

NATIONAL JUTE BOARD
Ministry of Textiles
Government of India

REF: JDRC PROJECT/NJB-NIFT/RECRUITMENT/2025/SUPPORTSTAFF

SUB: Vacancy announcement for the post of Support Staff for JDRC project at Patsan Bhawan, 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.15,000/- pm

ELIGIBILITY-

- 1) Age: 21-40 years
- 2) 10th passed with knowledge of machine maintenance and operation (stitching skill) for Jute industry, including sewing machines.
- 3) Candidates with Diploma or Certificate from ITI / ATDC/ NIFT / any other reputed training institutions will be appreciated.
- 4) Regular maintenance of the machine will be required. Must be willing to learn new skills as per the need and given training on different machine handling at JDRC.
- 5) Should be willing to travel to various clusters to assist the team with workshop training if required.

Role of Support Staff:

- To be able to assist Designers and Master Trainers in day-to-day work of the Design Studio and Workshops.
- To maintain the machines and do time to time cleaning & oiling and repair
- To inform the concerned party and coordinate major repairs.
- To assist in simple stitching and product development
- To assist Designers in running the centralised Design development and resource centre at Patsan Bhawan, Kolkata
- To assist in maintaining a repository of about 1600 new and innovative JDPs designs
- To assist Designers and Master Trainers in conducting various workshops

- To assist Designers and master Trainer in cataloging products and displaying them from time to time, as and when required
- To maintain all documentation and records, physically archived
- To assist the team in various clusters for workshops as per requirements

Applications are to be emailed with a cover letter with reference no. JDRC PROJECT/NJB-NIFT/RECRUITMENT/2025/SUPPORTSTAFF addressed to NJB, KOLKATA, along with a 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 on machine maintenance.** Details will be communicated to shortlisted candidates based on CVs.