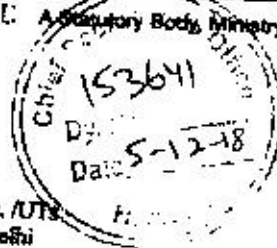


राष्ट्रीय पटसन बोर्ड
NATIONAL JUTE BOARD

अन्तर-संस्कार का एक सांविधिक निकाय, वस्त्र मंत्रालय
A Statutory Body, Ministry of Textiles, Govt. of India

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



Dated 27.11.2018

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

Dear Sir/Madam,

Sub: Filling up the post of Joint Director (Administration & Establishment) and Private Secretary, 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 suitable officers to the following posts of Joint Director (Administration & Establishment) and Private Secretary on deputation as per the NJB Employees (Recruitment Rules) Regulations, 2017 (copy attached) :-

1. Joint Director (Administration & Establishment), Kolkata - Pay 7th CPC Pay Matrix of L-12- Rs 78,800/- to Rs 2, 09,200/-
2. Private Secretary, Kolkata, H.O - 7th CPC Pay Matrix of L-7- Rs. 44,900/- Rs. 1, 42,400/-

It is requested that the vacancies are circulated amongst willing & eligible officers and applications received from them as per the enclosed format (Annexure 1) may kindly be forwarded along with the certificate from employer/controlling authority (Annexure 2) so as to reach this office within 14th January, 2019. Details of deputation including eligibility are given in Annexure (3).

Thanking you,

Encl : As above.

Yours faithfully,
(Arvind Kumar, M)
Secretary

३९ एवं ३बी पार्क प्लेजा, ७१ पार्क स्ट्रीट, कोलकाता-७०० ०१६, फोन : २२१७ २१०७, २२१७ २५४०, २२२६ ३४२८, फैक्स : ३३-२२१७ २४५६
3A & 3B Park Plaza, 71 Park Street, Kolkata - 700 016, Phone 2217 2107, 2217 2540, 2226 3438, Fax : 33-2217 2466
E-mail : jute@njbindia.in, Website : http://www.jute.com

Services-II Branch
Diary No. 153641
Date 06/12/18

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/2018-19/3

Dated: 27.11.2018

Vacancy Circular- Joint Director and Private Secretary 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 following posts on deputation as per the NJB Employees (Recruitment Rules) Regulations, 2017.

| Sl No | Name of Post | Classification | No of Post | Scale of Pay |
|-------|--|----------------|-------------------------------------|--|
| 1 | Jt. Director (Administration & Establishment.) | Group A | 1 (vacancy arising on 1.3.2019) | Pay- PB -III, G.P.Rs 7600/- (Revised- Level -12 of 7 th CPC Pay Matrix, Rs 78,800/-2,09,200/-) |
| 2 | Private Secretary | Group B | 1* (Vacancy arising on 1.1.2019) | Pay -PB II, G.P.Rs 4600 (Revised- Level -7of 7 th CPC Pay Matrix, Rs 44,900-Rs.1,42,400/-) |

*Subject to change

The officers/officials selected will either draw pay attached to the deputation posts or Pay drawn by them in their parent cadres 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 the NJB Employees (Recruitment Rules) Regulations, 2017 -Sl No 4 & 18 of the Schedule - and satisfy that they are meeting the criteria before applying.

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 the envelope "Application for the post of Jt. Director (Administration & Establishment) / Private Secretary" as the case may be so as to reach the office of The Secretary, National Jute Board 3A & 3B, Park Plaza, 71 Park Street, Kolkata -700 016 within 14th January, 2019 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 relating 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

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 (please tick the appropriate box) - ✓

1. Jt. Director (Administration & Establishment) - Kolkata

2. Personal Secretary - Kolkata

☐
☐

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). | | | | | |
| | Essential - i) | | Qualifications / experience required | | Qualification / Experience possessed by the officer | |
| | 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 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: _____

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. 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 to 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 post.
3. Eligibility for deputation:-
 - (i) For the Post of Joint Director (Administration & Establishment) -1 Post (Vacancy arising on 01.03.2019)
- Officers working in the same field or in analogous posts with 5 years regular service in G.P.Rs.6600/-(L-11, Rs.67,700/-Rs.2,08,700/-) in the Central or State Government or Statutory /Autonomous organizations or Public Undertakings.
 - (ii) For the Post of Private Secretary - 1* Post (Vacancy arising on 1.1.2019)
- Officers/Officials working in the same field or in analogous posts with 5 years regular service in G.P.Rs.4200/-(L-6, Rs.35,400/-Rs.1,12,400/-) in the Central or State Government or Statutory / Autonomous organizations or Public Undertakings.
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 NJB as per standard terms of deputation.
7. Pension and leave salary contribution shall be paid by NJB to parent organization as per FR.

*Vacancy is subject to change.

Secretary
National Jute Board

[illegible]

| Section | 01* (one) (2015) (Subject to variation dependent on workload) | Group-B | PB-2, GP 4600 | Non-Selection/Seniority | Max-30 Years | MBA from Recognized University / PGD/BM Specialization in Marketing/HR Or Equivalent. At least 3 years' work experience at executive/supervisory level. | Not Applicable | 1 Year | *75% Promotion & 25% Direct recruitment | By EA of NIB with 5 years of regular service. For officers/officials working in the same field with 5 yrs. regular service in GP 4200/- | 1. Secy, NIB, Chairman, 2. Dir/Geny Rep.-Member, 3. Dy. JC/Rep.-Member 4. Dir/Rep. Deputy, NIB-Member 5. JDSr-Officer (Adm), NIB-Member & Convener |
|------------------------|---|---------|---------------|-------------------------|--------------|--|----------------|--------|--|---|--|
| 17 Accounts Officer | 02* (two) (2015) (Subject to variation dependent on workload) | Group-B | PB-1, GP 4600 | Non-Selection/Seniority | Max-30 Years | B.Com/MBA(Finance) Or Equivalent with at least 3 yrs work experience in finance, accounts and audit at executive/supervisory level. Law qualification desirable. | Not Applicable | 1 Year | *75% Promotion & 25% Direct recruitment | By Accountant of NIB with 5 years of regular service. For officers/officials working in the same field with 5 yrs. regular service in GP 4200/- | As above |
| 18 Private Secretary | 03* (three) (2015) (Subject to variation dependent on workload) | Group-B | PB-2, GP 4600 | Non-Selection/Seniority | Max-30 Years | Graduate from recognized University with at least 6 months diploma in Secretarial practice. At least 5 years' work experience as Personal Assistant (P.A). English Shorthand speed of 120 wpm & English Typing speed of 30 WPM. Knowledge of basic operation of computer viz. MS work, Excel, power point, internet etc. | Not Applicable | 1 Year | By Promotion failing which by deputation failing which by direct recruitment | PA of NIB with 5 years of regular service. For officers/officials working in the same field with 5 yrs. regular service in GP 4200/- | As above |
| 19 Executive Assistant | 08* (eight) (2015) (Subject to variation dependent on workload) | Group-B | PB-2, GP 4200 | Non-Selection/Seniority | Max-30 Years | Graduate from recognized University with at least 6 months diploma in computer operations. At least 3 years' work experience in dealing in official files. Knowledge of basic operation of computer viz. MS work, Excel, power point, internet etc. must. Diploma in | Not Applicable | 1 Year | *75% Promotion & 25% Direct recruitment | By OA of NIB with 10 years of regular service in the relevant field | As above |

भारत का राजपत्र **The Gazette of India**

असाधारण
EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)

प्रामाण्य से प्रकाशित
PUBLISHED BY AUTHORITY

सं. 355] नई दिल्ली, शुक्रवार, मई 25, 2018/ज्येष्ठ 4, 1940
No. 355] NEW DELHI, FRIDAY, MAY 25, 2018/JYAISTHA 4, 1940

सरकार का आदेश

अधिसूचना

नई दिल्ली, 25 मई, 2018

सा. का. वि. 500 (व).—राष्ट्रीय पटसत बोर्ड अधिनियम, 2008 (2009 का 12) की धारा 22 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए केंद्र सरकार, एतद् द्वारा राष्ट्रीय पटसत बोर्ड कर्मचारी (भर्ती नियम) विनियमन, 2017 में दिनांक 17 अप्रैल, 2017 के संशोधनों के साथ संशोधन करने के लिए निम्नलिखित नियम बनाती है, नामतः:

2. उक्त नियम में, अनुसूची में,-

(i) अनुसूची के क्रमांक 1 से 27 में उल्लिखित पदों के कॉलम (5) में, केंद्र सरकार द्वारा यथा अनुमोदित और अधिसूचित तथा एनजेवी को यथा प्रदत्त 7वें केंद्रीय वेतन आयोग के तदन्तर पे मैट्रिक्स/लेवल के साथ पे बैंड और ग्रेड पे/वेतनमान को पे मैट्रिक्स में लेवल निम्नलिखित अनुसार पड़ा जाए:-

- (क) क्रमांक (1) से क्रमांक (3) के लिए: लेवल 13, 1,23,100-2,15,900 रुपए
- (ख) क्रमांक (4) से क्रमांक (8) के लिए: लेवल 12, 78,800-2,09,200 रुपए
- (ग) क्रमांक (9) से क्रमांक (12) के लिए: लेवल 11, 67,700-2,08,700 रुपए
- (घ) क्रमांक (13) से क्रमांक (15) के लिए: लेवल 10, 56,100-1,77,500 रुपए
- (ङ) क्रमांक (16) से क्रमांक (18) के लिए: लेवल 7, 44,900-1,42,400 रुपए
- (च) क्रमांक (19) से क्रमांक (22) के लिए: लेवल 6, 35,400-1,12,400 रुपए
- (छ) क्रमांक (23) के लिए: लेवल 5, 29,200-92,300 रुपए

- (ज) क्रमांक (24) से क्रमांक (25) के लिए: लेवल 4, 25,500-81,100 रुपए
- (झ) क्रमांक (26) से क्रमांक (27) के लिए: लेवल 2, 19,900-63,200 रुपए
- (II) क्रमांक 4 से 12 में उल्लिखित पदों के कॉलम (9) में शब्द 'हैं' के स्थान पर 'उस-कोई बाधा नहीं और अर्हता- पड़ा जाए-
- (क) वित्त एवं लेखा विभाग से संबंधित पदों के लिए— वित्त/लेखा अथवा वाणिज्य में स्नातक डिग्री;
- (ख) विपणन विभाग से संबंधित पदों के लिए— व्यवसाय प्रबंधन/वाणिज्य अथवा अर्थशास्त्र में स्नातक डिग्री;
- (ग) प्रशासन/सर्वकला विभाग से संबंधित पदों के लिए— किसी भी विषय में स्नातक डिग्री;
- (घ) तकनीकी विभाग से संबंधित पदों के लिए— सीधी भर्ती के लिए प्रावधान के अनुसार।
- (III) अनुसूची के क्रमांक 14 और 15 में उल्लिखित पदों के कॉलम 12 में, शब्द '8 वर्ष' .. को '9 वर्ष' पड़ा जाए;
- (IV) अनुसूची के क्रमांक 13, 14, और 15 में उल्लिखित पदों के कॉलम 11 में, शब्द 'पदोन्नति द्वारा 75% और सीधी भर्ती द्वारा 25%' को 'पदोन्नति द्वारा 50% और सीधी भर्ती द्वारा 50%' पड़ा जाए;
- (V) क्रमांक 13, 14, 15, 16, 17, 19, 24, 25, 26 में उल्लिखित पदों के लिए कॉलम 8 में सीधी भर्ती स्तर के लिए अनुभव को बांछनीय पड़ा जाए।
- (VI) अनुसूची के क्रमांक 24 में उल्लिखित पदों के कॉलम 12 में, शब्द 'विद्यमान एमटीए जो 10वीं कक्षा उत्तीर्ण सहित 8 वर्ष के लिए एनजेबी/जेएमडीसी/एनसीजेडी के लिपिकीय संवर्ग में कार्यरत हैं' को जोड़ा जाए।
- (VII) अनुसूची के क्रमांक 1 से 13 के पदों के लिए दोहरी पदोन्नति पर विचार नहीं किया जा सकता, जिससे यह सुनिश्चित किया जा सके कि उनके वरिष्ठ स्तर के अधिकारियों (विशेष रूप से सीधी भर्ती) के विरुद्ध कनिष्ठ अधिकारियों की नियम विरुद्ध पदोन्नति नहीं की जा सकती। पदोन्नति पद और उनके फीडर पद निम्नलिखित अनुसार होंगे:

| पदोन्नति पद | फीडर पद |
|--------------------------|--------------------------------------|
| निदेशक | संयुक्त निदेशक (एक कार्यक्षेत्र में) |
| संयुक्त निदेशक | उप निदेशक (एक कार्यक्षेत्र में) |
| उप निदेशक (विपणन/तकनीकी) | सहायक निदेशक (विपणन/तकनीकी) |
| उप निदेशक (वित्त/लेखा) | सेखा अधिकारी |
| उप निदेशक (प्रशासन) | सहायक निदेशक (सर्वकला) |
| सहायक निदेशक (विपणन) | अनुभाग अधिकारी |

*टिप्पणी: यदि आवश्यक हुआ, 2-3 सहायक निदेशक (विपणन) के पद अनुभाग अधिकारी के स्तर पर अस्थायी रूप से चलाए जाएंगे, जब तक कि पदधारी (अनुभाग अधिकारी) पदोन्नति के लिए पात्र न हो जाए।

टिप्पणी: भारत के राजपत्र के भाग II, खंड-3, उप-खंड (i) में दिनांक 16 फरवरी, 2017 की अधिसूचना सं. सा.का.नि. 133(अ) के तहत प्रकाशित मूल नियम और भारत के राजपत्र के भाग II, खंड-3, उप-खंड (i) में दिनांक 17 अप्रैल, 2017 की अधिसूचना सं. सा.का.नि. 374(अ) के तहत प्रकाशित संशोधित अधिसूचना, को इन संशोधनों के साथ पड़ा जाए।

[फा. सं. 2/1/2012-जेई/पटसन (भाग-II)]

ए. मधुकुमार रेड्डी, संयुक्त सचिव

MINISTRY OF TEXTILES

NOTIFICATION

New Delhi, the 25th May, 2018

G.S.R. 500(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 to amend the National Jute Board Employees (Recruitment Rules) Regulations, 2017 alongwith its Amendments dated the 17th April, 2017, namely :-

- I. In the said rules, in the Schedule,-
 - (i) In Column (5) of the posts mentioned at Sl. No. 1 to 27 of the Schedule, "Pay Band and Grade Pay/Scale" may be read as "Level in the pay matrix" with the corresponding Pay Matrix/Levels of the 7th Central Pay Commission as approved and notified by the Central Government and as extended to NJB; as under:-
 - a. For Sl. No. (1) to Sl. No (3): Level 13, Rs.1,23,100 - 2,15,900/-
 - b. For Sl. No. (4) to Sl. No. (8): Level 12, Rs. 78,800 - 2,09,200/-
 - c. For Sl. No. (9) to Sl. No. (12): Level 11, Rs. 67,700 - 2,08,700/-
 - d. For Sl. No. (13) to Sl. No. (15): Level 10, Rs. 56,100 - 1,77,500/-
 - e. For Sl. No. (16) to Sl. No. (18): Level 7, Rs. 44,900 - 1,42,400/-
 - f. For Sl. No. (19) to Sl. No. (22): Level 6, Rs. 35,400 - 1,12,400/-
 - g. For Sl. No. (23): Level 5, Rs. 29,200 - 92,300/-
 - h. For Sl. No. (24) to Sl. No. (25): Level 4, Rs. 25,500 - 81,100/-
 - i. For Sl. No. (26) to Sl. No. (27): Level 2, Rs. 19,900 - 63,200/-
 - (ii) In Column (9) of the posts mentioned at Sl. no : 4 to 12 the word "Yes" May be read as.... "Age - No Bar & Qualification --
 - (a) For posts pertaining to Finance & Accounts Deptt. - Graduate Degree in Finance/ Accounts or Commerce;
 - (b) For posts pertaining to Marketing Deptt. - Graduate Degree in Business Management/ Commerce or Economics;
 - (c) For posts pertaining to Administration/Vig. Deptt. - Graduate Degree in any Discipline;
 - (d) For posts pertaining to Technical Deptt. - As provided for DR".
 - (iii) In Column 12 of the posts mentioned at Sl. 14 & 15 of the Schedule, the word '... 8 years.' May be Read as '... 9 years...';
 - (iv) In Column 11 of the posts mentioned at Sl. 13, 14 & 15 of the Schedule, the word '75% By Promotion & 25% by Direct Recruitment' May be Read as 50% By Promotion & 50% by Direct Recruitment';
 - (v) In col. 8, for the posts mentioned at sl. no. 13,14,15,16, 17, 19,24,25,26 i.e. for direct entry level the experience may be read as desirable.
 - (vi) In Column 12 of the posts mentioned at Sl. 24 of the Schedule, the word... 'Existing MTAs who have worked in the clerical cadre of NJB/MDC/NCJD for 8 years with 10th pass' may be added.
 - (vii) Double promotions will not be permitted for the posts at Sl. 1 to 13 of the Schedule, to ensure that anomalous promotion of juniors over their senior level officers (particularly direct recruit) does not take place. The promotion posts and their feeder posts will be as follows:

| Promotion Post | Feeder Post |
|--------------------|--------------------------|
| Director | Jt. Director(same field) |
| Jt. Director | Dy. Director(same field) |
| Dy Dir. (Mkt/Tech) | AD (Mkt/Tech) |
| Dy Dir (Fin./Acct) | Accounts Officer |
| Dy Dir (Admn) | AD(Vig.) |
| AD(Mkt) | Section Officer |

- *Note: if needed, 2 - 3 AD (Marketing) posts will be operated temporarily at the level of Section Officer, till the time the incumbents (SO) become eligible for promotions.
- Note: The principal rules published in the Gazette of India, Part II, Section 3, Sub-section (i) vide notification number GSR 133(E), dated the 16th February, 2017 and the amendment notification published in the Gazette of India, Part II, Section 3, Sub-section (i) vide notification number GSR 374(E) dated the 17th April, 2017 may be read together with these amendments.

[F. No. 2/1/2012-JE/Jute, (Part-II)]

A MADHUKUMAR REDDY, Jr. Secy.