce, the details of which is as follows: -

Sl. No	Name of the post & Pay Scale	Name of SEZ	Location of the post	No of post
1.	Development Commissioner (DC) in Pay Level 14 as per 7th CPC matrix	Cochin SEZ	Cochin	01

2. Job requirements, experience, and qualifications required for the post are indicated in **Annexure-I**.

3. It is requested that duly completed applications of eligible and willing officers, who could be relieved in the event of selection, may be forwarded in the prescribed format **(Annexure-II)** along with following documents to "The Under Secretary (E-IV), Room no. 317, 3rd Floor, Department of Commerce, Vanijya Bhawan, New Delhi-110001", within a period of 30 (Thirty) days from date of publication of this advertisement in the Employment News: -

(i) Copy of APARs of the last five years.
(ii) Vigilance Clearance.
(iii) Cadre Clearance.

4. Applications not received in the prescribed format or received after the last date or without requisite documents or found incomplete will not be considered.

5. The appointment will be on deputation basis. **The period of deputation shall ordinarily not exceed 05 years**. The terms and conditions of the deputation will be

governed as per the instructions issued by Department of Personnel & Training's vide O.M. No. 6/8/2009-Estt. (Pay-II) dated 17th June, 2010 as amended from time to time.

Encl: As above.

20/XI/16

(Sumit Kumar Sachan)
Under Secretary to the Govt. of India
Tel.No.2303 9829
e-mail : sumit.sachan@nic.in

To,

1. All Ministries/Departments of Govt. of India, New Delhi.
2. Chief Secretaries of State Governments and Union Territories.
3. All attached/subordinate offices under the Ministry of Commerce & Industry, Department of Commerce.
4. Development Commissioner of all SEZs.
5. NIC, DOP&T, SEZ Section and Communication Cell, Department of Commerce for uploading the O.M. on their websites.
6. All Sections/Officers in the Department of Commerce.
7. Guard File.

Annexure -I

Name of the Post & Pay Level	Development Commissioner (DC), Cochin Special Economic Zone (CSEZ), Pay Level-14 in the Pay Matrix as per the 7th CPC.

Essential Conditions:

Officers of the Central Government: -

A. Holding analogous post on regular basis in the parent cadre or Department; and
B. Possessing the following educational qualification and experience: -
   i. Bachelor's Degree from a recognized university or institution; and
   ii. Having fifteen years of combined experience in the field of administrative matters, trade, industries and finance.

Note 1: Period of deputation including 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 (05) five years.

Note 2: The maximum age limit for appointment by deputation shall be not exceeding fifty-eight (58) years as on the last date of receipt of applications.

Annexure-II

APPLICATION FORM

1	i. Post Applied For ii. Location of the Post	
2	i. Name (in **BLOCK LETTERS**) ii. Gender	
3	Name of Office & address	
4	Date of Birth	
5	Date of superannuation under Central Govt. Rules	
6	Residential Address: i. Present address	
	ii. Permanent Address	
7	a. Name of the post held	
	b. Pay level of the post held in pay matrix (as per 7th CPC)	
	c. Present pay level of the applicant (as per 7th CPC)	
	d. Whether the present post is held on deputation/ad-hoc/Regular basis (strike out the one which is not applicable)	Deputation / Ad-hoc / Regular
	e. Date of appointment to the present post	
8	If the present post is on Deputation/ad-hoc basis, name of Post held on regular basis and Level of pay of the regular post in the Pay Matrix (as per 7th CPC)	
	Date from which the post is held on regular basis	
9	Date of return from last appointment on deputation (Completion of Cooling off period of 03 years is essential)	

10	Whether essential qualifications required for the post are fulfilled. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the details of the same)	
	Qualifications/Experience possessed by the officer	
11	Educational qualifications of the applicant(separate sheet may be enclosed, if required)	
12	Desirable qualifications(Separate sheet may be enclosed, if required)	
13	Details of Employment in chronological order (enclose a separate sheet, duly authenticated by your signature, if the space below is not sufficient)	

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

14	Additional details about present employment. Please state whether working under Central Government/State Government/Autonomous Organization/Government Undertaking/ University	
15	Details of experience in the field of administrative matters, trade, industries and finance	
16	Whether belongs to SC/ST	
17	Whether worked in any SEZ earlier. If so, details thereof : (a) Post held (b)Name of SEZ & Location (c) Period of posting	
18	Additional information, if any, which you would like to mention in support of your suitability for post. (Enclose a separate sheet, if the space is not sufficient).	

Declaration/Undertaking by the candidate

I hereby declare that the information provided in the application form are complete and true to the best of my knowledge and based on records.

Place: Signature of the candidate
Date:
Address for communication:
Phone No. (Office):
Mobile No.:
Email Address:

Certificate

(To be given by the Head of the Department/Office)

1. Certified that the particulars furnished above have been verified and found to be correct.
2. 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/Office
(With Rubber Stamp)

