

YOUNG PROFESSIONALS PROGRAM. FALTA SPECIAL ECONOMIC ZONE

Falta Special Economic Zone (FSEZ), under the Ministry of Commerce & Industry, Government of India, invites applications from motivated and intellectually curious candidates for the position of Young Professional. The engagement is aimed at strengthening FSEZ capacity to deliver on its strategic agenda by embedding talented early-career professionals within the functional leadership structure, enabling sharper research, faster knowledge synthesis and stronger analytical inputs across priority initiatives.

Young Professionals will work closely with senior leadership on high-priority strategic initiatives, contributing to research, project management and knowledge management across domains such as trade facilitation, investment promotion and industrial development. The role is designated for candidates who are sharp, self-driven and capable of learning rapidly in a dynamic, mission-oriented environment.

THE PROGRAM

The FSEZ Young Professional program is designed to embed talented early-career professional within our functional leadership structure. You will work on live strategic project and be expected to bring rigour, initiative, and fresh thinking in the day to day working of the Falta SEZ. Your scope of work will include:

- Supporting strategic projects and development initiatives aligned with FSEZ's vision and priorities.
- Contributing to sectoral reviews and the Country Desk programme by gathering and synthesizing insights to support trade promotion and export growth.
- Overseeing progress across strategic, development, infrastructure, and ESG initiatives projects, generating actionable insights for leadership review and planning.
- Coordinating with internal teams to compile inputs for dashboards tracking key metrics across investments, exports, infrastructure, employment, and sectoral performance.

Position	Young Professional
Openings	5 Positions
Location	Falta Special Economic Zone, Nizam Palace, Kolkata & Falta, South 24 Parganas.
Engagement Type	Contractual

Duration	The duration of engagement of Young Professional (YP) shall be 1 (one) year, extendable up to a maximum three years, depending on the performance of Young Professional and organizational requirements.
Remuneration	Rs. 40,000/- per month (Consolidated, all-inclusive).
Age	Up to 35 Years as on date of advertisement.
Experience	0-2 Years

What You'll Do

Research & Policy Analysis

- Conduct in-depth research on topics, including SEZ policy frameworks, global best practices, trade ecosystems, investment trends, and industrial development models.
- Analyze and synthesize information from government reports, academic literature, international organisations, and sectoral sources to produce concise, decision-ready outputs.
- Prepare analytical briefs, research notes, concept papers, and background documents to support strategic planning and institutional decision-making.

Strategic Project Support & Tracking

- Assist in the design, tracking, and review of strategic project and initiatives, maintaining up-to-date project dashboards and progress summaries.
- Provide structured inputs and background materials for weekly and monthly review and brainstorming sessions, ensuring discussions are grounded in current data and research.
- Support the preparation of presentations, briefing materials, and decision-support documents for senior leadership and external stakeholders.

Performance & Operational Efficiency

- Prepare detailed operational efficiency reports covering service delivery timelines, unit compliance status, infrastructure utilization, processing bottlenecks, and actionable recommendations for improvement.
- Interface with internal teams on a regular basis to consolidated data and provide real-time inputs for dashboards tracking key performance metrics, including infrastructure, investment achievements, exports, employment, diversity targets, CSR initiatives, sectoral reviews, and Country Desks.
- Compile and analyze data from multiple stakeholders and official sources to support evidence-based reporting and institutional decision-making.

Coordination & Documentation

- Assist in preparation of meeting briefs, review notes, minutes, and outcome documentation for internal and external engagements.
- Support institutional reporting, including consolidation of inputs for performance dashboards tracking metrics across infrastructure, exports, investment, employment, CSR diversity targets, and sectoral reviews.
- Liaise with internal teams to gather real-time data and ensure information flows are timely, accurate, and well-structured.

Who we're Looking For

Qualifications

- Bachelor's/Master's degree in Public Policy/ Economics/International Relations/ Development Studies/Management/Business Administration/Commerce, or a related discipline.
- 0-2 Years of work experience; prior policy internships, dissertations, or research work will be considered.

Skills & Attributes

- Strong analytical thinking, ability to process complex information and produce structured decision-oriented outputs.
- Excellent written communication
- Intellectual curiosity and genuine interest in public policy, trade, or economic governance
- Adaptability and ownership. Should be comfortable managing complex & challenging priorities and ambiguous situations.
- Proficiency in MS Office, R, Power BI, Tableau, Canva, Project management tools; familiarity with data visualisation or presentation design tools is a plus

Selection Process

Application receiving process will remain open for a period of **One month**. The **shortlisted** candidates will be called for a **Panel Interview**.

Steps	Details	Timeline
1	Application Screening – Resume reviewed by the Selection Committee and shortlisting done for panel Interview based on the defined criteria	Within 15 days of closure of application window
2	Panel Interview	Shortlisted candidates will receive individual communication about the interview date.

How to Apply

- Interested candidates may apply by filling the application form available on the FSEZ website.
- Applicant will be required to provide basic details through the form and enclose their latest CV/ resume.
- Shortlisting will be conducted based on the information submitted through the application form. Only shortlisted candidates will be contacted for subsequent stages of the selection process.

Terms & Conditions

- The engagement is purely contractual and does not constitute regular Government employment or create an employer – employee relationship with FSEZ Authority.
- Young Professionals will not take up any parallel assignment during the engagement period.
- All intellectual outputs produced during the engagement remain the property of FSEZ Authority.
- Strict confidentiality must be maintained with respect to all official information, documents, and data.
- Either party may terminate the engagement with one month's notice; FSEZ reserves the right to terminate at any time based on performance or administrative requirements.

ANNEXURE

Application for the post of -----

1	Name (in capitals):						
2	Date of Birth:		(/ /)				
3	Age as on (last date of application)						
4	Name of Mother/Father/Husband						
5	Nationality:						
6	Religion:						
7	Gender (Tick):		Male ()/ Female ()/ Third gender()				
8	Community (Tick):		General()/ OBC()/ SC()/ ST()				
9	Whether PwBD (Tick): Yes() No()						
10	Whether Ex-serviceman (Tick):		Yes () No ()				
			If Yes, mention length of service.....in years				
11	Marital Status (Tick):		Married ()/ Single ()				
12	Language Known:						
13	Educational Qualification: (Start with the most recent education qualification upto SSLC)						
	Sl. No	Examination Passed	Month & Year of Passing	University / Board / School	% of Marks or CGPA	Remarks	
	1						
	2						
	3						
	4						
	5						
	<u>(Attach separately if required)</u>						
14	Work Experience: (Start from present employment)						
	Sl. No	Name of Organization	Designation	Duties performed shall be given in a separate sheet not exceeding 150 words	Date of Joining	Scale of Pay / Grade of Pay	Date of Leaving
	1						
	2						
	3						
	4						
	5						
	<u>(Attach separately if required)</u>						

15	Major Career Achievements: (Please write maximum of 150 words):
16	How do you justify that you are most preferred candidate for the post! (Please write maximum of 250 words)

Declaration:

I hereby declare that all the above particulars furnished by me are true and complete to the best of my knowledge and belief. I understand if any particulars are found to be false at a later date, my candidature shall be liable to be cancelled without assigning any reason. I have read the job description, roles and responsibilities of the post and terms & conditions.

Date:

Place:

Signature