

No. NJB/Sect/Deputation/2022 / 7416

Date : 12 May 2022

To

1. The Chief Secretary, all State Governments / UTs
2. The Secretary, Ministry of Textiles, New Delhi
3. The Secretary, all Departments / Ministries, Govt. of India
4. Head of all Statutory / Autonomous Bodies under Central Govt.
5. The Managing Director, Public Undertakings
6. Head of IIMS/IITS/Universities

CS (Busy)

RA/CS

20/5/22

SPS

Sub : Filling up of the post of Director (Finance & Economic Services), Kolkata in National Jute Board, Kolkata on- reg.

Sir/Madam,

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 on deputation basis to the one (1) post of Director (Finance & Economic Services), for its Kolkata Head Office in the Pay Matrix L-13, Rs.1,23,100/- - Rs.2,15,900/-.

02. A copy of NJB's Vacancy Circular NJB/Sect/Deputation/2022 dated 12th May, 2022 along with other details are enclosed hereto.

03. It is requested that the vacancy may be circulated amongst willing & eligible officers and applications in the prescribed format (Annexure-1) may kindly be forwarded along with the certificate from Employer / Controlling Authority (Annexure-2) and details of deputation (Annexure-3) so as to reach this office within 15.07.2022.

Yours faithfully,

(Anindya Acharya)
Joint Director (A&E)

Encl : As above.

Shri Sanjeev Kaushal, IAS
Chief Secretary
Government of Haryana
Room No. 4, 4th Floor Haryana
Civil Secretariat, Sector-1,
Chandigarh - 160019

Services-II Branch
Diary No. 53806
Date 24/05/22

No. NJB/Sect/Deputation/2022

Date : 12 May 2022

NATIONAL JUTE BOARD
(A Statutory Body under Ministry of Textiles, Govt. of India)
3A & 3B, Park Plaza, 71, Park Street, Kolkata - 700 016

Vacancy Circular – Director Level Post

National Jute Board (NJB) (a Statutory Body under Ministry of Textiles, Government of India) having its Head Office in Kolkata intends to appoint suitable officer to the post of Director (Finance & Economic Services) on deputation following the "Composite Method" of recruitment as per the NJB Employees (Recruitment Rules) Regulations, 2017 (copy attached).

I. Director (Finance & Economic Services) – Pay Matrix Level-13, Rs.1,23,100/- Rs.2,15,900/-.

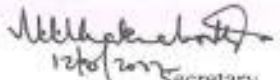
The officer will either draw pay of the post of Director (Finance & Economic Services), NJB (Pay Matrix of Level-13, Rs.1,23,100/- - Rs.2,15,900/-) or Pay drawn by him in his parent cadre + deputation allowances as per DOPT's OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 subject to a maximum of Rs.4,500/- if the deputation is within the same station or Rs.9,000/- if it is outside the station.

Interested and eligible candidates should submit their applications through proper channel along with vigilance clearance. Only applications forwarded through proper channel by the due date will be considered. Applications in prescribed format as per Annexure-I should be addressed to "The Secretary", "National Jute Board" and sent in sealed cover marked "Application for the post of Director (Finance & 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 15.07.2022 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
- iv) Vigilance Clearance from the employer / CVO/DY CVO.
- v) Undertaking of the applicant to the effect that candidature will not be withdrawn, if selected.
- vi) Two recent passport size colour photographs.

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 unless such application is followed by the Employer's forwarding letter along with the required documents.

If any suitable candidate is not found for filling up of Director (Finance & Economic Services) post on deputation applicants may be considered against lower posts like in the post of Joint Director, L-12 or in the post of Dy. Director, L-11.


12/05/2022
Secretary
National Jute Board

To
All Concerned.

NATIONAL JUTE BOARD
(A Statutory Body under Ministry of Textiles, Govt. of India)
3A & 3B, Park Plaza, 71, Park Street, Kolkata – 700 016

**APPLICATION FOR THE POST OF
DIRECTOR (FINANCE & ECONOMIC SERVICES)**

1	Name of the applicant and Complete Office Address with Telephone No. & Email ID (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).						
	Essential / Desirable	Qualifications / Experience required	Qualification / Experience possessed by the officer				
	Essential – i)						
	ii)						
	iii)						
	Desirable – i)						
	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				
			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.	Name of the 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. ad-hoc or temporary or permanent						
9	Additional details about present employment. Please state whether working under a) Central Govt. b) State Govt. c) Autonomous Organization d) Govt. Undertakings 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 attached	
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	Achievements : The candidates are requested to indicate information with regard to : (i) Research publications and reports and special projects. (ii) Awards / Scholarships / Official Appreciation (iii) Affiliation with the professional bodies/ institutions / societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research / innovative measure involving official recognition (vi) Any other information (Note: Enclose a separate sheet if the space is insufficient)	

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

Certification by the Employer / Cadre Controlling Authority

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

02. 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)

Details of Deputation including Eligibility

1. Pay during deputation : Pay drawn by the officer in parent cadre plus deputation allowance subject to maximum limit of Rs.9,000/- (as per DOPT's OM No.6/8/2009-Estt. (Pay II) dated 16.06.2010 or Pay of the post of Director (Finance & Economic Services), NJB (Pay Matrix Level-13, Revised Rs.1,23,100 - Rs.2,15,900/-) as per option to be submitted within one month from date of joining the post.
2. Eligibility for deputation : Officers/ Officials working in the same field or in analogous posts with 5 years regular service in G.P. Rs.7600/- (revised Pay Matrix L-12, Rs.78,800/- - Rs.2,09,200/-) in any of the organized services or posts in the Central or State Government or Statutory / Autonomous organizations or Public Undertakings are eligible to apply.
3. Period of Deputation : Period of deputation shall be up to a maximum period of three years.
4. Upper Age Limit for deputation : 56 years as on the closing date of receipt of applications.
5. Joining time and joining pay will be borne by NJB as per standard terms of deputation.
6. Pension and leave salary contribution shall be paid by NJB to parent organization as per FR.8.

4. **Method of recruitment, age limit, qualifications, etc.-** The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in columns 6 to 13 of the aforesaid Schedule.

5. **Provision of Initial clause for fitment/appointment/promotion -** Since, the existing employees hailing from the erstwhile JMDC & NCJD may not have the identical nomenclature of posts/designations as sanctioned for NJB, their existing substantive pay scales (grade pays) and their length of regular services rendered in JMDC, NCJD and NJB, will be counted for the purpose of their determining eligibility & seniority for initial fitments/promotions/appointments to the appropriate posts in the relevant field/Departments as per these RRs.

SCHEDULE

S. No.	Name of the Post	No. of Posts	Classification of Posts	Pay Band and Grade Pay/ Pay Scale	Whether Selection or Non-Selection Post	Age Limit for Direct Recruits with Upper Age Limit	Education & other qualification (professional) required for Direct Recruits	Whether age/ educational qualifications prescribed for Direct Recruits will apply in the case of Promoted	Probation	Method of Recruitment (Promotion/ deputation (Also/ Direct Recruitment/ Composite)	Field of Selection/ Feeder Posts and Qualifying service for Promotions/ Deputation	Departmental Promotion Committee (DPC)
1	Director (Finance & Economic Services)	01* (one) (2015) (Subject to variation dependent on workload)	Group-A	PB-4, GP- 8700	Selection	Max-55 Years (No age bar for Departmental Candidates)	CA/ ICWA/ ICMA OR B.Com. with MBA/Finance) or Equivalent with at least 15 yrs. post qualification work experience in finance, accounts and audit officer/managerial level. Law Degree desirable.	Yes	1 Year	By Composite Method	JN/DD of NJB with 5/10 years of regular service in the relevant field. For deputation, officers working in the same field with 5 yrs. regular service in GP 7600/- Departmental candidate will be partially exempted from DR Education Qualifications.	1. JS/Jrty JC Chairman 2. Dir/Jrty -Member, 3. Dy. JC -Member 4. Secy, NJB- Member & Convener
2	Director (Market Promotion & Scheme Implementation)	01* (one) (2015) (Subject to variation dependent on workload)	Group-A	PB-4, GP- 8700	Selection	Max-55 Years (No age bar for Departmental Candidates)	Master in Business Administration (MBA) from a Recognised University Or Equivalent with specialization in Marketing. At least 15 years' post qualification work experience in marketing/product positioning/export promotion/ foreign	Yes	1 Year	By Composite Method	JN/DD of NJB with 5/10 years of regular service in the relevant field. For deputation, officers working in the same field with 5 yrs. regular service in GP 7600/- Departmental candidate will be partially exempted from DR Education Qualifications.	As above