



भारतसरकार/Government of India
 फलताविशेष आर्थिक क्षेत्र/FALTA SPECIAL ECONOMIC ZONE
 वाणिज्यविभाग/Department of Commerce
 वाणिज्यऔरउद्योगमंत्रालय/Ministry of Commerce & Industry
 निजामपैलेस, दूसराएमएसओभवन, चौथीमंजिल/Nizam Palace, 2nd MSO
 Building, 4th Floor
 234/4 एजेसीबोसरोड, कोलकाता-700 020/ 234/4 AJC Bose Road, Kolkata-
 700 020;



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No.3(2)/2024-Admin/ 1935

Date : 19.03.2025

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 (i) 02(Two) Vacant posts of Assistant Development Commissioner (ADCs), Group – B (Gazetted)(Pay Level-7); (ii) 02 (Two) Vacant posts of Section Officer (Accounts), Group-B (Non-Gazetted) (Pay Level-6) (iii) 01(One) vacant post of Junior Hindi Translator Group-B; (Non-Gazetted) (Pay Level-6) (iv) 02(Two) Vacant posts of Junior Stenographer, Group – C (Non-Gazetted) (Pay Level-4) & v) 02(Two) Vacant post of Stenographer Grade-III, Group – C (Non-Gazetted) (Pay Level-4) on deputation basis in Falta Special Economic Zone (FSEZ), West Bengal and Manikanchan SEZ, Salt Lake, Kolkata.

Sl.No	Name of the Post	Brief of Vacancies
1.	Assistant Development Commissioner, Group –B(Gazetted); (Pay Level-7; Rs.44900- Rs.142400/-)	(i) 01 (One) post in Falta Special Economic Zone, Falta, West Bengal. (ii) 01 (One) post in Manikanchan Special Economic Zone, Kolkata, West Bengal.
	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



		<p>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.</p> <p>b. Possessing two years experience in the field of Industrial Development or Foreign Trade.</p>
2	<p>Section Officer (Accounts) Group – B (Non-Gazetted) (Pay Level-6; Rs.35400/- - 112400/-)</p>	<p>(i) 01 (One) post in Falta Special Economic Zone, Falta, West Bengal.</p> <p>(ii) 01(One) post in Manikanchan Special Economic Zone, Kolkata, West Bengal</p>
	<p>Eligibility Criteria :</p>	<p>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 a regular basis in the scale of Rs. 5000-8000 or equivalent in the parent cadre or department; and</p> <p>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 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</p> <p>c. Possessing three years experience in Cash, Accounts and Budget work.</p>
3.	<p>Junior Stenographer Group – C; (Non-Gazetted); (Pay Level-4; Rs.25500-81100/-)</p>	<p>02 (Two) posts in Falta Special Economic Zone, Falta, West Bengal.</p>
	<p>Eligibility Criteria :</p>	<p>a. (i) Holding analogous posts 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;</p>



		<p>b. Possessing a speed of 80 words per minute in English Shorthand, 30 words per minute in English Typewriting; and</p> <p>c. Knowledge in word processing.</p>
4.	<p>Stenographer Grade-III Group-C; (Non-Gazetted) (Pay Level-4; Rs.25500-81100/-)</p>	<p>02 (Two) posts in Manikanchan Special Economic Zone, Kolkata, West Bengal</p>
	<p>Eligibility Criteria :</p>	<p>a. (i) Holding analogous posts on regular basis; or</p> <p>(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;</p> <p>b. Possessing a speed of 80 words per minute in English Shorthand, 30 words per minute in English Typewriting; and</p> <p>c. Knowledge in word processing.</p>
5.	<p>Junior Hindi Translator Group-B; (Non-Gazetted) (Pay Level-6;)</p>	<p>01 (One) post in Falta Special Economic Zone, Falta, West Bengal.</p>
	<p>Eligibility Criteria :</p>	<p>a. (i) Holding analogous posts on regular basis; or</p> <p>(ii) Posts in the Pay scale of Rs. 4000-6000 with five years' or regular service in the in the grade</p> <p>iii) Posts in the Pay scale of Rs.3050-4590 with thirteen years' or regular service in the in the grade</p>

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.6/8/2009-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.

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). The Zonal Development Commissioner, Falta SEZ reserves the right to modify and/or withdraw the vacancy circular at any time without assigning any reasons.

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 on or before 45 (forty five) days from the date of publication of the vacancy advertisement in the Employment News:

- i. Complete and up to date ACRs/APARs for the last five years attested photocopies thereof;
- ii. Integrity Certificate and 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

Signed by Abhishek Sanyal

Date: 19-03-2025 16:27:09

(Abhishek Sanyal)

Deputy Development Commissioner (Admin)

Copy to :

- i. Under Secretary, SEZ Section, Department of Commerce, Ministry of Commerce & Industry, New Delhi.
- ii. Dy. Development Commissioner (Advertisement & Publicity), FSEZ, with a request to put the vacancy circular in the websites of FSEZ and Department



of Commerce, and advertize the vacancy circular in Employment News
(English & Hindi)



**PART -A
APPLICATION FORM**

Annexure-I

1.	Post Applied for Name of the SEZ	: :				
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	:		
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 assed at the time of selection for the post.

Place:

Address for
Communication :

(Signature of the Candidate)

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	

Date:

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

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