

**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**

**Vacancy Circular – Filling up the posts of Joint Director (Admin & Establishment), Dy. Director (MP&SI), Dy. Director (T&T) & Private Secretary on deputation in National Jute Board, Kolkata**

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 posts of Joint Director (A&E), Dy. Director (MP&SI), Dy. Director (T&T) & Private Secretary on deputation as indicated below, following the “Composite Method” of recruitment as per the NJB Employees (Recruitment Rules) Regulations, 2017 amended time to time (copy of relevant portion of RR attached). Details available in NJB *website* : [www.jute.com](http://www.jute.com)

1. Joint Director (Admin. & Establishment) – Pay Matrix Level-12, Rs.78,800/- - Rs.2,09,200/-.
2. Dy. Director (MP&SI) – Pay Matrix Level-11, Rs.67,700/- - Rs.2,08,700/-
3. Dy. Director (T&T) – Pay Matrix Level-11, Rs.67,700/- - Rs.2,08,700/-
4. Private Secretary – Pay Matrix Level-7 Rs.44,900/- - Rs.1,42,000/-

02. 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-1 should be addressed to “The Secretary”, “National Jute Board” and sent in sealed cover marked “Application for the post of Joint Director (Admin. & Establishment) so as to reach the office of the Secretary, National Jute Board, PatsanBhawan, 5<sup>th</sup> & 6<sup>th</sup> Floor, Street No. 175, CF-6/1, Action Area 1, Newtown, Kolkata – 700 156 within 60 days from the date of advertisement 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
- v) Undertaking of the applicant to the effect that candidature will not be withdrawn, if selected.
- vi) Two recent passport size colour photographs.

03. 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.

**By Order**

Secretary  
National Jute Board

To All Concerned.