



भारत सरकार/Government of India

फलता विशेष आर्थिक क्षेत्र/FALTA SPECIAL ECONOMIC ZONE

वाणिज्य विभाग/Department of Commerce

वाणिज्य और उद्योग मंत्रालय/Ministry of Commerce & Industry



निज़ाम पैलेस, दूसरा एमएसओ भवन, चौथी मंजिल/Nizam Palace, 2<sup>nd</sup> MSO Building, 4<sup>th</sup> Floor

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No. 3(2)/2020-Admn

Date : 11.10.2021

## VACANCY CIRCULAR

Applications are invited from eligible and willing candidates from Central/State Government or from a PSU/Autonomous Bodies under Central/State Governments for filling up of –(i) 10 Vacancies of **Assistant Development Commissioner (ADCs)**, Group-B (Gazetted) (Pay Level-7); (ii) 02 Vacancies of **Section Officer (Accounts)**, Group-B (Non-Gazetted) (Pay Level-6) & (iii) 04 Vacancies of **Stenographer Grade-III/Jr. Stenographer** Group-C (Non-Gazetted) (Pay Level-4) on deputation basis in the Special Economic Zones (SEZs) falling under the jurisdiction Falta Special Economic Zone (FSEZ). This is an Open Vacancy Circular. The Applications received by 30th of every month shall be considered for selection in the subsequent month for available vacancies. **This process will continue till all the vacancies are filled up or up to 31.03.2022, whichever is earlier.** The details of the Vacancies are as below-.

Sl. No.	Name of the Post	Brief of Vacancies & Place of Posing	Post Code
1.	Assistant Development Commissioner, Group-B (Gazetted) (Pay Level-7: Rs.44900-Rs.142400/-)	01 vacancy in SEZs in West Bengal under the jurisdiction Falta SEZ, Kolkata (on deputation basis);	ADC1
		05 vacancies in Private SEZs in West Bengal under the jurisdiction of FSEZ, West Bengal (on deputation basis); &	ADC2
		04 vacancies in Private SEZs in Odisha under the jurisdiction of FSEZ, (on deputation basis).	ADC3
	Eligibility Criteria:	a. (i) Holding analogous posts on regular basis in the parent cadre or departments, or (ii) With three years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs.5500-9000/-(Pre-revised) or equivalent in the parent cadre or department or (iii) with six years regular service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs.5000-8000/-(Pre-revised) or equivalent in the parent cadre or department.	
		b. Possessing two years experience in the field of Industrial Development or Foreign Trade.	

		Note:	Applicants having 56 years of age as on date of sending applications or holding of higher Pay Scale/Pay Level than the Pay Scale/Pay Level of the Posts applied or not having Graduation Degree need not apply	
2	Section Officer (Accounts), Group-B (Non-Gazetted) (Pay Level-6: Rs.35400-Rs.112400/-)	01	vacancy in Falta SEZ, Kolkata (on deputation basis) &	SOA1
		01	vacancy in Manikanchan SEZ, Kolkata under Falta SEZ, Kolkata (on deputation basis)	SOA2
	Eligibility Criteria:	a.	(i). Holding analogous posts on regular basis in the parent cadre or Department; or (ii). With three years' service in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs.5000-8000/-(Pre-revised) or equivalent in the parent cadre or department and	
		b.	Possessing any one of the following qualification- (i). A pass in the subordinate accounts service or equivalent examination conducted by any one of the organized 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 or equivalent; and	
		c.	Possessing three years experience in Cash Accounts and Budget work	
Note:	Applicants having 56 years of age as on date of sending applications or holding of higher Pay Scale/Pay Level than the Pay Scale/Pay Level of the Posts applied or not having Graduation Degree need not apply			
3	Stenographer Grade.III/Jr. Stenographer Group-C (Non-Gazetted) (Pay Level-6: Rs.25500-Rs.81100/-)	02	vacancy in Manikanchan SEZ, Kolkata under Falta SEZ, Kolkata (on deputation basis)	Steno1
		01	vacancies in Private SEZs in Odisha under the jurisdiction of FSEZ, (on deputation basis).	Steno2
	Eligibility Criteria:	a.	(i). Holding analogous posts on regular basis in the parent cadre or Department; or (ii) Lower Division Clerks in the pay scale of Rs.3050-4590 pre-revised (Revised Pay Band Rs.5200-20200 and Grade Pay of Rs.1900) Level -2 as per 7th CPC or equivalent 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 Knowledge in Computer Word processing and	
		c.	Knowledge in Computer Word processing	
Note:	Applicants having 56 years of age as on date of sending applications or holding of higher Pay Scale/Pay Level than the Pay Scale/Pay Level of the Posts applied need not apply.			

2. 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 in the Central government shall ordinarily not exceed 3 (three) years subject to satisfactory performance. The maximum age for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application. The terms of deputation will be regulated in accordance with the standard terms and conditions prescribed by the Department of Personnel & Training, Government of India vide their OM No.6/82009-Estt (Pay-II) dated 17.06.2010 as amended from time to time. Officers selected upon will be eligible for any deputation duty allowance as per Rules in force. Officials who volunteer for the post will not be permitted to withdraw their names later.

3. The bio-data (as per Annexure-I) duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment to the concerned post(s) either on Deputation basis or on Cost-Recovery basis. The Development Commissioner, FSEZ reserves the right to modify and/or withdraw the vacancy circular at any time without assigning any reasons. While applicants have to indicate their choice of postings for at least 3 categories, the Development Commissioner, FSEZ on his discretion would give posting as per the administrative requirement.

4. The Cadre Controlling Authorities are requested that the Complete Applications of eligible and willing Officers, who could be relived in the event of selection, may be forwarded to the 'Deputy Development Commissioner (Administration), Falta Special Economic Zone, 2nd MSO Building (4th Floor), 234/4 AJC Bose Road, Kolkata-700020' in prescribed format (as per Annexure-I) along with following requisite enclosures within the prescribed time as stated at Para-1 :

- i. Complete and up to date APARs for the last five years attested photocopies thereof.
- ii. Integrity Certificate/Vigilance Clearance.
- iii. Details of major/minor penalties imposed during the last 10 years (if no penalties have been imposed, it should be stated).

Incomplete application or application not received through proper channel shall not be entertained.

5. The details are also available on the website [www.fsez.gov.in](http://www.fsez.gov.in)



(Lakshmi Kanta Halder)  
Dy Development Commissioner (Admn.)

**PART-A**  
**APPLICATION FORM**

1.	Post Applied for	:				Paste your Recent Passport Size Photograph	
	Preference of Posting	:	1. 2. 3. 4.				
2.	Name (Hindi/English) ( BLOCK LETTER)		:				
	Date of Birth	Present Age	Date of Joining in Govt. Services		Date of Superannuation		
3.	Post held		:		On Regular Basis	On Ad-hoc Basis	On Deputation
	Effective date of holding of Post		:				
	Level of Pay in Pay Matrix		:				
	Total period of holding of Post		:				
	Total Emoluments at present		:				
	Name of Present Office & Address with Tel/ Mob./ E-mail		:	Present Office			
			:	Cadre			
4.	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 Office/ Organisation	Post held	From	To	Scale of Pay and Basic Pay	Nature of Duties
(Enclose a separate sheet, if the space is insufficient.)							
Additional details about present Employment. Please state whether working under: Central Government/ State Government/ Autonomous Organizations / Government/ Undertakings/ Universities						:	
5.	<b>Qualifications/Experience possessed by the Officer</b>						
	Educational Qualifications		:				
	Essential Qualifications		:				

	Desirable Qualifications	:	
	Other Qualifications	:	
	Whether Educational and other Qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the details of the same)		:
6.	Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet, if the space is insufficient.)		:
	Identification Marks	Language Known	
		Mother Tongue	Able to Read
			Able to Write
			Able to Speak
7.	Whether belongs to SC/ST	:	

**Declaration:** I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assed at the time of selection for the post.

.....  
(Signature of the Candidate)

Place: Address for :  
Communication

Date: Phone No.(Office) :  
Mobile No. :  
E-mail :

**PART-B**

**Certificate**

**(To be given by the Head of the Department)**

8.	Whether the Officer meets eligibility requirements as on the closing date of application		Yes/No	
9.	a.	i.	Whether any Vigilance case is pending or being contemplated against the Officer.	Yes/No
		ii.	If, yes, please give details.	
	b.	i.	Whether any Major/Minor Penalty has been imposed on the proposed Officer during last 10 (ten) years.	Yes/No
		ii.	If, yes, please give details.	
		iii.	Indicate whether any Penalty is in operation as on date.	
	c.		Whether Cadre clearance for the Officer by the Competent Authority has been granted.	Yes/No
d.		Whether Integrity Certificate issued.	Yes/No	

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**(Signature of the HOD/HOO)**  
**(With Rubber Stamp)**

**Date:** Phone No.(Office) :  
Mobile No. :  
E-mail :