



**NATIONAL
JUTE BOARD**

राष्ट्रीय पटसन बोर्ड
NATIONAL JUTE BOARD

भारत सरकार का एक सांविधिक निकाय, वस्त्र मंत्रालय
A Statutory Body, Ministry of Textiles, Govt. of India

No: NJB/Sect/Deputation/2019-20/1

Dated 30.07.2019

Vacancy Circular- Director, Joint. Director & Deputy Director & Pvt Secretary level Posts-Deputation

National Jute Board (A statutory body under the Ministry of Textiles, Government of India) having its Head Office in Kolkata intends to appoint suitable officers to the following posts of Director, Jt. Director, Dy. Director and Private Secretary **on deputation** basis for a period of 3 years (subject to satisfactory performance) as per the NJB Employees (Recruitment Rules) Regulations, 2017.

Sl. No	Name of Post & Classification & Level	Method of Recruitment	Education/other qualifications (Professional) & Experience required for Direct Recruits	Field of Selection for deputation	No. of Vacancy & Location
1	Director (Finance & Economic Services) Group-A L-13	By Composite Method	CA/ICWA/ICMA OR B.Com with MBA (Finance) or Equivalent with at least 15 years post qualification work experience in finance, accounts and audit at officer / managerial level. Law Degree desirable.	Officers / Officials working in the same field or in analogous posts with 5 years regular service in G.P Rs. 7600/- (Level-12 of revised Pay Matrix)	1 (Kolkata)
2	Jt. Director (Admin & Establishment) Group-A L-12	By Deputation	Master in Business Administration (MBA) from recognized University in HR / Social Work / Finance / Business Management or Equivalent. At least 10 years' work experience in Personnel Management / Administration at Officer / managerial level. Law Degree desirable.	Officers / Officials working in the same field or in analogous posts with 5 years regular service in G.P Rs. 6600/- (Level-11 of revised Pay Matrix)	1 (Kolkata)
3	Jt. Director (Finance & ES) Group-A L-12	By Deputation	CA/ICWA/ICMA OR B.Com with MBA (Finance) or Equivalent with at least 10 years post qualification work experience in finance, accounts and audit at officer / managerial level. Law Degree desirable	Officers / Officials working in the same field or in analogous posts with 5 years regular service in G.P Rs. 6600/- (Level-11 of revised Pay Matrix)	1 (Kolkata)
4	Dy. Director (Admin & Estt) Group-A L-11	By Deputation	Master in Business Administration (MBA) from recognized University in HR / Social Work / Finance / Business Management or Equivalent. At least 8 years' work experience in Personnel Management / Administration at Officer / managerial level. Law Degree desirable.	Officers / Officials working in the same field or in analogous posts with 5 years regular service in GP Rs. 5400/- (Level – 10 of revised Pay Matrix)	1 (Kolkata)

4	Dy. Director (Admin & Estt) Group-A L-11	By Deputation	Master in Business Administration (MBA) from recognized University in HR / Social Work / Finance / Business Management or Equivalent. At least 8 years' work experience in Personnel Management / Administration at Officer / managerial level. Law Degree desirable.	Officers / Officials working in the same field or in analogous posts with 5 years regular service in GP Rs. 5400/- (Level – 10 of revised Pay Matrix)	1 (Kolkata)
5	Dy. Director (Finance & Accounts / ES) Group-A L-11	By Deputation	CA/ICWA/ICMA OR B.Com with MBA (Finance) Or Equivalent with at least 8 yrs post qualification work experience in finance, accounts and audit at officer/managerial level. Law Degree desirable.	Officers / Officials working in the same field or in analogous posts with 5 years regular service in GP Rs. 5400/- (Level – 10 of revised Pay Matrix)	1 (Kolkata)
6	Private Secretary Group-B L-7	By Deputation	Graduate from a recognized university with at least 6 months diploma in Secretarial Practices .At least five years work experience as Personal Assistant (P.A) .English short hand speed of 120 wpm and English Typing Speed of 30 wpm. Knowledge of basis operation of computer viz MS Word, Excel, Power Point , Internet etc.	Officers/ officials working in the same field or in analogous posts with 5 years regular service in GP-Rs.4,200/- (Level-7 of revised pay matrix)	2 (Kolkata)

The relevant extracts from the NJB Employees (Recruitment Rules) Regulations, 2017 is attached and for more details please visit www.jute.com. Vacancies and locations are subject to change as per requirement. Details of deputation can be found in Annexure III.

Interested and eligible candidates should submit their applications through proper channel along with vigilance clearance. Only applications forwarded through proper channel will be considered. Applications in prescribed format as per 'Annexure 1' should be addressed to 'The Secretary', National Jute Board ' and sent in sealed envelope marked 'confidential' super scribing "Application for the post of Jt. Director / Dy. Director....." so as to reach the office of The Secretary, National Jute Board 3A & 3B, Park Plaza, 71 Park Street, Kolkata -700 016 **by 30th September, 2019** along with the following documents:

1. Duly filled Application format as per Annexure - 1
2. Photocopy of APARs /ACRs of the applicant for last 5 years, ending latest reporting year, duly attested by the officer not below the rank of Under Secretary /designated officer on each page.
3. Self-attested copies of all certificates related to proof of educational qualification, work experience containing starting and end date of working in the respective post and pay scale.
4. No objection certificate of the present employer / competent authority along with vigilance clearance and Integrity certificate and Departmental clearance as per Annexure 2
5. Two recent colour passport size photographs.

It may kindly be noted that applications received late or incomplete applications or applications received without the aforesaid certificate, as per the prescribed pro-forma, may not be considered. No action will be taken on Advance Copy.

Secretary,