



**KASEZ**

विकास आयुक्त कार्यालय  
**Office of the Development Commissioner**

कांडला विशेष आर्थिक क्षेत्र

**Kandla Special Economic Zone**

वाणिज्य तथा उद्योग मंत्रालय

**Ministry of Commerce & Industry**

गांधीधाम - कच्छ

**Gandhidham-Kutch-370 230**

Phone (02836)-253300, 252475, 252273

Fax (02836) - 252250 & 252194

E-mail kasez@kasez.com

No. KASEZ/Ado/2/87/2013/ 6273

Dated: 16-09-2013.

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**//OFFICE MEMORANDUM//**

One post of Security Office in the pay scale of ₹ 9300-34800+4600 in the Office of the Development Commissioner, Kandla Special Economic Zone, Gandhidham – Kutch, Gujarat is going to be vacant shortly. KASEZ Administration through the means of this Office Memorandum invites nominations of suitable officers for appointment as Security Officer.

The method of recruitment and the field of the selection, as prescribed in the Recruitment Rules relevant to this post are reproduced below: -

Transfer on deputation: -

- (a) i) Subedar Major of the Border Security Force, or the Central Reserve Police Force in the pay scale of ₹ 9300-34800+4200 with 3 year's regular service in the grade;
- ii) Inspector of Border Security Force, CRPF/Central Industrial Security Force in the pay scale of ₹ 9300-34800+4200 with 5 year's regular service in the grade;

failing which

- b) Inspectors of Police from Gujarat/Rajasthan/Maharashtra/Madhya Pradesh Police Service in the scale of ₹ 9300-34800+4200 with 3 year's regular service in the grade.

For Ex-Servicemen (Transfer on deputation/Re-employment)

The Armed Forces Personnel of the rank of Subedar or above who are due to retire or to be transferred to reserve within a period of one year shall also be considered. Such officers will be given deputation terms upto the date on which they are due for release from the Armed Forces thereafter they may be continued on re-employment.

(Period of deputation shall ordinarily not exceed 3 years).

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3. The selected officer will be treated as on deputation and his deputation terms will be regulated in accordance with the Ministry of Finance O.M. No. 02/29/91/Estt(PA II) dated 05-01-1994 as amended from time to time. A list of duties and responsibilities attached to the post of Security Officer are indicated in the enclosed annexure.

4. It is requested that vacancy may be given wide publicity and the particulars of Officers who are willing to be considered for the appointment and also possess the requisite experience and whose services can be spared by the parent department may kindly be forwarded to the undersigned by 15-11-2013 alongwith upto date CR dossiers of the officer and vigilance clearance certificate. Particulars of Officer(s) received after the closing date or not accompanied by the CR dossiers/vigilance clearance will not be considered.

  
(Krishan Kumar)

Joint Development Commissioner,  
Kandla Special Economic Zone.

To,  
As per the list attached.

### DUTY LIST OF THE SECURITY OFFICER

1. To organize the systematic supervision and patrolling of the Zone area, Residential area and Office Buildings, etc. to ensure the safe keeping of the Administration/Government's property.
2. To make recommendations to the Administration on all the matters where he considers the security of the Zone area, non-duty paid goods stored within the Zone area and other property can be improved.
3. To be responsible for the day-to-day administration of the security staff their instruction in the various aspects of their duties and ensuring that they maintain a suitable standard of efficiency and deportment. He will also take steps to provide them security training, to keep their abilities in this field to a satisfactory level consistent with the requirements of the Government's instructions.
4. To ensure that the Fire staff are fully conversant with the operation of all fire equipment in the works, that such equipment is fully and adequately maintained, that the satisfactory liaison is created and maintained at a high level with the local fire prevention officer and fire brigade, and that all fires occurring on the Government property/Zone area are fully investigated and reported upon.
5. To organize duties to ensure that the Administration's rules and regulations relating to the entry and exit of the Zone units' employees, visitors and vehicles will include the discretionary right to search persons and vehicles.
6. To cause such books to be kept in the Checkpost as are necessary to ensure the permanent recording of vehicle movement in and out of the Zone with notation of purpose or load. He will also cause a day-to-day diary to be kept for reference purposes and such other records as he deems essential for the efficient functioning of the security wing.
7. To inquire as necessary into and report upon any thefts within his area of jurisdiction, to his Superior.
8. To maintain the best possible cooperation at high level with the Police and fire authorities of adjacent area and be responsible for dealing with any inquiries from them.
9. To arrange the allocation of staff to carry out any miscellaneous duties which may be required in the interests, these will include: -
  - a) Control and discretion of all traffic entering and leaving the Zone including Administration's area.
  - b) Control of the parking Buses, etc.
10. To prepare annual estimates of the expenditure to be incurred on the upkeep of the Security/Fire Staff and intimate action to provide uniform articles etc. before these are due.

11. To carry out such miscellaneous duties and inquiries as may be required of him in the Administration's interest.
12. To keep in touch with developments in mechanical and other aids to security and in techniques by maintaining contacts with persons in parallel position in other Government/Semi-Government organizations and professional associations.
13. To regularly collect intelligence regarding the modus-operandi and routes through which the smuggling from the Zone may take place.
14. To process the intelligence collected and to take immediate follow up action under the guidance of the Deputy Commissioner of Customs.
15. To take necessary steps for prosecution of persons involved in illegal activities.
16. To attend to any other work other than Customs and Central Excise not otherwise specifically allotted to any other officer.

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