

# भारतीय पटसन निगम लिमिटेड

(भारत सरकार की संस्था)

## The Jute Corporation of India Limited

(A Government of India Enterprise)



आईएसओ 9001:2015 प्रमाणित कंपनी / An ISO 9001:2015 Certified Company



पंजीकृत और प्रधान कार्यालय: 15एन, नेली सेनगुप्ता सरणी, 7वां तल

Regd. & Head Office: 15N, Nellie Sengupta Sarani, 7<sup>th</sup> Floor

कोलकाता / Kolkata – 700 087.

सी.आई.एन./C.I.N.:U17232WB1971GOI027958

**Employment Notification No.: 10/2020**

**Date: 09/03/2020**

**The Jute Corporation of India Ltd. (JCI)** was set up in 1971 as an official agency by the Government of India with the aim to provide minimum support price (MSP) to the jute cultivators and also work as a helping hand in the raw jute sector and does commercial trading in raw jute and allied products.

JCI was established by the Government of India for the welfare of the jute growers. The JCI incorporated as Company under Companies' Act in 1971 and now has presence in six states in the nation. The states which are principal producers of jute in India include West Bengal, Bihar, Assam, Tripura, Odisha, and Andhra Pradesh.

### **RECRUITMENT OF EXECUTIVES**

Sl. No.	Position, Pay Scale (I.D.A.)	Upper Age limit as on 1 <sup>st</sup> April, 2020	Minimum Qualification	Experience	No. of Posts	Category
1	Assistant Manager-(HR), pay scale Rs. 40,000- Rs.1,40,000/-	35	Graduate or equivalent from a recognized University	2 years' experience in a similar capacity in a Public Sector Undertaking or a commercial /Industrial organization of repute, in manpower planning, recruitment, training of personnel, wage administration, industrial relations, trade union negotiations, welfare, etc.	8	SC-1, OBC-2, UR-5 *PwBD, {Identified suitable for, OL, OA}
2	Assistant Manager-(Finance) pay scale Rs. 40,000- Rs.1,40,000/-	35	B. Com (1 <sup>st</sup> Class)/M. Com from a recognized University	2 years' experience in handling Commercial accounts in a PSU/large commercial Organization.	8	SC-1, OBC-2, UR-5 *PwBD-, {Identified suitable for – PD}
3	Deputy Manager-(Legal) pay scale Rs.50,000- Rs.1,60,000/-	35	Degree in Law from a recognized University.	Experience as a practicing Advocate before any District Court/High Court in Civil side(or) Experience in Legal profession being fully conversant in taxation, company, Labour, Arbitration in particular and general laws; proficiency in drafting agreements, conveyance deeds etc. Preference will be accorded to incumbents practicing law as an Advocate at District/High Court.	1	UR

\*PwBD candidates may belong to any category (i.e. UR/SC/ST/OBC). Reservation for PwBD is horizontal and within the overall vacancies for the posts subject to the posts having been identified suitable for such disabilities. (**Category of Disability** - OL – One Leg, OA – One Arm, PD- Partially Deaf).

# Age relaxation will be as per Govt. norms (Kindly refer point no. X of General Terms & Conditions).

**Contd p 2**

टेलीफोन / Telephone: 91 33 2252 7027-28 / 6952 / 6770

फैक्स/ Fax: 91 33 2252 1771 ई-मेल/E-mail: [jci@jciemail.in](mailto:jci@jciemail.in) वेबसाइट/Website: [www.jutecorp.in](http://www.jutecorp.in)

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:: 2 ::

### GENERAL TERMS AND CONDITIONS

- i) Computer proficiency is essential.
- ii) All the posts are transferable anywhere in India as per the discretion of the Management.
- iii) The incumbent selected for the post may be assigned other responsibilities in the interest of the Corporation as and when required.
- iv) Candidates may be considered for a lower post in case they are found otherwise suitable depending on their qualifications experience, present position and performance in interview.
- v) The shortlisted candidates called for interview will be communicated by email.
- vi) Travelling Allowance (Normal & Tatkal only) up to AC III tier train fare for to & fro journey, will be paid to the outstation candidates for attending the interview subject to submission of ticket as a proof of journey.
- vii) Candidates called for interview should produce **all original documents**, at the time of Interview, **failing** which such candidates **will not be permitted** to appear for the interview and Travelling Allowance will not be reimbursed.
- viii) Mere fulfilling of the minimum qualifications and experience will not vest any right in candidates for being called for interview. Depending on response and requirement, the management reserves the right to raise / relax / cancel / modify / alter the short listing / recruitment / selection process, if need so arises, without issuing any further notice or assigning any reason whatsoever. Decision of management to call the candidates for selection shall be final. No interim correspondence will be entertained.
- ix) **The date for reckoning the age, qualification, experience etc. shall be as on 01.04.2020.**
- x) Wherever applicable, relaxation in Upper Age Limit shall be as follows:

Sl No.	Category	Age relaxation
1	SC	5 Years
2	OBC (Non-Creamy Layer)	3 Years
3	Persons with Benchmark Disability (40% & above)	10 Years
4	PwBD +SC	15 Years
5	PwBD+ OBC	13 Years

- xi) While applying for any post, the applicants should ensure that he/she fulfills the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. In case, it is detected at any stage of recruitment that the candidates do not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed material facts, his/her candidature will stand automatically cancelled. If any of the above shortcoming(s) is/are detected after appointment his/her services are liable to be terminated without any notice. The Company is looking for dynamic and target oriented person who can contribute in the above position with best effort of their ability.

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Contd..p3

::3::

- xii) In case a person does not join the post after selection he / she will be debarred from being considered for any other position in the Corporation for a minimum period of two years from his / her date of selection.
- xiii) Any additional information/modifications, if any related to this advertisement will be updated in the official website of the Corporation from time to time.
- xiv) Candidates presently working in Govt. and/or PSUs must apply through **Proper Channel** or they must furnish **No Objection Certificate (NOC)** from the current employer along with the Application. Under no circumstances will such a candidate be allowed to appear before the interview Board without the **NOC** and no TA will be paid to such candidate. This clause is application for candidates presently working in Govt. and/or PSUs even in contractual role.
- xv) In cases, where JCI is in the process of ascertaining the number of vacancies and have not finalized the same, no specific numbers of posts have been mentioned. In these cases, JCI would prepare a 'Panel' of selected candidates. Panels for the respective posts will remain valid for a period of one year from the date of final Interview. Corporation reserves the right to create Panel for all the positions mentioned herein.

**Explanatory Note:** -This is to clarify that "Age" mentioned against respective positions is the 'Maximum Age' as may be read with Clause- ix & x above.

### How to apply:

Candidate must apply in given format (**Annexure I**) stating qualification, experience in chronological manner with contact no. e-mail address along with self-attested copies in support of age, qualification and experience and two copies of colored passport size photographs (**as per guidelines mentioned in Annexure – II i.e. Mandatory documents Checklist**) addressed to the:

**DGM (Personnel & Administration)**  
**The Jute Corporation of India Limited,**  
**15N, Nellie Sengupta Sarani,**  
**Kolkata-700 087**

Candidates are required to super scribe on the envelope, the Post for which they are applying while sending the application.

Applications duly signed by candidates should be sent through Registered/Speed Post only (along with aforesaid documents) to the above mentioned address.

**No application shall be accepted by e-mail/fax etc. AND also if received after the closing date i.e. after 30-03-2020**

**DGM (Personnel & Administration)**  
**The Jute Corporation of India Limited**

# APPLICATION FORM

## PHOTOGRAPH

Paste here (do not pin or staple) a recent clear and coloured passport size photograph

### IMPORTANT INSTRUCTIONS

- A. Use blue pen for filling this FORM
- B. Tick in the appropriate box against columns 3, 4 and 5

1. Post Applied for															
2. Full Name (in Capital Letters)															
3. COMMUNITY				4. SEX		5. DATE OF BIRTH						6. AGE AS ON 01.04.2020		7. NATIONALITY	
GEN	SC	ST	OBC	M	F	D	D	M	M	Y	E	A	R		

Family Details	NAME	QUALIFICATION	OCCUPATION
8. FATHER			
9. MOTHER			
10. SPOUSE			
11. Others			
CHILDREN, if any			

### 12. EDUCATIONAL QUALIFICATION STARTING FROM 10<sup>TH</sup> STD

Examination passed	Board/University /Institute	Subject	Year of Passing	Division/ Class

\*\*In the event of not having qualified the degree, may indicate the expected date, month and year of declaration of result. Separate sheets may be enclosed for mentioning other relevant qualifications.

13. EXPERIENCE (PRESENT ONWARD)

Name, Place of posting and Organization	Positions Held	Period of service [DD/MM/YYYY] From To	Pay Scale	Gross emoluments per month

Total Experience: \_\_\_\_\_ years \_\_\_\_\_ months

14. PERMANENT ADDRESS	
15. ADDRESS FOR COMMUNICATION	
16. CONTACT NUMBER LANDLINE (with STD Code) <b>MOBILE</b>	
17. E-MAIL ADDRESS	
18. Knowledge and Proficiency level in Computers (enclose relevant document in support of the same)	
19. Whether any criminal case pending against you in any court  If Yes, give details	
20. Willingness for periodical transfers as per the transfer Policies of CPSEs.	
21. If Selected, whether ready to serve anywhere in India	

22. Is related/ known to any person currently working or worked earlier in the Jute Corporation of India Ltd.

a. Yes            b. No

If yes, please specify the following details

Name of the Person

Designation

Place of Posting

Declaration:

I hereby solemnly declare that the above information and particulars are true and correct to the best of my knowledge and belief. I understand that if any of the information given above is found incorrect or false, my candidature will be cancelled.

Place :

(Signature of the Candidate)

Date:

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Annexure II

### Mandatory Document Checklist

Sl.	Particulars of Document	Whether submitted (Yes/No)
1	Filled up application form as given in Annexure I	
2	Proof of Date of Birth- Mark sheet/ Certificate issued by a Board of Secondary Education for passing Matriculation Examination	
3	Photo Identity Proof (Driving License/Voter Id/ PAN Card/ Aadhaar Card/ Passport)	
4	10th Standard Mark sheet and Pass certificate	
5	12th Standard Mark sheet and Pass certificate	
6	All semesters/ year-wise Mark Sheets and Final Degree Certificate of Qualifying examination issued by the respective Board/ University (where applicable)	
7	Latest Caste/ Category Certificate (applicable for SC/OBC(NCL) candidates) issued by appropriate authority.	
8	Disability Certificate (applicable for PwBD candidates) issued by appropriate authority.	
9	Proof of requisite experience. (Experience Certificate AND/OR Appointment Letter and Current employer Latest Salary Slip etc. issued by the employer will be acceptable as valid proof for Experience)	
10	CV/Biodata mentioning details of Work Experience/Job Responsibilities handled.	
11	Present Employer's No Objection Certificate, if applicable	
12	Any other relevant document(s) in support of qualifications, experience, category, age etc. as mentioned in the Advertisement.	

Note: Candidates are advised to apply as per the above in chronological manner along with contact details and valid e-mail id. All documents should be self attested. Also, two copies of coloured passport size photographs should be submitted along with the application.

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