

भारत सरकार,  
वाणिज्य एवं उद्योग मंत्रालय,  
विकास आयुक्त का कार्यालय,  
केंद्रीय सुविधा भवन,  
मिहान विशेष आर्थिक क्षेत्र,  
नागपुर - 441108



Government of India,  
Ministry of Commerce & Industry,  
Office of the Development Commissioner,  
Central Facility Building,  
MIHAN Special Economic Zone,  
Nagpur - 441108

वेबसाइट : [www.mihansez.org](http://www.mihansez.org), ई-मेल : [dc-mihansez@gov.in](mailto:dc-mihansez@gov.in), टेलीफोन : 0712-2815642/2815651

F. No. MIHAN-SEZ/TRADE NOTICE/CIRCULAR/04/23-24/166

Date: 30.01.2025

### CIRCULAR No. 05/2024-25

#### **Sub.: Entry for Walk-in Interview Candidates and Compliance with SEZ Regulations-reg.**

The DC office is getting regular emails from units in the SEZ seeking permission and entry pass for conducting **walk-in interviews** within MIHAN-SEZ. In order to avoid any delays and confusion regarding such permissions, the process is being streamlined with immediate effect and the following procedure may be followed by all units:

#### **Step 1. Intimation to Development Commissioner's Office**

Units must send an intimation email to [dc-mihansez@gov.in](mailto:dc-mihansez@gov.in) before conducting walk-in interviews 3 days prior to conducting such interviews with details of Date, time, and venue of the interview and Number of expected candidates. The subject of the email should be: "**Walk-in Interview Intimation - [Unit Name]**".

**Step 2: In the absence of any explicit denial of permission from the email [dc-mihansez@gov.in](mailto:dc-mihansez@gov.in), within 48 hours or upto the date of interview, whichever is later, the permission should be "deemed to be granted" by the units.**

#### **Step 3: Submission of Candidate List Post-Interview**

After the completion of interviews, units must submit the **list of candidates who attended**, including Full Name and Contact Details by email to [dc-mihansez@gov.in](mailto:dc-mihansez@gov.in) for all such events conducted within last calendar month by 5<sup>th</sup> of next month. E.g. for the month of February 2025, the report may be sent by 05 March, 2025.

**4. Compliance & Monitoring:** During the process, all units must ensure compliance with all applicable SEZ rules and regulations, including Security protocols for candidate entry and exit, Maintenance of records related to candidate verification and ensuring smooth crowd management at their premises. Any untoward incident must be reported at once to the ADC or security officials who are stationed at MIHAN SEZ immediately. Issues

which require escalation at the DC level may also done by the units. The Development Commissioner's office may conduct audits or seek additional information if required, with the approval of DC.

5. This is issued with the approval of the Development Commissioner, MIHAN-SEZ, Nagpur.



(Palash Shankar)

Assistant Development Commissioner  
MIHAN Special Economic Zone,  
Nagpur.

Copy to:

- (i) All units
- (ii) Co-developers/Developers
- (iii) The Specified Officer, MIHAN SEZ
- (iv) Security Officer, MADC