



सत्यमेव जयते

FALTA SPECIAL ECONOMIC ZONE**Ministry of Commerce & Industry**

Government of India

4th Floor, 2nd MSO Building, Nizam Palace, 234/4 A. J. C. Bose Road, Kolkata-700 020

Ph. : 2287-2263, 2287-7923, 2281-3117, Fax : (033) 2287-3362

Email : fsez@nic.in Website : <http://fsez.nic.in>

No. 3(2)/2020-Admn

Date : 18.12.2020

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 following Vacancies in Falta SEZ (FSEZ), Kolkata/Manikanchan SEZ, Kolkata under the jurisdiction of Development Commissioner, FSEZ on Deputation/Cost-Recovery basis.

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 vacancy in Falta SEZ, Kolkata (on deputation basis);	ADC1
		01 vacancy in Manikanchan SEZ, Kolkata (on deputation basis);	ADC2
		05 vacancies in Private SEZs under the jurisdiction of FSEZ, West Bengal (on Cost-Recovery basis); &	ADC3
		03 vacancies in Private SEZs under the jurisdiction FSEZ, Odisha (on Cost-Recovery basis).	ADC4
	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.	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 (on deputation basis)	SOA2
		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	

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.6/2009-Estt(Pay-II) dated 17.06.2010 as amended from time to time. However, Officers selected for the Posts fall under Cost-Recovery basis will not be eligible for any deputation duty allowance. 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 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 within the prescribed time as stated at Para-5:

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

5. 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 31.03.2021, whichever is earlier.

6. The details are also available on the website www.fsez.gov.in

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

**PART-A
APPLICATION FORM****ANNEXURE-I**

1.	Post Applied for	:	
	Preference of Posting	:	1. 2. 3. 4.
			Paste your Recent Passport Size Photograph
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

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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 Organizations/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)