

Patsan Bhawan, Kolkata
Friday, 28 August, 2026

VACANCY CIRCULAR

Subject: Inviting Applications for the position of Consultants and Young Professionals in the National Jute Board

The National Jute Board is a Statutory Body under the Ministry of Textiles, Government of India established under the National Jute Board Act, 2008.

2. The National Jute Board is inviting applications for the position of Consultants and Young Professionals in the National Jute Board under the following categories for a period of 1 (One) Year and 2 (Two) Years, respectively, on purely contractual basis:

a. Consultants:

Sl. No.	Designation	Vacancy	Location	Eligibility	Age as on 01.08.2026	Experience
1.	Consultant (Administration & Establishment)	02	Patsan Bhawan, Kolkata	Retired from the post of Under Secretary or equivalent or above in the Central or State Governments or Statutory or Autonomous Organizations or Public Sector Undertakings	Not more than 63 years	Handled matters analogous to the advertised positions for a period of at least 10 years while in Government Service
2.	Consultant (Civil Engineer)	01				
3.	Consultant (Finance & Economic Services)	02				
4.	Consultant (Market Promotion & Scheme Implementation)	04				

The terms and conditions of engagement of the Consultants shall be governed in accordance with the OM. No. 3-25/2020-E.III-A dated 9 December 2020 Issued by the Department of Expenditure, Ministry of Finance. Prior to the commencement of engagement, the Consultants shall be required to submit a Certificate of Good Health from a registered Physician.

Jayabanta Kar.

The engagement may be terminated by the either parties at any time by giving a 15-days' Notice or remuneration in lieu thereof. The National Jute Board reserves the right to waive off the Notice in the event of serious failure to perform the assignment or of failure to observe any standards of conduct.

b. Young Professionals:

Sl. No.	Designation	Vacancy	Location	Eligibility	Age as on 01.08.2026	Experience
1.	Young Professional (Finance & Economic Services)	02	Patsan Bhawan, Kolkata	CA or CMA or BCom with MBA (Finance) or equivalent from a recognized University *	Not more than 35 years	1-year Post-Qualification Experience in Finance, Accounts and Audit **
2.	Young Professional (Market Promotion & Scheme Implementation)	02		MBA (Marketing) or equivalent from a recognized University *		1-year Post-Qualification Experience in Marketing/ Product Positioning/ Export Promotion/ Foreign Trade/ Supply Chain Management/ Retail Management/ FMCG Sector, preferably, in Jute/Textiles Sector **
3.	Young Professional (Technology & Technical)	01	New Delhi	MTech or ME in Textile Engineering or Jute Technology or equivalent from a recognized University *		1-year Post-Qualification Experience in Textiles/Jute/ Agribusiness/ Agricultural Research/R&D Projects/Product Development/ Technology Upgradation/ Transfer **

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* Only the Certificate of Equivalence issued by the appropriate Competent Authority such as AIU, UGC, etc., as the case may be, shall be considered.

** The period of Apprenticeship, Internship or Traineeship shall not be considered as Post-Qualification Experience.

The terms and conditions of engagement of the Young Professionals shall be governed in accordance with the OM No. A-42011/6/2023-Establishment dated 24 February 2025 issued by the Ministry of Textiles.

3. The Consultants and Young Professionals shall be subject to the provisions of The Official Secrets Act, 1923, as amended from time to time. The Intellectual Property Rights of the data collected as well as deliverables produced during the period of their engagement shall remain with the National Jute Board. Furthermore, they shall be accountable for the advice or service rendered by them during their engagement in pursuance of the Circular Nos. 08/06/2011 and 01/0/2017 dated 24 June 2011 and 23 January 2017, respectively, issued by the Central Vigilance Commission.

4. The Consultants will be selected by a Selection Committee on the basis of performance in Personal Interview. Whereas, the Young Professionals will be selected on the basis of performance in Written Test and/or Personal Interview. Only Shortlisted Candidates will be called for Written Test and/or Personal Interview. No TA or DA will be provided attending the Written Test and/or Personal Interview. The National Jute Board reserves the right not to fill all or some of the vacancies, if the circumstances so warrant.

5. The duly filled-in application along with all the annexures may be forwarded through in a Sealed Cover superscribing "Application for the Post of Consultant (_____)" or "Application for the Post of Young Professional (_____)", as the case may be, so as to reach the Joint Director (A&E)(In-charge), National Jute Board, 6th Floor, Palsan Bhawan, CF 6/1, Street No. 175, Action Area I, New Town, Kolkata 700 156, West Bengal, within 21 (Twenty One) Days from the date of publication of the advertisement in the Employment News. The application received after the stipulated date or without the requisite annexures or without adhering to the prescribed pro forma, shall not be considered. The applicants may visit the website of the National Jute Board (<https://jute.com>) for more details (News & Notifications > Related Government Notifications). In case an applicant intends to apply for more than 1 (One) position, separate application for each position is required to be submitted.

6. Any other correspondence on the subject matter may be emailed to recruitment@njbndia.in.

Jayabanta Kar.
Joint Director (A&E) (In-charge)
National Jute Board

Enc. Pro forma for Application

Copy to:

1. All Ministries/Departments of the Government of India
2. The Chief Secretaries, All State Governments & Union Territories
3. The Under Secretary, CS - I Division, Department of Personnel & Training, Ministry of Personnel, Public Grievances & Pensions, Ground Floor, GPOA 3, Netaji Nagar, Bhikaji Cama Place, New Delhi 110 023, with a request to publish the Vacancy Circular on the website of the Department of Personnel & Training, for wider publicity.
4. The Under Secretary, Jute Section, Ministry of Textiles, GPOA - 3, Netaji Nagar, Bhikaji Cama Place, New Delhi 110 023, with a request to publish the Vacancy Circular on the website of the Ministry of Textiles, for wider publicity.

APPLICATION PROFORMA FOR THE POSITION OF CONSULTANT

POST (TICK WHICH IS APPLICABLE)

- | | | |
|--|---|---|
| 1. Consultant (Administration & Establishment) | [|] |
| 2. Consultant (Civil Engineer) | [|] |
| 3. Consultant (Finance & Economic Services) | [|] |
| 4. Consultant (Market Promotion & Scheme Implementation) | [|] |

PASTE
YOUR
RECENT
PASSPORT
SIZE
COLOUR
PHOTOGRAPH

II. PERSONAL PARTICULARS

1. Name in Block Letters _____
2. Date of Birth _____
3. Age as on 1 August 2026 _____ Days _____ Months _____ Years
4. Parent Department _____
5. Date of Entry into Service _____
6. Date of Superannuation _____
7. Designation of Post held as on the date of Superannuation/Voluntary Retirement from Service _____
8. Pension Payment Order No. _____
9. Last Pay Drawn _____
10. Last Pension Drawn _____
11. Educational Qualifications

Sl. No.	Degree	Year	Institution	Specialization, if any
1.				
2.				
3.				
4.				
5.				
6.				

12. Email ID _____

13. Telephone No. _____

14. Present Address _____

15. Permanent Address

16. Details of Posts held on Substantive Basis in the Chronological Order
(If necessary, please enclose a Separate Sheet duly authenticated by the Parent Department)

Sl. No.	Department/Office/ Institution/Organization	Designation	From	To	Pay Level	Nature of Duties
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

Precedence of serving as a Consultant, if any, upon Superannuation/Voluntary Retirement from Service

Details of Courses & Training Programmes, if any

Sl. No.	Courses & Training Programmes	Institution	From	To
1.				
2.				
3.				
4.				
5.				

Languages Known:

Sl. No.	Language	Speak	Read	Write
1.				
2.				
3.				
4.				
5.				

Additional Information, if any, in support of Suitability of the Applicant for the position such as Award, Publications, etc.
(If necessary, please enclose a Separate Sheet duly authenticated by the Parent Department)

LIST OF ENCLOSURES

Sl. No.	Particulars	Sl. No.	Particulars
1.		11.	
2.		12.	
3.		13.	
4.		14.	
5.		15.	
6.		16.	
7.		17.	
8.		18.	
9.		19.	
10.		20.	

IV. DECLARATION

1. I hereby declare that the I was clear from the vigilance angle at the time of retirement, and no disciplinary or departmental proceeding is pending against me as on date.
2. The information and records furnished 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 or withheld.
3. In the event of any information being found false or incorrect or incomplete, or ineligibility being detected at any time before or after the Personal Interview or Selection, my candidature is liable to be rejected. I shall be bound by the decision of the National Jute Board.
4. I have carefully perused the Vacancy Circular, I accept all the terms and conditions for the engagement of Consultants.

Date: _____

Place: _____

(Signature of the Applicant)

APPLICATION PROFORMA FOR THE POSITION OF YOUNG PROFESSIONAL

I. POST (TICK WHICH IS APPLICABLE)

1. Young Professional (Finance & Economic Services) []
2. Young Professional (Market Promotion & Scheme Implementation) []
3. Young Professional (Technology & Technical) []

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PHOTOGRAPH

II. PERSONAL PARTICULARS

1. Name in Block Letters _____
2. Date of Birth _____
3. Age as on 1 August 2026 _____ Days _____ Months _____ Years
4. Educational Qualifications

Sl. No.	Degree	Year	Institution	Specialization, if any
1.				
2.				
3.				
4.				
5.				
6.				

5. Email ID _____
6. Telephone No. _____
7. Present Address _____
8. Permanent Address _____

Additional Information, if any, in support of Suitability of the Applicant for the position such as Award, Publications, etc.
(If necessary, please enclose a Separate Sheet duly authenticated by the Parent Department)

III. LIST OF ENCLOSURES

Sl. No.	Particulars	Sl. No.	Particulars
1.		11.	
2.		12.	
3.		13.	
4.		14.	
5.		15.	
6.		16.	
7.		17.	
8.		18.	
9.		19.	
10.		20.	

IV. DECLARATION

- I hereby declare that the information and records furnished 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 or withheld.
- In the event of any information being found false or incorrect or incomplete, or ineligibility being detected at any time before or after the Personal Interview or Selection, my candidature is liable to be rejected. I shall be bound by the decision of the National Jute Board.
- I have carefully perused the Vacancy Circular. I accept all the terms and conditions for the engagement of Young Professionals.

Date: _____

Place: _____

(Signature of the Applicant)