

**NATIONAL JUTE BOARD**  
**Ministry of Textiles**  
**Government of India**

**REF: JDRC PROJECT/NJB-NIFT/RECRUITMENT/2024/MASTER TRAINER**

**Sub:** Vacancy announcement for the post of 1 nos. of master trainer for JDRC scheme at Patsan Bhawan, New Town, West Bengal

**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) 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.
- 2) Diploma or Certificate from ITI / ATDC/ NIFT / any other reputed Training institutions will be appreciated.
- 3) Regular maintenance of the machine will be required.
- 4) Must be able to develop jute products (cutting and stitching) as per the given design and guidance of the JDRC designers.
- 5) Must be willing to learn new skills as per the need and given training on different machine handling at JDRC.

**Role of Master Trainers:**

- To be able to cut patterns and stitch Jute samples as per given design and guidance, in perfect quality.
- To maintain the machines and do time to time cleaning & oiling and repair
- To inform the concerned party and coordinate major repairs.
- To assist Designers in running the centralised Design development and resource centre at Patsan Bhawan, Kolkata
- To assist Designers in maintaining a repository of about 1600 new and innovative JDPs designs

- To assist Designers in extending support to develop JDP unit-specific designs and products on cost sharing basis
- 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.
- 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/2023/MASTER TRAINER addressed to NJB, KOLKATA, along with detailed CV to [ad.mkt@njbindia.in](mailto:ad.mkt@njbindia.in) by **20 August 24**.

Selected candidates will be interviewed by August 2024 at the NJB Office. **A spot evaluation will be conducted wrt pattern cutting and stitching of a bag or jute product.**

Details will be communicated to shortlisted candidates based on CVs.