

Revised Annexure to letter No. A-4/11/2007-SEZ Dated: 11.5.2009

Eligibility for Deputation:-

(i) ADC:-

- (a) (i) Holding analogous posts on regular basis; or
 - (ii) With 3 years' regular service in posts in the scale of Rs. 5500-9000(pre-revised) or equivalent; or
 - (iii) With 8 years' regular service in posts in the scale 5000-8000(pre-revised).
- (b) Possessing 2 years' experience in foreign trade or industrial development work.

(ii) SO(Accounts) :-

- (a) (i) Holding analogous posts on regular basis; or
 - (ii) With three years' regular service in the scale of Rs. 5000-8000(pre-revised) or equivalent; and
- (b) Possessing any one of the following qualifications:
- (i) A pass in the subordinate accounts service or equivalent examination conducted by any one of the organised Accounts Department of the Central Government.
 - (ii) Successful completion of training in the Cash and Accounts work conducted by Institute of Secretarial Training and Management of equivalent; and
- (c) Possessing three years' experience of Cash, Accounts and Budget work.

(iii) Stenographer Grade I:-

- (a) (i) Analogous posts on regular basis; or
 - (ii) With three years' regular service in the post of Stenographer in the pay scale of Rs. 4500-7000(pre-revised); or
 - (iii) With eight years' regular service in the post of Stenographer in the pay scale of Rs. 4000-6000(pre-revised); and
- (b) Possessing a speed of 100 words per minute in English Shorthand and 40 words per minute in English typewriting; and
- (c) Knowledge in word processing.

(iv) Stenographer Grade II:-

- (a) (i) Analogous posts on regular basis; or
 - (ii) With three years' regular service in the post of Stenographer in the pay scale of Rs. 4500-7000(pre-revised); or
 - (iii) With eight years' regular service in the post of Stenographer in the pay scale of Rs. 4000-6000(pre-revised); and
- (b) Possessing a speed of 100 words per minute in English Shorthand and 40 words per minute in English typewriting; and
- (c) Knowledge in word processing.

(v) Stenographer Grade III:-

- (a) (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
- (c) Knowledge in word processing.