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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, 2nd MSO Building, 4th Floor
234/4 एजेसी बोस रोड, कोलकाता-700 020 / 234/4 AJC Bose Road, Kolkata-700 020
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ईमेल / Email: fsez@nic.in; वेबसाइट / Website: https://fsez.gov.in



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No.3(2)/2024-Admin/121

VACANCY CIRCULAR

Date: 18.04.2024

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) 07 Vacancies of Assistant Development Commissioner (ADCs), Group – B (Gazetted)(Pay Level-7); (ii) 01 Vacancy of Stenographer Grade-II, Group-B (Non-Gazetted) (Pay Level-6); (iii) 01 Vacancy of Stenographer Grade-III, Group-C (Pay Level-4) on deputation basis in the Special Economic Zones (SEZs) falling under the jurisdiction of Falta Special Economic Zone (FSEZ).

Sl. No.	Name of the Post	Brief of Vacancies & Place of Posting	Post Code
1.	Assistant Development Commissioner, Group – B(Gazetted); (Pay Level-7; Rs.44900-Rs.142400/-)	01 (One) Vacancy in Tata Consultancy Services Ltd. SEZ, Salt Lake, Kolkata	ADC01
		01 (One) Vacancy in Odisha Industrial Development Corporation SEZ, Bhubaneswar, Odisha	ADC02
		01 (One) Vacancy in Odisha Industrial Development Corporation SEZ, Gaudakashipur, Odisha	ADC03
		01 (One) Vacancy in Saraf Agencies Pvt. Ltd. SEZ, Odisha	ADC04
		01 (One) Vacancy in Vedanta Aluminium Limited SEZ, Jharsuguda, Odisha	ADC05
		01 (One) Vacancy in Tata Steel Ltd SEZ, Gopalpur, Odisha	ADC06
		01 (One) Vacancy in Nagaland Industrial Development Corporation Ltd. SEZ, Nagaland	ADC07
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.	
2.	Stenographer Grade-II, Group-B (Non-Gazetted), (Pay Level-6; Rs.35400-Rs.112400/-)	01 Vacancy in Tata Steel Ltd. SEZ, Gopalpur, Odisha	Steno (Gr.II/1)
Eligibility Criteria :		a. (i) Holding analogous posts on regular basis in the parent cadre or departments, or (ii) With three years' regular 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.	
3.	Stenographer Grade-III, Group-C (Pay Level-4; Rs.25500-Rs.81100/-)	01 Vacancy in Tata Steel Ltd. SEZ, Gopalpur, Odisha	Steno (Gr.III/1)
Eligibility Criteria :		a. Holding analogous posts on regular basis in the parent cadre or departments, 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.	

- 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.6/8/2009-Estt(Pay-II) dated 17.06.2010 as amended from time to time. Officers selected upon will be eligible for deputation duty allowance as per Rules in force. Officials who volunteer for the post will not be permitted to withdraw their names later.
- 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). The Development Commissioner, Falta SEZ 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 03 categories (in case of ADCs), the Development Commissioner, FSEZ on his discretion would give posting as per the administrative requirement.
- The Cadre Controlling Authorities are requested that the Complete Applications of eligible and willing Officers, who could be relieved 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 on or before 45 (forty five) days from the date of publication of the vacancy advertisement in the Employment News:
 - Complete and up to date ACRs/APARs for the last five years attested photocopies thereof;
 - Integrity Certificate and Vigilance Clearance;
 - 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.
- The details are also available on the website www.fsez.gov.in

(Abhishek Sanyal)
Deputy Development Commissioner (Admin)

Annexure-I

PART – A
APPLICATION FORM

1.	Post Applied for	:	
	Preference of Posting	:	1. 2. 3. 4.
2.	Name (Hindi/English) (BLOCK LETTER)	:	
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 :

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फलता विशेष आर्थिक क्षेत्र/ **FALTA SPECIAL ECONOMIC ZONE**
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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 Organization/ Government Undertakings/ Universities

5. Qualifications/Experience possessed by the Officer

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 assessed 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

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

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