

National Jute Board

**A statutory body under
Ministry of Textiles, GOI
3A & 3B Park Plaza, 71 Park
Street, Kolkata-700016**

National Jute Board requires one officer from Organized Accounts Service/Central or State Autonomous organisations/PSUs on **DEPUTATION** for its Head Office in Kolkata. The Officer would be placed in the Pay Band-3 G.P. 5400/ (pre-revised) or pay drawn in parent cadre + Deputation Allowance as per DOPT O.M. No. 6/8/2009-Estt. (pay II) dated 17.6.2010. Please see details in our Website www.jute.com under News & Notifications/Circular. Last date of receipt of applications is **one month** from the date of publication of this advertisement in the News Paper.

**31/82/Central Government/
Recruitment/Other/Other/
Deputation/Delhi**

Employment News

29th October – 4th November 2016

National Jute Board

(A statutory body under Ministry of Textiles, Government of India)

71, Park Street, Kolkata -700 016

NOTICE INVITING APPLICATIONS

TO WORK ON DEPUTATION IN FINANCE & ACCOUNTS DIVISION OF NATIONAL JUTE BOARD'S HEAD OFFICE IN KOLKATA.

National Jute Board (a statutory body under Ministry of Textiles) having its Head Office in Kolkata intends to appoint a suitable officer (having experience in Finance and Accounts work) from Organised Accounts Service or Central/state Autonomous Organisations /PSUs on **deputation** on 'foreign service terms' to work at its Head Office in Kolkata . The officer will be placed in PB -3 , G.P 5400(Pre Revised) or Pay + G.P. drawn by him in parent cadre + deputation allowance as per DOPT's O.M No No. 6/8/2009-Estt. (Pay II) dated 17.6.2010.

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 B' should be addressed to 'The Secretary, National Jute Board' and sent in sealed cover marked 'confidential' so as to reach the office of the Secretary, National Jute Board 3A & 3B, Park Plaza, 71 Park Street, Kolkata -700 016 (within one month from the date of publication of the advertisement in newspaper) along with the following documents:-

- i) 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.
- ii) 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.
- iii) No objection certificate of the present employer (Annexure C).
- iv) Undertaking of the applicant to the effect that candidature will not be withdrawn, if selected.
- v) Two recent passport size photographs.

Details of deputation are given in 'Annexure A '.

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
National Jute Board

Details of deputation terms including eligibility

1. **Method** :- Deputation on Foreign Service terms
2. **Pay during deputation** –
The selected person will either draw Pay and GP drawn by him in parent cadre plus deputation allowance subject to usual limit (as per DOPT's O.M No. 6/8/2009-Estt. (Pay II) dated 17.6.2010) or Pay in Pay Band 3 plus Grade Pay Rs 5400 / (Pre Revised)
3. **Eligibility for deputation:-**
Officers of Organized Accounts Service under the Central / State Governments /
Officers working in Central / State Autonomous Organisations / Public Sector Undertakings.
 - (a) In case of officers from Organised Accounts Service:-
 - (i) Holding analogous posts (in Finance & Accounts) on regular basis in parent cadre Or department in the same field of work ;
OR
 - (ii) With two years' regular service in the grade rendered after appointment thereto on a regular basis in pay band-2 of Rs. 9300-34800 and grade pay of Rs. 4800(Pre Revised) or equivalent;
OR
 - (iii) with three years' service in the grade rendered after appointment thereto on a regular basis in pay band -2 of Rs. 9300-34800 and grade pay of Rs. 4600(PR) or equivalent;
OR
 - (b) Qualified in Subordinate Accounts Service or equivalent of any of the organized Accounts Services; or Successful completion of training in the Cash and Accounts Work in the Institute of Secretariat Training and Management or equivalent and a minimum of five years' experience in Cash, Accounts and Budget Work.
OR
 - (c) In case of officers of Central/State Autonomous Organisations following Central Government (CDA) pay pattern:-
 - (i) Holding analogous posts (in Finance & Accounts functions) on regular basis in Parent cadre Or department in the same field of work ;
 - (ii) With two years' regular service in the grade rendered after appointment thereto on a regular basis in pay band-2 of Rs. 9300-34800 and grade pay of Rs. 4800 (Pre Revised) or equivalent;
 - (iii) with three years' service in the grade rendered after appointment thereto on a regular basis in pay band -2 of Rs. 9300-34800 and grade pay of Rs. 4600(Pre Revised) or equivalent
OR
 - (d) In case of officers of Account and/Finance Departments in Central/State Autonomous Organisations and PSUs following IDA Pay pattern :-
 - (i) Holding posts in parent organization (in Finance & Accounts) with scale of pay of Rs 20,600-46,500 or above on regular basis. **OR**
 - (ii) With three years' service (in Finance and Accounts functions) on regular Basis to a post carrying scale of pay Rs 16,000-40,500/
4. **Period of Deputation:-**
Period of deputation shall be two years or till the posts are filled up as per RR of NJB whichever is earlier or as per discretion of the Secretary National Jute Board.
5. Upper Age Limit - 56 years as on the closing date of receipt of applications.
6. Joining time and joining pay will be borne by NJB as per standard terms of deputation.
7. Pension and leave salary contribution shall be paid by NJ B to parent organization as per FR.

8.

Annexure-B

APPLICATION FORMAT

Paste passport
size colour
signed
photograph

1. Name of the Applicant :
2. Name of Father / Husband:
3. Date of Birth (Attested copy of certificate to be enclosed) :
4. Address for Communication:
5. Contact no. and E-mail ID :
6. Present post held / Designation :
7. Date of Appointment to present post :
8. Present Basic pay and scale of pay on regular basis :
9. Sex : Male / Female :
10. Permanent Address:
11. Caste : (Whether SC/ ST/ OBC/ UR) (Attested copy of certificate to be enclosed) :
12. Nationality:
13. Languages known :
14. Details of earlier post/s (with pay scale) held in chronological order (copies of proof shall be enclosed) :

| Name of the Organisation | Post Held | Scale of Pay | From To | Nature of Duties |
|--------------------------|-----------|--------------|---------|------------------|
| | | | | |

15. Present pay and pay scale of the post indicating detailed break-up of emoluments:

16. Educational Qualification (Attested copies of certificates shall be enclosed) :

| Exam Passed | Percentage % with Division / Class | Name of University / College / Board | Honours / Pass Course | Whether regular or Correspondence |
|-------------------|------------------------------------|--------------------------------------|-----------------------|-----------------------------------|
| Class - X Class | | | | |
| Class - XII Class | | | | |
| Graduation | | | | |
| Post-Graduation | | | | |
| Additional | | | | |

17. Additional information, if any:

Declaration

I, Shri / Smt------(name of the applicant) hereby declare that, the information furnished above are true and correct. In case any information is found incorrect / false, I myself render liable for disqualification for the post applied for apart from the necessary actions as may be deemed fit.

Signature of the candidate

Place:

Date:

List of Enclosures:

CERTIFICATE TO BE GIVEN BY THE EMPLOYER

1. It is certified that the particulars furnished by the officer is correct.
2. It is certified that no discrepancy / vigilance case is pending or contemplated against the applicant and he / she is clear from Vigilance and Administrative angle.
3. His / her integrity is certified.
4. It is certified that no major / minor penalties have been imposed on the officer during the last 10 years.
5. Copies of the ACRs /APARs for the last 5 years attested on each page by the officer not below the rank of Under Secretary are enclosed.
6. Undertaking of the applicant not to withdraw the candidature, if selected, is enclosed.

Signature of the forwarding authority

(Name)

Designation

Official Seal

Date: