

To

1. The Chief Secretary, all State Govts. /UTs
2. The Secretary, all Departments / Ministries, Govt. of India
3. Head of all Statutory / Autonomous Bodies under Central Govt.
4. The Managing Director, Public Sector Undertakings

Dear Sir/Madam,

Sub: Filling up the post of Deputy Director (Finance & Accounts /ES) in National Jute Board, Kolkata On Deputation – reg.

National Jute Board (a statutory body under Ministry of Textiles, Government of India) having its Head Office in Kolkata and Regional Offices in New Delhi, Chennai and Hyderabad intends to appoint a suitable officer to the post of Deputy Director (Finance & Accounts/ES) **on deputation** as per the NJB Employees (Recruitment Rules) Regulations, 2017 (copy attached) .The details of the post are given below.

Name of the Post	Classification of	No of Post	Scale of pay
Deputy Director (Finance & Accounts/Economic Services), -Kolkata, H.O	Group A of NJB Service	01	L-11- Rs 67,700 - 2, 08,700/-

It is requested that the vacancy is circulated amongst eligible officers and applications received from them as per the enclosed format (Annexure 1) may kindly be forwarded along with the certificate from employer/controlling authority (Annexure 2) so as to reach this office **within 60 days of this letter**. Details of deputation including eligibility are given in Annexure (3).

Thanking you,

Yours faithfully,

Secretary

Encl : As above.

National Jute Board
(A statutory body under Ministry of Textiles, Government of India)
3 A & 3B Park Plaza, 71, Park Street, Kolkata -700 016

Ref No: NJB/Sect/Deputation-DD Fin/2019-20/3

Dated: 28.02.2020

Vacancy Circular- Deputy Director (Finance & Accounts/Economic Services)

National Jute Board (a statutory body under Ministry of Textiles, Government of India) having its Head Office in Kolkata intends to appoint suitable officer to following post on deputation as per the NJB Employees (Recruitment Rules) Regulations, 2017.

Name of the Post	Classification of	No of Post	Scale of pay
Deputy Director (Finance & Accounts/Economic Services), -Kolkata, H.O	Group A of NJB Service	01	L-11- Rs 67,700 - 2, 08,700/-

The officer selected will either draw pay attached to the deputation post or Pay drawn by him in his parent cadre plus deputation allowance as per DOPT's O.M No No. 6/8/2009-Estt. (Pay II) dated 17.6.2010.

Regarding deputation terms and eligibility, candidates are requested to go through Annexure 3 and satisfy that they are meeting the criteria before applying.

The NJB Employees (Recruitment Rules) Regulations, 2017 are given in NJB Website . www.jute.com.Candidates which candidates are requested to visit for details. Candidates working in Private Organizations are not eligible to apply for deputation.

Interested and eligible candidates should submit their applications in the prescribed Application Format (Annexure 1) through proper channel along with vigilance clearance and integrity certificate. . Only applications forwarded through proper channel will be considered. Applications should be addressed to 'The Secretary', National Jute Board' and sent in sealed envelope marked 'confidential' super scribing "Application for the post of **Deputy Director (Finance & Accounts /Economic Services)**" so as to reach the office of The Secretary, National Jute Board 3A & 3B, Park Plaza, 71 Park Street, Kolkata -700 016 **within 60 days** along with the following documents:

1. Duly filled in Application in prescribed 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 posts 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 certificates, as per the prescribed pro-forma, may not be considered. No action will be taken on Advance Copy.

Secretary,
National Jute Board