

**National Jute Board**  
**( A statutory body under Ministry of Textiles )**

**71 Park Street, Kolkata -700 016**

**NOTICE INVITING APPLICATIONS TO WORK ON DEPUTATION BASIS IN FINANCE & ACCOUNTS**  
**DIVISION OF NATIONAL JUTE BOARD'S HEAD OFFICE IN KOLKATA.**

National Jute Board ( a statutory body under Ministry of Textiles ) having its Head Office in Kolkata intends to take a suitable officer (having experience in Finance and Accounts work) on deputation to work in its Head Office at Kolkata . The officer will be placed in PB -3 , G.P 5400 or Pay & G.P. drawn by him in parent cadre + deputation allowance as per DOPT's O.M No No. 6/8/2009-Estt. (Pay II) dated 17.6.2010.

Interested and eligible officers should submit their applications through proper channel along with vigilance clearance. Only applications forwarded through proper channel will be considered. Applications in prescribed format as per 'Annexure B' should be addressed to 'The Secretary, National Jute Board' and sent in sealed cover marked 'confidential' so as to reach the office of the Secretary, National Jute Board 3A & 3B, Park Plaza, 71 Park Street, Kolkata -700 016 (within one month from the date of publication of the advertisement in newspaper ) 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 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 (Annexure C) .
- iv) Undertaking of the applicant to the effect that candidature will not be withdrawn, if selected.
- v) Two recent passport size photographs.

Details of deputation are given in 'Annexure A '.

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.

**Secretary, National Jute Board**

## ANNEXURE A

### Details of deputation terms including eligibility

1. Method :- Deputation
2. Pay during deputation –  
The selected person will either draw Pay and GP drawn by him in parent cadre plus deputation allowance subject to usual limit( as per DOPT's O.M No No. 6/8/2009-Estt. (Pay II) dated 17.6.2010 ) or Pay in Pay Band 3 plus Grade Pay Rs 5400 /
3. Eligibility for deputation:-  
Officers of Organized Accounts Service under the Central / State Governments or Union Territories or statutory/ autonomous organizations/ public sector Undertakings
  - (a)
    - (i) Holding analogous posts (in Finance & Accounts ) on regular basis in parent cadre Or department in the same field of work ;  
Or
    - (ii) With two years' regular service in the grade rendered after appointment thereto on a regular basis in pay band-2 of Rs. 9300-34800 and grade pay of Rs. 4800 or equivalent;  
Or
    - (iii) with three years' service in the grade rendered after appointment thereto on a regular basis in pay band -2 of Rs. 9300-34800 and grade pay of Rs. 4600 or equivalent;  
Or
  - (b) Qualified in Subordinate Accounts Service or equivalent of any of the organized Accounts Services; or Successful completion of training in the Cash and Accounts Work in the Institute of Secretariat Training and Management or equivalent and a minimum of five years' experience in Cash, Accounts and Budget Work.
4. Period of Deputation:-  
Period of deputation shall ordinarily not to exceed two years or till the posts are filled up as per RR of NJB whichever is earlier or as per discretion of the Secretary National Jute Board .
5. Upper Age Limit - 56 years as on the closing date of receipt of applications.
6. Joining time and joining pay will be borne by NJB as per standard terms of deputation.
7. Pension and leave salary contribution shall be paid by NJ B to parent organization as per FR .

APPLICATION FORMAT

1. Name of the Applicant :
2. Name of Father / Husband:
3. Date of Birth (Attested copy of certificate to be enclosed) :
4. Address for Communication:
5. Contact no. and E-mail ID :
6. Present post held / Designation :
7. Date of Appointment to present post :
8. Present Basic pay and scale of pay on regular basis :
9. Sex : Male / Female :
10. Permanent Address:
11. Caste : (Whether SC/ ST/ OBC/ UR) (Attested copy of certificate to be enclosed ) :
12. Nationality:
13. Languages known :
14. Details of earlier post/s (with pay scale ) held in chronological order (copies of proof shall be enclosed) :

Paste passport size  
colour signed  
photograph

Name of the Organisation	Post Held	Scale of Pay	From To	Nature of Duties

15. Present pay and pay scale of the post indicating detailed break-up of emoluments :

16. Educational Qualification (Attested copies of certificates shall be enclosed) :

Exam Passed	Percentage % with Division / Class	Name of University / College / Board	Honours / Pass Course	Whether regular or Correspondence
Class - X Class				
Class - XII Class				
Graduation				
Post-Graduation				
Additional				

17. Additional information, if any :

## Declaration

I, Shri / Smt. .... (name of the applicant) hereby declare that, the information furnished above are true and correct. In case any information is found incorrect / false, I myself render liable for disqualification for the post applied for apart from the necessary actions as may be deemed fit. Signature of the candidate

Place:

Signature

Date:

List of Enclosures:

CERTIFICATE TO BE GIVEN BY THE EMPLOYER

1. It is certified that the particulars furnished by the officer is correct.
2. It is certified that no discrepancy / vigilance case is pending or contemplated against the applicant and he / she is clear from Vigilance and Administrative angle.
3. His / her integrity is certified.
4. It is certified that no major / minor penalties have been imposed on the officer during the last 10 years.
5. Copies of the ACRs /APARs for the last 5 years attested on each page by the officer not below the rank of Under Secretary are enclosed.
6. Undertaking of the applicant not to withdraw the candidature, if selected, is enclosed.

Signature of the forwarding authority with

Name, Designation and Official Seal

Date :

## **Distribution**

1. All Ministries/Departments of Government of India .
2. Chief Secretaries of all states.
3. Comptroller and Auditor General of India 10, Bahadurshah Zafar Marg, New Delhi-110002.
4. Controller General of Accounts, Department of Expenditure, Lok Nayak Bhawan, New Delhi 110 003.
5. Controller General of Defence Accounts , West Block No 5, R.K.Puram, New Delhi -110 002.
6. Accountant General , Commerce, Work & Miscellaneous (C W & M ) , New Delhi -110 002
7. Accountant General , Central Revenue, I.P. Estates , New Delhi .
8. Director of Accounts, Ministry of Railways , Rail Bhawan, New Delhi .
9. Senior Deputy Director General (F&P) , Ministry of Communications, Sanchar Bhawan, New Delhi-110001
10. General Manager (PAF) ,P-36, C.R.Avenue , Yogayog Bhawan ( 10 th Floor) , Kolkata 700 012.
11. Jute Commissioner, 3<sup>rd</sup> MSO Building , CGO Complex ,E & F Wing , 4<sup>th</sup> Floor DF Block, Sector -1, Salt Lake City , Kolkata 700 064.
12. All attached/subordinate offices of Ministry of Textiles, New Delhi.
13. C.O.O for making arrangement for updating the NJB Website and publishing in (i) The Employment News and (ii) The Hindu (all editions) .