

Ref No : NJB / Sect / Deputation / 2019 / 1

Dated : 05/08/2019

To

1. The Chief Secretary, all State Govts. /UTs
2. The Secretary, Ministry of Textiles, New Delhi
3. The Secretary, all Departments / Ministries, govt. of India
4. Head of all Statutory Bodies under Central Govt., IIMs, IITs
5. The Managing Director, Central Public Sector Undertakings

**Sub : Filling up the post of Director, Joint Director, Deputy Director and Private Secretary in National Jute Board on deputation – reg.**

Dear Sir / Madam,

National Jute Board (a statutory body under Ministry of Textiles, Government of India) having its Head Office in Kolkata intends to fill up following vacant posts of Director, Joint Director, Deputy Director and Private Secretary on deputation basis for a maximum period of three years as per the NJB Employees (Recruitment Rules) Regulations, 2017 and its subsequent amendments (copy enclosed at Annexure 4) :-

| Sl. No. | Name of the Post / Classification                                 | No. of Vacancies & Location | Level in the Pay Matrix                     | Age Limit |
|---------|-------------------------------------------------------------------|-----------------------------|---------------------------------------------|-----------|
| 1.      | Director (Finance & Economic Services) Group A / Composite Method | 1 (Kolkata)                 | Level-13, Rs. 1,23,100/-<br>-Rs. 2,15,900/- | 56 yrs    |
| 2.      | Joint Director (Admin & Estt) Group A                             | 1 (Kolkata)                 | Level-12, Rs. 78,800/-<br>-Rs. 2,09,200/-   | 56 yrs    |
| 3.      | Joint director (Finance & ES) Group A                             | 1 (Kolkata)                 | Level-12, Rs. 78,800/-<br>-Rs. 2,09,200/-   | 56 yrs    |
| 4.      | Deputy Director (Finance & Accounts/ES) Group A                   | 1 (Kolkata)                 | Level-11, Rs. 67,700/-<br>-Rs. 2,08,200/-   | 56 yrs    |
| 5.      | Deputy Director (Admin. & Estt.) Group A                          | 1 (Kolkata)                 | Level-11, Rs. 67,700/-<br>-Rs. 2,08,200/-   | 56 yrs    |
| 6.      | Private Secretary Group A                                         | 2 (Kolkata)                 | Level-7, Rs. 44,900/-<br>-Rs. 1,42,400/-    | 56 yrs    |

It will be highly appreciated, if the vacancies are circulated amongst eligible officers / officials and applications received from them as per the enclosed format (Annexure 1) may kindly be forwarded along with their APARS/ACRS and vigilance clearance from employer/cadre controlling authority (Annexure 2) so as to reach this office **within 30/09/2019**. Details of deputation terms including eligibility are enclosed (Annexure 3) and further details are available at NJB's website [www.jute.com](http://www.jute.com).

Thanking you.

Yours truly,

(Arvind Kumar)  
Secretary

Encl : As above.

Copy to :

1. The Joint Secretary (Jute), Govt. of India, Ministry of Textiles, Udyog Bhavan, New Delhi- 110011.
2. The Jute Commissioner, Govt. of India, Ministry of Textiles, 4<sup>th</sup> Floor, CGO Complex, Salt Lake City, Sector-5, Kolkata-700 064.

Services-II Branch  
Diary No. 106368  
Date 19/08/19

Annexure - 1

**NATIONAL JUTE BOARD,**  
A Statutory body, Ministry of Textiles, Govt of India.  
3A & 3B Park Plaza,  
71, Park Street, Kolkata – 700 016

Self-attested  
colour photo to  
be pasted

APPLICATION FOR THE POST OF PLEASE TICK APPROPRIATE BOX ✓

- |                                              |           |                          |
|----------------------------------------------|-----------|--------------------------|
| 1. Director (Finance & Economic Service)     | – Kolkata | <input type="checkbox"/> |
| 2. Jt. Director ( Admin & Establishment )    | – Kolkata | <input type="checkbox"/> |
| 3. Jt. Director (Finance & Economic Service) | – Kolkata | <input type="checkbox"/> |
| 4. Dy. Director ( Admin & Establishment)     | – Kolkata | <input type="checkbox"/> |
| 5. Dy. Director (Finance & Economic Service) | – Kolkata | <input type="checkbox"/> |
| 6. Private Secretary                         | - Kolkata | <input type="checkbox"/> |

|   |                                                                                                      |  |
|---|------------------------------------------------------------------------------------------------------|--|
| 1 | Name of applicant and Complete Office<br>Address with Telephone No: & Email ID<br>(in Block letters) |  |
| 2 | Residential Address with Phone no:                                                                   |  |
| 3 | Date of Birth (DD/MM/YYYY)                                                                           |  |
| 4 | Whether belongs to SC/ST                                                                             |  |

|         |                                                                                                                                                                                                               |                                      |                                                     |    |                                                |                  |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------------------------|----|------------------------------------------------|------------------|
| 5       | Date of Retirement under Central/State Govt rules                                                                                                                                                             |                                      |                                                     |    |                                                |                  |
| 6       | Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same). |                                      |                                                     |    |                                                |                  |
|         |                                                                                                                                                                                                               | Qualifications / experience required | Qualification / Experience possessed by the officer |    |                                                |                  |
|         | Essential – i)<br>ii)<br>iii)                                                                                                                                                                                 |                                      |                                                     |    |                                                |                  |
|         | Desirable – i)<br>ii)                                                                                                                                                                                         |                                      |                                                     |    |                                                |                  |
|         | Whether in view of entries made above the officer satisfies the educational and other qualification required for the post as per NJB Employees Recruitment Regulations (Sl. No. 1 to 3 of the schedule)       |                                      | Yes / No<br><br>Remarks if any:                     |    |                                                |                  |
| 7       | Details of Employment in chronological order Enclose a separate sheet duly authenticated by your signature if the space below is insufficient                                                                 |                                      |                                                     |    |                                                |                  |
| Sl. No. | Name of organization                                                                                                                                                                                          | Post held on regular basis           | From                                                | To | Substantive Scale of pay and Basic pay therein | Nature of duties |
|         |                                                                                                                                                                                                               |                                      |                                                     |    |                                                |                  |
|         |                                                                                                                                                                                                               |                                      |                                                     |    |                                                |                  |
|         |                                                                                                                                                                                                               |                                      |                                                     |    |                                                |                  |
| 8       | Nature of the present employment i.e. adhoc or temporary or permanent                                                                                                                                         |                                      |                                                     |    |                                                |                  |
| 9       | Additional details about present employment. Please state whether working under<br>a) Central Govt<br>b) State Govt.<br>c) Autonomous Organization<br>d) Govt. Undertakings<br>e) Universities                |                                      |                                                     |    |                                                |                  |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 10  | Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 11  | Total emoluments per months now drawn                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 12  | Posts held on regular(i.e substantive) basis and date from which held with pay scale                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| 13  | Training/Courses attended                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| 14A | Additional information. If any which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the space is insufficient                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| 14B | <p>Achievements:<br/>The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> <li>(i) Research publications and reports and special projects</li> <li>(ii) Awards / Scholarships / Official Appreciation</li> <li>(iii) Affiliation with the professional bodies / institutions / societies and;</li> <li>(iv) Patents registered in own name or achieved for the organization</li> <li>(v) Any research / innovative measure involving official recognition</li> <li>(vi) Any other information</li> </ul> <p>(Note: Enclose a separate sheet if the space is insufficient)</p> |  |

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished above duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the candidate)

Address \_\_\_\_\_

Place & Date : \_\_\_\_\_

ANNEXURE-2

Certification by the Employer / Cadre Controlling Authority In Letter Head

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possess educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending / contemplated against Shri / Smt.....
- ii) His / Her integrity is certified.
- iii) His / Her CR Dossier in original is enclosed / photocopies of the APARs/ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major / minor penalty has been imposed on him/her during the last 10 years Or A list of major / minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer / Cadre Controlling Authority with Seal)