

No. NJB/Sect/Deputation/2022/7439

Date : 12 May 2022

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

Sub : Filling up of the post of Director (Finance & Economic Services), Kolkata in National Jute Board, Kolkata on- reg.

Sir/Madam,

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/- - Rs.2,15,900/-.

02. A copy of NJB's Vacancy Circular NJB/Sect/Deputation/2022 dated 12th May, 2022 along with other details are enclosed hereto.

03. It is requested that the vacancy may be circulated amongst willing & eligible officers and applications in the prescribed format (Annexure-1) may kindly be forwarded along with the certificate from Employer / Controlling Authority (Annexure-2) and details of deputation (Annexure-3) so as to reach this office within 15.07.2022.

Yours faithfully,

(Anindya Acharya)
Joint Director (A&E)

Encl : As above.

Shri Naresh Kumar, IAS
Chief Secretary
Delhi Secretariat, IP Estate,
New Delhi - 110002

No. NJB/Sect/Deputation/2022

Date : 12 May 2022

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

Vacancy Circular – Director Level Post

National Jute Board (NJB) (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 following the “Composite Method” of recruitment as per the NJB Employees (Recruitment Rules) Regulations, 2017 (copy attached).

- I. Director (Finance & Economic Services) – Pay Matrix Level-13, Rs.1,23,100/- Rs.2,15,900/-.

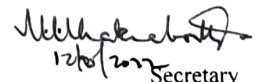
The officer will either draw pay of the post of Director (Finance & Economic Services), NJB (Pay Matrix of Level-13, Rs.1,23,100/- - Rs.2,15,900/-) or Pay drawn by him in his parent cadre + deputation allowances as per DOPT's OM No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 subject to a maximum of Rs.4,500/- if the deputation is within the same station or Rs.9,000/- 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-I should be addressed to “The Secretary”, “National Jute Board” and sent in sealed cover marked “Application for the post of Director (Finance & 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 15.07.2022 along with the following documents :-

- 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.
- 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.
- No objection certificate of the present employer
- Vigilance Clearance from the employer / CVO/DY CVO.
- Undertaking of the applicant to the effect that candidature will not be withdrawn, if selected.
- 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.

If any suitable candidate is not found for filling up of Director (Finance & Economic Services) post on deputation applicants may be considered against lower posts like in the post of Joint Director, L-12 or in the post of Dy. Director, L-11.


Secretary
National Jute Board

To
All Concerned.

Annexure-1

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

**APPLICATION FOR THE POST OF
DIRECTOR (FINANCE & ECONOMIC SERVICES)**

1	Name of the 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 / Desirable	Qualifications / Experience required	Qualification / Experience possessed by the officer				
	Essential – i)						
	ii)						
	iii)						
	Desirable – i)						
	ii)						
	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 :				
7	Details of Employment in chronological order enclose a separate sheet duly authenticated by your signature if the space below is insufficient.						
	Sl.	Name of the organization	Post held on regular basis	From	To	Substantive Scale of pay and Basic pay therein	Nature of duties
8	Nature of the present employment i.e. ad-hoc or temporary or permanent						
9	Additional details about present employment. Please state whether working under						
	a) Central Govt.						
	b) State Govt.						
	c) Autonomous Organization						
	d) Govt. Undertakings						
	e) Universities						

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 attached	
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 :</p> <p>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) Patents registered in own name or achieved for the organization (v) Any research / innovative measure involving official recognition (vi) 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

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 possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he / she will be relieved immediately.

02. 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)