

**NATIONAL JUTE BOARD**  
**(A Statutory Body under Ministry of Textiles, Govt. of India)**  
**PatsanBhawan, 5<sup>th</sup> & 6<sup>th</sup> Floor, Street No. 175, CF-6/1, Action Area 1, Newtown, Kolkata – 700 156**

**APPLICATION FOR THE POST OF**  
**JOINT DIRECTOR (ADMIN. & ESTABLISHMENT), DY. DIRECTOR (MP&SI), DY. DIRECTOR (T&T),**  
**& PRIVATE SECRETARY**

1	Application for the post of						
2	Name of the applicant and Complete Office Address with Telephone No. & Email ID (in Block letters)						
3	Residential Address with Phone No.						
4	Date of Birth (DD/MM/YYYY)						
5	Whether belongs to SC/ST						
6	Date of Retirement under Central/State Govt. rules						
7	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. 4, 10, 12, & 18 to 4 of the schedule, as the case may be)	Yes/No  Remarks if any :					
8	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
9	Nature of the present employment i.e. ad-hoc or temporary or permanent						
10	Additional details about present employment. Please state whether working under a) Central Govt. b) State Govt. c) Autonomous Organization d) Govt. Undertakings e) Universities						

11	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.	
12	Total emoluments per months now drawn	
13	Posts held on regular (i.e. substantive) basis and date from which held with pay scale	
	Training / Courses attached	
14	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.	
15	<p>Achievements :</p> <p>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 (Note: Enclose a separate sheet if the space is insufficient)</li> </ul>	

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 / Desired 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