



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;

टेलीफोन /Phone:2287-2263,2287-7923,2281-3117; फेक्स /Fax :
(033)2287-3362;

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Falta SEZ



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

Date : 18.04.2024

VACANCY CIRCULAR

Application 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,	ADC07

		Nagaland	
	Eligibility Criteria :	<p>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.</p> <p>b. Possessing two years experience in the field of Industrial Development or Foreign Trade.</p>	
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 :	<p>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.4500-700(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</p> <p>b. Possessing a speed of 100 words per minute in English Shorthand and 40 words per minute in English typewriting; and</p> <p>c. Knowledge in word processing.</p>	
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 :	<p>a. (i) Holding analogous posts on regular basis in the parent cadre or departments,</p> <p>b. Possessing a speed of 80 words per minute in English Shorthand, 30 words</p>	

		per minute in English typewriting; and c. Knowledge in word processing.	
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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 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.

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: 18-04-2024 18:37:20
(Abhishek Sanyal)
Deputy Development Commissioner (Admin)

Copy to :

- (i) ✓ Computer Cell
- (ii) ADC (Advertisement/publicity) – for advertisement in 'The Employment News' (English & Hindi Version) immediately.



PART –A
APPLICATION FORM

Annexure-I

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	:		
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/ Organisatio n	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					

(With Rubber Stamp)

Date:

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