



Ref No: NJB/Sect/Deputation/2021

Dated 21.06.2021

To

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



Sir/Madam,

**Sub: Filling up of the post of Director (Finance & Economic Services), Kolkata in National Jute Board, Kolkata 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 a suitable officer on deputation basis to the one (1) post of Director (Finance & Economic Services), for its Kolkata Head Office in the Pay Matrix L-13, Rs. 1,23,100-2,15,900.

02. A copy of NJB's circular NJB/Sect/Deputation/ 2021-dated 21.06.2021 along with other details are attached hereto.

03. It is requested that the vacancy may be circulated amongst willing & eligible officers and applications in the prescribed format (Annexure 2) may kindly be forwarded along with the certificate from Employer/controlling authority (Annexure 3) so as to reach this office within 9th August, 2021.

Thanking you,

Yours faithfully,

(Anindya Acharya)  
Joint Director (Admin & Estt.)

Encl : As above.

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Ref NO:NJB/Sect,<sup>3</sup>Deputation/ 2021

21.06.2021

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

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 the post of Director , "Finance & Economic services" on deputation including short term contract/promotion following the "Composite Method" of recruitment as per the NJB Employees (Recruitment Rules) Regulations, 2017 , copy attached –Annexure I :-

1. Director, "Finance & Economic services" -(Pay Matrix Level-13, Rs.1,23,100-2,15,900)

The officer will either draw pay of the post of Director (Finance & Economic Services ) , NJB (Pay Matrix of Level 13,-Rs 1,23,100-2,15,900 ) or Pay drawn by him in his parent cadre + 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 Rs4,500 if the deputation is within the same station or Rs 9000/ if it is outside the station.

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 3' should be addressed to 'The Secretary', National Jute Board' and sent in sealed cover marked 'Application for the post of Director-Finance & ES' so as to reach the office of the Secretary, National Jute Board 3A & 3B, Park Plaza, 71 Park Street, Kolkata -700 016 **within 09.08.2021** 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/DY CVO.
- v) Undertaking of the applicant to the effect that candidature will not be withdrawn, if selected.
- vi) Two recent passport size colour photographs.

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.

Secretary

National Jute Board



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  
DIRECTOR -FINANCE &ACCOUNTS/ ECONOMIC SERVICES**

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 ad hoc or temporary or permanent					

10	Additional details about present employment. Please state whether working under Central Govt /State Govt. Autonomous Organization/Public Undertakings	
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.	
14	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) 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: \_\_\_\_\_

CERTIFICATE TO BE GIVEN BY THE EMPLOYER

1. It is certified that the particulars furnished by the officer is correct.
2. It is certified that no discrepancy / vigilance case is pending or contemplated against the applicant and he / she is clear from Vigilance and Administrative angle.
3. His / her integrity is also certified.
4. It is certified that no major / minor penalties have been imposed on the officer during the last 10 years.
5. Copies of the ACRs / APARs for the last 5 years attested on each page by the officer not below the rank of Under Secretary are enclosed.
6. Undertaking of the applicant not to withdraw the candidature, if selected, is enclosed.

Signature of the forwarding authority

(Name)

Designation

Official Seal

Date:

Details of deputation terms including eligibility

1. Method: - Composite Method i.e. deputation including short-term contract.
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 of the post of Director (Finance & Economic Services ), NJB (Pay Matrix Level -13, Revised Rs 1,23,100-2,15,900) as per option to be submitted within one month from date of joining the post .
3. Eligibility for deputation:- Officers/officials working in the same field or in analogous posts with 5 years regular service in G.P Rs.7600/- (revised Pay Matrix L-12, Rs78,800-2,09,200 ) in any of the organized services or posts in the Central or State Government or Statutory /Autonomous organizations or public undertakings are eligible to apply.
4. Eligibility for Promotion: - Joint Director of NJB with 5 years' service in the same field.
4. Period of Deputation: - Period of deputation shall be up to a maximum period of three years.
5. Upper Age Limit for deputation - 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 NJB to parent organization as per FR. 8.



## THE GAZETTE OF INDIA : EXTRAORDINARY

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 & NCJD 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, NCJD 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/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/education qualification prescribed for Direct Recruits will apply in the case of Promotees	Probation	Method of Recruitment (Promotion/ deputation (Absor/ Direct Recruitment/ Composite)	Field of Selection/ Feeder Posts and Qualifying service for Promotion/ Deputation	Departmental Promotion Committee (DPC)
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 officer/managerial level. Law Degree desirable.	Yes	1 Year	By Composite Method	ID/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.	(13) 1. JS/Jr/JC Chairman 2. Dir(Jr) -Member, 3. Dy. JC - Member 4. Secy, NJB-Member & Convener
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 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	ID/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