



Ref No: NJB/Sec/Deputation/2018/3

Dated : 10.08.2018

To

1. The Chief Secretary, all State Govts. /UTs
2. The Secretary, Ministry of Textiles, New Delhi
3. The Secretary, all Departments / Ministries, Govt. of India
4. Head of all Statutory Bodies under Central Govt.
5. The Managing Director, Public Sector Undertakings

Dear Sir/Madam,

Sub : Filling up the post of Joint Director and Deputy Director in National Jute Board on deputation - reg.

National Jute Board (a statutory body under Ministry of Textiles, Government of India) having its Head Office in Kolkata and Regional Offices in New Delhi, Chennai and Hyderabad intends to appoint suitable officers to the following three vacant posts of Joint Director and four posts of Deputy Director on deputation as per the NJB Employees (Recruitment Rules) Regulations, 2017 and its subsequent amendments (copy attached at Annexure 4) :-

Sl. No.	Name of the Post	Level in the Pay Matrix
1	Joint Director (Finance & Economic Services) - Kolkata	Level 12, Rs.78,800 to Rs.2,09,200/-
2	Joint Director (Technology & Technical) - Kolkata	Level 12, Rs.78,800 to Rs.2,09,200/-
3	Joint Director (Market Promotion, Scheme Implementation & Liaison) - New Delhi	Level 12, Rs.78,800 to Rs.2,09,200/-
4	Deputy Director (Finance & Accounts/Economic Services) - Kolkata	Level 11, Rs.67,700 to Rs.2,08,700/-
5	Deputy Director (Market Promotion & Scheme Implementation / Liaison - Kolkata	Level 11, Rs.67,700 to Rs.2,08,700/-
6	Deputy Director (Market Promotion & Scheme Implementation / Liaison) - Hyderabad	Level 11, Rs.67,700 to Rs.2,08,700/-
7	Deputy Director (Admin & Estt.) - Kolkata	Level 11, Rs.67,700 to Rs.2,08,700/-

It will be highly appreciated, if the vacancies are circulated amongst eligible officers and applications received from them as per the enclosed format (Annexure 1) may kindly be forwarded along with the certificate from employer/cadre controlling authority (Annexure 2) so as to reach this office within 10.09.18. Details of deputation terms including eligibility are enclosed (Annexure 3) and further details are available at NJB's website www.jute.com.

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 City, Sector-5, Kolkata - 700 064

Services-II Branch

Diry No. 107332

Date 21/08/18

VACANCY CIRCULAR

REQUEST FOR DEPUTATION - JOINT DIRECTOR & DEPUTY DIRECTOR LEVEL POSTS

Ref No. NJB/Sect/Deputation/2018-19/3

Date : 10.08.2018

National Jute Board (NJB) is a Statutory Organisation established under the Ministry of Textiles, Government 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 invites applications for filling up of three posts of Joint Director and four posts of Deputy Director on deputation for a period of three years. For the Posts of Joint Director, Officers working in the same field or in analogous posts with 5 years regular service in PB-3; Rs.15,600-Rs.39,100 GP Rs.6,600 (Revised Pay Matrix as per 7 CPC; Level-11; Rs.67,700-Rs.2,08,700) and for the Posts of Deputy Director, Officers working in the same field or in analogous posts with 5 years regular service in PB-3; Rs.15,600-Rs.39,100 GP Rs.5,400 (Revised Pay Matrix as per 7 CPC; Level-10, Rs.56,100-Rs.1,77,500), in any of the organized services / posts in the Central or State Government or Statutory Organisations/Public Sector Undertakings are eligible to apply. Details of the Posts are given below:

Sl. No.	Name of Post	No. of Vacancies & Location	Scale of Pay	Age Limit
1	Joint Director (Finance & Economic Services)	1 (Kolkata)	Level - 12 Rs.78,800/- - Rs.2,09,200/-	56 years
2	Joint Director (Technology & Technical)	1 (Kolkata)	Level - 12 Rs.78,800/- - Rs.2,09,200/-	56 years
3	Joint Director (Market Promotion, Scheme Implementation & Liaison)	1 (New Delhi)	Level - 12 Rs.78,800/- - Rs.2,09,200/-	56 years
4	Deputy Director (Finance & Accounts / Economic Services)	1 (Kolkata)	Level - 11 Rs.67,700/- - Rs.2,08,700/-	56 years
5	Deputy Director (Market Promotion & Scheme Implementation / Liaison)	2 (1 -Kolkata) (1-Hyderabad)	Level - 11 Rs.67,700/- - Rs.2,08,700/-	56 years
6	Deputy Director (Admin & Estt.)	1 (Kolkata)	Level - 11 Rs.67,700/- - Rs.2,08,700/-	56 years

The number of vacancies and locations may vary. Last date of receipt of application is 10.09.2018.

Secretary
(National Jute Board)

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

Self-attested
 colour photo to
 be pasted

APPLICATION PROFORMA FOR THE POST OF :
(Separate Applications to be submitted by Officers opting for multiple posts)

Please tick any one box (✓)

- | | |
|---|---|
| 1. Jt. Director (Finance & Economic Services) | Kolkata ☐ |
| 2. Jt. Director (Technology & Technical) | Kolkata ☐ |
| 3. Jt. Director (Market Promotion, Scheme Implementation & Liaison) | New Delhi ☐ |
| 4. Dy. Director (Finance & Accounts /Economic Services) | Kolkata ☐ |
| 5. Dy. Director (Market Promotion & Scheme Implementation /Liaison) | Kolkata ☐ Hyderabad ☐ |
| 6. Dy. Director (Administration & Estt.) | Kolkata ☐ |

1	Name of Applicant (in Block letters) & Complete Office Address with Telephone no. & Email ID	
2	Residential Address with Phone no.	
3	Date of Birth (DD/MM/YYYY)	
4	Whether belongs to SC/ST (Yes / No)	
5	Date of Retirement under Central / State Government rules	

6	Whether Educational and other qualifications required for the post are satisfied (Refer Annexure 4) (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)						
		Qualification / Experience required			Qualification / Experience possessed by the Officer		
	Essential						
	(i)						
	(ii)						
	(iii)						
	Desirable						
	(i)						
	(ii)						
	(iii)						
7	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 (Annexure 4) (Sl. No. 5, 6, 8, 9 to 11 of the schedule)				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. No.	Name of organisation	Post held on regular basis	From	To	Substantive Scale of Pay & Basic Pay therein	Nature of duties
	(i)						
	(ii)						
	(iii)						
9	Nature of the present employment i.e. adhoc or temporary or permanent						
10	Additional details about present employment. Please state whether working under a) Central Government b) State Government 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 month now drawn	
13	Posts held on regular (i.e. substantive) basis and date from which held with pay scale	
14	Training / Courses attended	
15 A	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 B	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 <i>(Note: Enclose a separate sheet if the space is insufficient)</i>	

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 : _____

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 possess educational qualifications and experience mentioned in the vacancy Circular. 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)

Details of Deputation Terms including Eligibility

1. Method - Deputation from any of the organized services or posts in the Central or State Government or Statutory Organisations/ Public Undertakings
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 Level of Pay Matrix mentioned against the post as per option submitted.
3. Eligibility for deputation
 - a) For the post of Joint Director : Officers working in the same field or in analogous posts in organized Services / Posts or with 5 years regular service in PB-3, Grade Pay of Rs.6600/- (Revised L-11 - Rs.67,700/- to Rs.2,08,700/-) in the Central or State Government or Statutory Organizations/Public Undertakings.
 - b) For the post of Deputy Director : Officers working in the same field or in analogous posts in organized Services/Posts or with 5 years regular service in PB-3, Grade Pay of Rs.5400/- (Revised L-10 - Rs.56,100/- to Rs.1,77,500/-).
4. Period of Deputation: - Period of deputation shall be three years.
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 NIB as per standard terms of deputation.
7. Pension and leave salary contribution shall be paid by NIB to parent organization as per FR.

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 fitness/appointment/promotion.— Since, the existing employees hailing from the erstwhile IMDC & NCJD may not have the identical nomenclature of posts/designations as sanctioned for NTA, their existing substantive pay scales (grade pays) and their length of regular services rendered in IMDC, NCJD and NIB, will be counted for the purpose of their determining eligibility & seniority for initial fitness/promotional/appointments to the appropriate posts in the relevant field/departments as per these RRs.

SCHEDULE

Sl. No.	Name of the Post	No. of Posts	Classification of Posts	Pay Band and Grade Pay Pay Scale	Whether selection is Non-Selection Post	Age Limit for Direct Recruits with Upper Age Limit	Education & other qualifications (professionally required for Direct Recruits)	Whether age and educational qualifications prescribed for Direct Recruits	Probation	Method of Recruitment (Unconducted departmental promotion (Study Direct Recruitment) Competitive)	Field of Selection/Relevant Posts and Qualifying service for Promotional Disposition	Departmental Promotion Committee (DPC)
1	Director (Finance & Economic Services)	01* (one) (2015) (Subject to variation dependent on workload)	Group-A	PB-4 GP-3700	Selection	Max-55 years (No age bar for Departmental Candidates)	CAI X/CAI/CAIA OR B.Com. or MBA/Finance) Equivalent with at least 15 yrs post qualification work experience in finance, accounts and other administrative level Law Degree desirable.	Yes	1 Year	By Composite Method	(12) 10000 of NTA with 5/10 years of regular service in the relevant field. For promotion, officers working in the same field with 5 yrs. regular service in GP 7000A. Departmental candidate will be partially exempted from D.C. Education Qualifications.	(13) 1. JSC/Asst JSC 2. Chairman 3. Dy. JC 4. Secy, NIB 5. Member & Chairman
2	Director (Public Relations & Information)	01* (one) (2015) (Subject to variation dependent on workload)	Group-A	PB-4 GP-3700	Selection	Max-55 years (No age bar for Departmental Candidates)	Master in Business Administration (MBA) from a Recognized University or Equivalent specialization with 15 yrs post qualification work experience in marketing/product promotion/foreign personnel	Yes	1 Year	By Composite Method	(12) 10000 of NTA with 5/10 years of regular service in the relevant field. For promotion, officers working in the same field with 5 yrs. regular service in GP 7000A. Departmental candidate will be partially exempted from D.C. Education Qualifications.	As above

3	Director (Technology & Technical)	01* (one) (2015) (Subject variation dependent on workload)	Group-A	PB-4, GP-8700	Selection	Max-55 Years (Not age bar for Departmental Candidates)	1. Tech/Ph.D. in Transfer Tech Technology Or Equivalent, with at least 15 years' post qualification experience in technology/tech related/tech Research/ Appl. Research/ R&D Projects/ Development/ Technology application/ Transfer related work as officer managerial level Research Work in Tech/Tech sector desirable.	Yes	1 Year	By Composite Method	EDDAD of NIB with 510 years of regular service in the relevant field. For deputation, officers working in the tech field with 5 yrs. regular service in GP 7600A. Departmental candidate will be partially exempted from DR Education Qualifications.	As above
4	As Director (Admin. & Ext.)	01* (one) (2015) (Subject 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 or Management Equivalent. At least 10 years' work experience in management/ Administration as officer/ managerial level. Low Degree desirable.	Yes	1 Year	By Promotion Following which by deputation/ Following which by direct recruitment/ Following which by short term Contract	EDDAD of NIB with 510 years of regular service in the relevant field. For deputation, officers working in the tech field with 5 yrs. regular service in GP 6600A.	As above
5	As Director (Finance & Ext.)	01* (one) (2015) (Subject variation dependent on workload)	Group-A	PB-3, GP-7600	Selection: Seniority-cum- Merit	Max-50 Years	CA/ ICWAI/ KMA OR B.Com. with MDM(Finance) Or Equivalent with at least 10 yrs post qualification work experience in Finance, accounts and taxes at officer/ managerial level. Low Degree desirable.	Yes	1 Year	By Promotion Following which by deputation/ Following which by direct recruitment/ Following which by short term Contract	EDDAD of NIB with 510 years of regular service in the relevant field. For deputation, officers working in the tech field with 5 yrs. regular service in GP 6600A.	As above
6	As Director (Technology & Technical)	01* (one) (2015) (Subject variation dependent on workload)	Group-A	PB-3, GP-7600	Selection: Seniority-cum- Merit	Max-50 Years	1. Tech in Transfer Tech Or Equivalent, with at least 10 years' post qualification work	Yes	1 Year	By Promotion Following which by deputation/ Following which by direct recruitment/ Following which by short term Contract	EDDAD of NIB with 510 years of regular service in the relevant field. For deputation, officers working in the tech field with 5 yrs. regular service in GP 6600A.	As above

7	A. Director (Matter) Promotion & Scheme - Implementation (on)	61* (one) (2015) (Subject to variation dependent on workload)	Group-A	PB-3, GP 7600	Selection: Seniority-cum-Merit	Max-10 Years	Master in Business Administration (MBA) From a Recognized University Or Experience with specialization in Marketing. At least 10 years' post qualification work experience in marketing/product positioning/export promotion/ Trade/ Supply Chain Mgt./ Mgt./PMC/CG Sector at official/ managerial level preferably in Jute Textiles related sector.	Yes	1 Year	By Promotion Failing which by deputation Failing which by direct recruitment Failing which by short term Contract	ED/AD of MIB 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
8	A. Director (Matter) Promotion & Scheme - Implementation (on)	61* (one) (2015) (Subject to variation dependent on workload)	Group-A	PB-3, GP 7600	Selection: Seniority-cum-Merit	Max-10 Years	Master in Business Administration (MBA) From a Recognized University Or Experience with specialization in Marketing. At least 10 years' post qualification work experience in marketing/product positioning/export promotion/ Trade/ Supply Chain Mgt./ Mgt./PMC/CG Sector at official/ managerial level preferably in Jute Textiles related sector.	Yes	1 Year	By Promotion Failing which by deputation Failing which by direct recruitment Failing which by short term Contract	ED/AD of MIB 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

9	Dy. Director (Finance & Accounts) (ES)	04 (one) (2015) (Subject to variation dependent on workload)	Group-A	PR-3, CP 6600	Selection: Seniority-cum-Merit	Min-40 Years	CA/ICWA/ICMA OR B.Com. with MBA (Finance) Or Equivalent with at least 5 years' post qualification work experience in finance, accounts and audit official/managerial. Law Degree desirable.	Yes	1 Year	By Promotion failing which by direct recruitment failing which by direct term Contract	ADVAO of NIB with 50 years of regular service in the relevant field. For working in the same field with 5 yrs. regular service in CP 5400.	As above
10	Dy. Director (Finance & Accounts) (ES)	04 (one) (2015) (Subject to variation dependent on workload)	Group-A	PR-3, CP 6600	Selection: Seniority-cum-Merit	Min-40 Years	CA/ICWA/ICMA OR B.Com. with MBA (Finance) Or Equivalent with at least 5 years' post qualification work experience in finance, accounts and audit official/managerial. Law Degree desirable.	Yes	1 Year	By Promotion failing which by direct recruitment failing which by direct term Contract	ADVAO of NIB with 50 years of regular service in the relevant field. For working in the same field with 5 yrs. regular service in CP 5400.	As above
11	Dy. Director (Finance & Accounts) (ES)	04 (one) (2015) (Subject to variation dependent on workload)	Group-A	PR-3, CP 6600	Selection: Seniority-cum-Merit	Min-40 Years	CA/ICWA/ICMA OR B.Com. with MBA (Finance) Or Equivalent with at least 5 years' post qualification work experience in finance, accounts and audit official/managerial. Law Degree desirable.	Yes	1 Year	By Promotion failing which by direct recruitment failing which by direct term Contract	ADVAO of NIB with 50 years of regular service in the relevant field. For working in the same field with 5 yrs. regular service in CP 5400.	As above
12	Dy. Director (Finance & Accounts) (ES)	04 (one) (2015) (Subject to variation dependent on workload)	Group-A	PR-3, CP 6600	Selection: Seniority-cum-Merit	Min-40 Years	CA/ICWA/ICMA OR B.Com. with MBA (Finance) Or Equivalent with at least 5 years' post qualification work experience in finance, accounts and audit official/managerial. Law Degree desirable.	Yes	1 Year	By Promotion failing which by direct recruitment failing which by direct term Contract	ADVAO of NIB with 50 years of regular service in the relevant field. For working in the same field with 5 yrs. regular service in CP 5400.	As above