

NATIONAL JUTE BOARD

Ministry of Textiles

Government of India

REF: JDRC PROJECT/NJB-NIFT/RECRUITMENT/2025/MASTER TRAINER

**SUB: Vacancy announcement for the post of 1 nos. of Master Trainer for JDRC Project at
Patsan Bhavan, New Town, West Bengal**

EMPLOYER- NATIONAL JUTE BOARD, Ministry of Textiles, GOI

TYPE OF EMPLOYMENT- Contract

NATURE OF JOB- 6 days a week –full time

PERIOD OF ENGAGEMENT- 2 YEARS with probation of 1 year

JOB LOCATION- Patsan Bhawan and other jute clusters as and when required by NJB

SALARY- Consolidated amount of Rs.20,000/pm

ELIGIBILITY-

1. Age: 25-45 years
2. Minimum experience of 5 years
3. Master trainer must have adequate experience in the Jute bag industry as a Sample Maker with experience and fine skill in pattern cutting and construction of Jute bags and products.
4. Diploma or Certificate from ITI / ATDC/ NIFT / any other reputed Training institutions will be appreciated.
5. Regular maintenance of the machine will be required.
6. Must be able to develop jute products (cutting and stitching) as per the given design and guidance of the JRDC designers.
7. Must be willing to learn new skills as per the need and given training on different machine handling at JDRC.

Role of Master Trainers:

- a. To be able to cut patterns and stitch Jute samples as per given design and guidance, in perfect quality.
- b. To maintain the machines and do time to time cleaning & oiling and repair
To inform the concerned party and coordinate major repairs.
- c. To assist Designers in running the centralized Design development and resource centre at Patsan Bhavan, Kolkata
- d. To assist Designers in maintaining a repository of about 1600 new and innovative JDPs designs.
- e. To assist Designers in extending support to develop JDP unit-specific designs and products on cost sharing basis
- f. To assist Designers in continuously disseminating designs developed by the NIFT/NID passed designers in the proposed Jute Design Resource Centre at Patsan Bhavan, Kolkata, to the beneficiaries/production units created by the JRCPC to manufacture and market worthy new products.
- g. To assist Designers in helping JDP manufacturers, Artisans, WSHGs and exporters by developing, designing and disseminating market-worthy modern, innovative and trend-forecasting designs to help gain businesses in the domestic and export market.

Applications are to be emailed with a cover letter with reference no. JDRC PROJECT/NJB-NIFT/RECRUITMENT/2025/MASTER TRAINER addressed to NJB, KOLKATA, along with detailed CV to recruitmentforjdrcnjb@gmail.com by 30 May 2025.

Selected candidates will be interviewed by June 2025 at the NJB Office. **A spot evaluation will be conducted w. r.t pattern cutting and stitching of a bag or jute product.** Details will be communicated to shortlisted candidates based on CVs.

