

**NATIONAL
JUTE BOARD**

भारत सरकार का एक सांविधिक निकाय, वस्त्र मंत्रालय

A Statutory Body, Ministry of Textiles, Govt. of India

Ref No: NJB/Sect/Deputation/2017/2

Dated 18.08.2017

- To
1. The Secretary, Ministry of Textiles, Govt of India, Udyog Bhavan, New Delhi, 110011
 2. The Chief Secretary, All State Govts. /UTs
 3. The Secretary, All Departments / Ministries, Govt. of India
 4. Director General, All recognized Research Institutions or Councils
 5. The Vice Chancellor, All Universities
 6. Director, All IITs
 7. Director, All IIMs
 8. Head of all Statutory / Autonomous Bodies of Govt. of India
 9. The Managing Director, All Public Sector Undertakings

Dear Sir/Madam,

Sub : Filling up the post of Director, in National Jute Board, Head Office at Kolkata in the Scale of Pay (Rs.37400-67000-Grade Pay 8700 / revised (Pay Matrix - Level-13, Rs 1,23,100/- to Rs 2,15,900/-) on deputation including short-term contract – reg.

National Jute Board (NJB), is a statutory organization established under Ministry of Textiles, Govt. of India as per National Jute Board Act 2008, for the development of Cultivation, Manufacture and Marketing of Jute and Jute Products and for matters connected therewith and incidental thereto.

NJB having its Head Office in Kolkata, intends to appoint suitable officers to the following three vacant / new created posts of Director on deputation including short term contract / promotion following the "Composite Method" of recruitment as per the NJB Employees (Recruitment Rules) Regulations, 2017.

1. Director (Finance & Economic services) Pay Matrix Level-13, Rs 1,23,100 - Rs 2,15,900
2. Director (Market Promotion & Scheme Implementation) Pay Matrix Level-13, Rs 1,23,100 - Rs 2,15,900
3. Director (Technology and Technical) Pay Matrix Level-13, Rs 1,23,100 - Rs 2,15,900/-

In this regard, may I request to kindly circulate the vacancies amongst eligible officers and forward the applications from the interested officers as per the enclosed format so as to reach this office within 6th October, 2017.

Thanking you,

Yours truly,
(Arvind Kumar. M)
Secretary

Encl : As above.

Copy to:

1. The Joint Secretary (Jute), Govt of India, Ministry of Textiles, Udyog Bhavan, New Delhi, 110011
2. The Jute Commissioner, Govt of India, Ministry of Textiles, 4th Floor, CGO Complex, Salt Lake, Sector 5, Kolkata 700064.

Services-II Branch

Diary No. 101206

Date 01/09/17

National Jute Board
(A statutory body under Ministry of Textiles, Government of India)
3 A & 3B Park Plaza
71, Park Street, Kolkata -700 016

Ref No: NJB/Sect/Deputation/2017/3

Dated 18.08.2017

Vacancy Circular- Director level Posts

National Jute Board (a statutory body under Ministry of Textiles, Government of India) having its Head Office in Kolkata intends to appoint suitable officers to the following three posts of Director on deputation including short term contract/promotion following the "Composite Method" of recruitment as per the NJB Employees (Recruitment Rules) Regulations, 2017.

1. Director (Finance & Economic services) Pay Matrix Level-13, Rs 1,23,100 - Rs 2,15,900
2. Director (Market Promotion & Scheme Implementation) Pay Matrix Level-13, Rs 1,23,100 - Rs 2,15,900
3. Director (Technology and Technical) Pay Matrix Level-13, Rs 1,23,100 - Rs 2,15,900

The officers will either draw pay of the post of Director NJB in the pay matrix of level 13, Rs 1,23,100/- to Rs 2,15,900/- or Pay drawn by him in parent cadre plus deputation allowance as per DOPT's O.M No No. 6/8/2009-Estt. (Pay II) dated 17.6.2010 subject to a maximum of Rs 9000/-.

The relevant extracts from the NJB Employees (Recruitment Rules) Regulations, 2017 is attached and for more details please visit www.jute.com.

Interested and eligible candidates 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 1' should be addressed to 'The Secretary', National Jute Board ' and sent in sealed envelope marked 'confidential' super scribing "Application for the post of Director " so as to reach the office of The Secretary, National Jute Board 3A & 3B, Park Plaza, 71 Park Street, Kolkata -700 016 within 6th October, 2017 along with the following documents:

1. Duly filled Application format as per Annexure - 1
2. 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.
3. Self 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.
4. No objection certificate of the present employer / competent authority along with vigilance clearance and Integrity certificate and Departmental clearance as per Annexure 2
5. Two recent colour passport size photographs.

Details of deputation terms are given in Annexure 3. It may kindly be noted that 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

26	हिन्दी टंकक	01* (एक) (2015) (कार्यभार पर निर्भर करते हुए परिवर्तन के अधीन)	समूह-ग	वेतन बैंड-1, ग्रेड वेतन 1900	अवयव	न्यूनतम-18, अधिकतम-27 वर्ष	एक मुख्य विषय के रूप में हिन्दी साहित्य के साथ हिन्दी माध्यम से कम से कम 10+2 (इंटरमीडिएट) प्रमाणपत्र। हिन्दी टंकण में 30 वा.प्र.मि. की गति। हिन्दी कंप्यूटर सॉफ्टवेयर के ज्ञान को वरियता दी जाएगी।	लागू नहीं	1 वर्ष	सीधी भर्ती	सीधी भर्ती	उपयुक्तानुसार
27	बहुकार्य सहायक (एमटीए)	10* (दस) (2015) (कार्यभार पर निर्भर करते हुए परिवर्तन के अधीन)	समूह-ग	वेतन बैंड-1, ग्रेड वेतन 1900	अवयव	न्यूनतम-18, अधिकतम-27 वर्ष	न्यूनतम 10वीं उत्तीर्णा अंग्रेजी/हिन्दी पढ़ने/लिखने और टंकण कार्य का ज्ञान तथा कंप्यूटर का बेसिक ज्ञान रखने वाले को वरियता दी जाएगी।	लागू नहीं	1 वर्ष	सीधी भर्ती	सीधी भर्ती	उपयुक्तानुसार
											टिप्पणी: भर्ती नियमों के अनुसार पदोन्नति के लिए विभागीय उम्मीदवारों के पात्र/उपयुक्त न होने की स्थिति में निर्धारित सीमा से अधिक अधिकारियों की संख्या पर विचार किया जा सकता है।	

[फा. सं. 2/1/2012-जेई/ पटसन, भाग-III]

ए. मधुकुमार रेड्डी, संयुक्त सचिव

NOTIFICATION

New Delhi, the 16th February, 2017

G.S.R. 133(E).— In exercise of the powers conferred by section 22 of the National Jute Board Act, 2008 (No. 12 of 2009), the Central Government hereby makes the following rules regulating the method of recruitment to the various posts in the National Jute Board, as specified in column (2) of the Schedule, namely:-

1. Short Title and commencement.- (1) These rules may be called National Jute Board Employees (Recruitment Rules) Regulations, 2017.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Applications.-These rules shall apply to all employees of the National Jute Board, Ministry of Textiles, Government of India as specified in column (2) of the Schedule annexed to these rules.

3. Number of posts, classification, pay band and grade pay or pay scale.- The number of said posts, their classification, pay band and grade pay or pay scale, attached thereto shall be as specified in columns 3 to 5 of the said schedule.

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 & NCID 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, NCID 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 Promotees	Probation	Method of Recruitment (Promotion/ deputation (Abs) Direct Recruitment/ Composite	Field of Selection/ Feeder Posts and Qualifying service for Promotion/ Deputation	Departmental Promotion Committee (DPC)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
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 at officers/managerial level. Law Degree desirable.	Yes	1 Year	By Composite Method	JD/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(Jute)/JC Chairman 2. Dir(Jute) -Member. 3 Dy. JC - Member 4. Secy. NJB- Member & Convenor
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	JD/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

1	2	3	4	5	6	7	8	9	10	11	12	13
3	Director (Technology & Technical)	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)	Trade/ Supply Chain Mgt./ Retail Mgt./FMCG Sector at officer/ managerial level preferably in Jute. Textiles related sector. M. Tech/Ph.D. in Textile/ Jute Technology Or Equivalent with at least 15 years' post qualification work experience in textiles/Jute /Agri. Business/ Agri. Research/ R&D Projects/ Product Development/ Technology upgradation/ transfer related work at officer/ managerial level. Research Work in Jute/Textile sector desirable.	Yes	1 Year	By Composite Method	JD/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
4	Jt. Director (Admin. & Estt.)	01* (one) (2015) (Subject to variation dependent on workload)	Group-A	PB-3, GP-7600	Selection: Seniority-cum- Merit	Max-50 Years	Master in Business Administration (MBA) from recognized University in HR/Social Work/Finance/ Business Management or Equivalent. At least 10 years' work experience in * Personnel management/ Administration at officer/ managerial level. Law Degree desirable.	Yes	1 Year	By Promotion failing which by deputation failing which by direct recruitment failing which by short term Contract	DD/AD 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 6600/-	As above
5	Jt. Director (Finance & ES)	01* (one) (2015) (Subject to variation dependent on workload)	Group-A	PB-3, GP-7600	Selection: Seniority-cum- Merit	Max-50 Years	CA/ ICWA/ ICMA OR B.Com. with MBA(Finance) Or Equivalent with at least 10 yrs post qualification work experience in finance, accounts and audit at officer/ managerial level. Law Degree desirable.	Yes	1 Year	By Promotion failing which by deputation failing which by direct recruitment failing which by short term Contract	DD/AD 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 6600/-	As above
6	Jt. Director (Technology & Technical)	01* (one) (2015) (Subject to variation dependent on workload)	Group-A	PB-3, GP-7600	Selection: Seniority-cum- Merit	Max-50 Years	B. Tech in Textile/ Jute Technology Or Equivalent, with at least 10 years' post qualification work	Yes	1 Year	By Promotion failing which by deputation failing which	DD/AD of NJB with 5/10 years of regular service in the relevant field. For deputation, officers working in the	As above

RR3

Annexure - I

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

APPLICATION PROFORMA FOR THE POST OF DIRECTOR

Self attested photo
to be pasted

1	Name of 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).					
		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. No.	Name of 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 adhoc 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 attended	
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 : _____

ANNEXURE-2

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 / NJB Employees (Recruitment Rules) Regulations, 2017. If selected, he/she will be relieved immediately.

2. 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)

ANNEXURE-3

Details of Deputation terms including eligibility :-

1. Method: Composite Method i.e. deputation including short term contract/promotion.
2. Pay during deputation – Pay drawn by the officer in parent cadre plus deputation allowance subject to maximum limit of Rs 9000 (as per DOPT's O.M No No. 6/8/2009-Estt. (Pay II) dated 17.6.2010) or Pay in Pay Matrix Level -13, Rs 1,23,100 - Rs 2,15,900.
3. Eligibility for deputation:- Officers working in the similar field in analogous posts in organized Services / posts or with 5 years regular service in PB-3, GP 7600 in the Central or State Government or Statutory / Autonomous organizations or Public Undertakings.
4. Eligibility for Promotion : - As per NJB Employees (Recruitment Rules) Regulations,2017 Joint Directors/Deputy Directors of NJB with 5/10 years' service in the relevant field.
5. Period of Deputation:- Period of deputation shall be three years.
6. Upper Age Limit - 55 years as on the closing date of receipt of applications.
7. Joining time and joining pay will be borne by NJB as per standard terms of deputation.
8. Pension and leave salary contribution shall be paid by NJ B to parent organization as per FR.