

Ref No: NJB/Sect/Deputation-DD Fin/2019-20/3



Dated 28.02.2020

To

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

Dear Sir/Madam,

Sub: Filling up the post of Deputy Director (Finance & Accounts / ES) in National Jute Board, Kolkata on deputation - reg.

National Jute Board (NJB) is a statutory organization established under Ministry of Textiles, Government of India as per National Jute Board Act, 2008 for the development of cultivation, manufacture and marketing of jute & jute products and for matters connected therewith and incidental thereto.

NJB having its Head Office in Kolkata intends to appoint a suitable officer to the post of Deputy Director (Finance & Accounts/Economic Services) on deputation as per the NJB Employees (Recruitment Rules) Regulations, 2017 (copy attached). The details of the post are given below.

Name of the Post	Category of the Post	No of Post	Scale of pay
Deputy Director (Finance & Accounts/Economic Services), -Kolkata Head Office	Group A	01	1-11 - Rs 67,700 - 2, 08,700/-

In this regard, may I request to kindly circulate the vacancy amongst eligible officers and forward the applications from the interested officers as per the enclosed format so as to reach this office within 60 days of this letter.

Thanking you.

Yours truly,

Encl : As above.

Copy to :

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

Services-II Branch

Recd No 34872

Date 19/03/20

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-DD Fin/2019-20/3

Dated: 28.02.2020

Vacancy Circular- Deputy Director(Finance & Accounts/Economic Services)

National Jute Board (a statutory body under Ministry of Textiles, Government of India) having its Head Office in Kolkata intends to appoint suitable officer to following post on deputation as per the NJB Employees (Recruitment Rules) Regulations, 2017.

Name of the Post	Category of the Post	No of Post	Scale of pay
Deputy Director (Finance & Accounts/Economic Services), -Kolkata Head Office	Group A	01	L-11- Rs 67,700 - 2, 08,700/-

The officer selected will either draw pay attached to the deputation post or Pay drawn by him in his parent cadre plus deputation allowance as per DOPT's O.M No No. 6/8/2009-Estt. (Pay II) dated 17.6.2010.

Regarding deputation terms and eligibility, candidates are requested to go through Annexure 3 and satisfy that they are meeting the criteria before applying.

The NJB Employees (Recruitment Rules) Regulations, 2017 are given in NJB Website - www.jute.com. Candidates are requested to visit the same for details. Candidates working in Private Organizations are not eligible to apply for deputation.

Interested and eligible candidates should submit their applications in the prescribed Application Format (Annexure 1) through proper channel along with vigilance clearance and integrity certificate. Only applications forwarded through proper channel will be considered. Applications should be addressed to 'The Secretary', National Jute Board' and sent in sealed envelope marked 'confidential' super scribing "Application for the post of Deputy Director (Finance & Accounts /Economic Services)"so as to reach the office of The Secretary, National Jute Board 3A & 3B, Park Plaza, 71 Park Street, Kolkata -700 016 within 60 days along with the following documents;

1. Duly filled in Application in prescribed 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 posts 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.

It may kindly be noted that applications received late or incomplete applications or applications received without the aforesaid certificates, as per the prescribed pro-forma, may not be considered. No action will be taken on Advance Copy.

Secretary,
National Jute Board

Annexure - 1

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

**APPLICATION FOR THE POST OF DEPUTY DIRECTOR -FINANCE
& ACCOUNTS/ ECONOMIC SERVICES**

Self
attested colour
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)					
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 (Sl. No. 1 to 3 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 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.					

	adhoc or temporary or permanent	
10	Additional details about present employment. Please state whether working under Central Govt /State Govt./Autonomous Organization/Public Undertakings	
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	<p>Achievements: The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects (ii) Awards / Scholarships / Official Appreciation (iii) Affiliation with the professional bodies / institutions / societies and; (iv) Any other information <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	

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 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)

ANNEXURE-3

Details of deputation terms including eligibility:-

1. Method: - By deputation.
2. Pay during deputation - Pay drawn by the officer in parent cadre plus deputation allowance (as per DOPT's O.M No No. 6/8/2009-Estt. (Pay II) dated 17.6.2010 or Pay of the deputation.
3. Eligibility for deputation for Post of , Deputy Director (Finance & Accounts /ES) - Officers/Officials working in the same field or in analogous posts with 5 years regular service in G.P.Rs.5400-(L-10, Rs.56, 100/-), 77,500/-) in the Central or State Government or Statutory / Autonomous organizations or Public Undertakings.
4. Period of Deputation: - Period of deputation shall be normally three years. However performance during the deputation will be reviewed and if the incumbent is not found suitable, he may be repatriated to his parent organization in accordance to the above cited O.M. from DOPT with three months' notice to him and to the lending organization.
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 NJB as per standard terms of deputation.
7. Pension and leave salary contribution shall be paid by NJ B to parent organization as per FR.

Secretary
National Jute Board

9	✓ Dr. Director (Finance & Accounts) (2015) (Subject to variation dependent on workload)	Group-A	PB-3, GP 6600	Selection: - Merit	Mar-40 Years	CAN/KWA/DMA OR B.Com. MB/Finance) Or Equivalent with at least 10 yrs post qualification work experience in finance, accounts and audit officer/managerial Law Degree desirable.	Yes	1 Year	By Promotion failing which by deposition, officers falling which working in the same field with 5 yrs. regular service in GP 5400/-	AD/AO of NIB with 58 years of regular service in the relevant field. For deposition, officers falling which working in the same field with 5 yrs. regular service in GP 5400/-	As above
10	Dr. Director (Market Promotion & ASV Liaison) (2015) (Subject to variation dependent on workload) Kodir/O, New Delhi, Hyderabad, Chennai	Group-A	PB-3, GP 6600	Selection: - Merit	Mar-40 Years	Master in Business Administration (MBA) from a Recognized University Or Equivalent with specialization in Marketing. At least 3 years post qualification work experience in marketing/product positioning/sales promotion/ foreign Trade/ Supply Chain Mgt/ FMCG Sector at officer/ managerial level preferably in Java, Tamil related sector. For Delhi Licensing experience is must.	Yes	1 Year	By Promotion failing which by deposition, officers falling which working in the same field with 5 yrs. regular service in GP 5400/-	AD/AO of NIB with 58 years of regular service in the relevant field. For deposition, officers falling which working in the same field with 5 yrs. regular service in GP 5400/-	As above
11	Dr. Director (Market & Accounts) (2015) (Subject to variation dependent on workload)	Group-A	PB-3, GP 6600	Selection: - Merit	Mar-40 Years	Master in Business Administration (MBA) from a recognized University in HR/Social Work/Finance/ Business Management or Equivalent. At least 8 years work experience in Personnel Management/ Administration or officer/ managerial level Law Degree desirable.	Yes	1 Year	By Promotion failing which by deposition, officers falling which working in the same field with 5 yrs. regular service in GP 5400/-	AD/AO of NIB with 58 years of regular service in the relevant field. For deposition, officers falling which working in the same field with 5 yrs. regular service in GP 5400/-	As above
12	Dr. Director (Technology & Technical) (2015) (Subject to variation dependent on workload)	Group-A	PB-3, GP 6600	Selection: - Merit	Mar-40 Years	B. Tech in Textile/ Fine Technology Or Equivalent, with at least 8 years' post qualification work experience in	Yes	1 Year	By Promotion failing which by deposition, officers falling which working in the same field with 5 yrs. regular service in GP 5400/-	AD/AO of NIB with 58 years of regular service in the relevant field. For deposition, officers falling which working in the same field with 5 yrs. regular service in GP 5400/-	As above