



The Jute Corporation of India Limited



— A Government of India Enterprise

Regd. & Head Office: 15N, Nellie Sengupta Sarani,
7th Floor, Kolkata- 700087

CORPORATE IDENTITY NO. U17232WB1971GOI027958

Employment Notification No.: 02/2016

Date: 06/04/2016

SPECIAL RECRUITMENT DRIVE FOR PERSON WITH DISABILITIES (PWD)
(2nd Attempt)

The Corporation invites application from candidates for filling up vacancies in the following categories:-

1) Office Manager - Group B - 1 Post - [Reserved for (VH)]

Pay Scale : 12000-30000/- (IDA Scale of Pay)

Qualification :- A degree from recognized University.

Experience :- 5 Years experience in General Administration/Sales/Purchase/Accounts/Shipping/Custom/Foreign Exchange in Government Department/Public Sector Enterprise or Commercial Firm of repute.

Age :- Maximum 45 Years.

2) Accountant - Group B - 1 Post [Reserved for (HH)]

Pay Scale : 12000-30000/- (IDA Scale of Pay)

Qualification :- Commerce Graduate from recognized University.

Experience :- 7 years experience in maintenance of commercial accounts including reconciliation and final accounts. Experience in handling cash and records.

Age :- Maximum 45 Years.

3) Junior Assistant :- Group C - 2 Post [post reserved for (VH)]

Pay Scale :- 9000-22500/- (IDA Scale of Pay)

Qualification :- Degree from recognized University.

Must be able to use Computer (Word/Excel) and type @ 40 wpm. in English.



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Experience:- 3 Years' experience in Sales/Purchase/Accounts/establishment/general administration/Import & Export/Shipping/Customs/Foreign Exchange etc. in Government Department/ Public Sector Enterprise / Commercial Firm of repute.

Age :- 35 years.

4) Junior Inspector :- Group C - 2 post [post reserved for (HH)]

Pay Scale :- 9000-22500/- (IDA Scale of Pay)

Qualification :- Higher Secondary/School Final or its equivalent examination.

Experience :- 3 Years' experience in purchase/sale of raw jute, its grading and assorting/baling /storage/transportation.

Ability to use computer.

Age:- 35 Years.

5) Watchman-cum-Peon/Peon-cum-Messenger :- Group D - 1 post [1 post reserved for (OH)]

Pay Scale :- 8000-20000/- (IDA Scale of Pay)

Qualification :- Passed Class-VIII standard or its equivalent in the local language of the region concerned.

Experience:- At least 2 Years' experience as Watchman/Security Guard in case of Watchman-cum-Peon and at least 1 year experience as Peon-cum-Messenger in case of Peon-cum-Messenger.

Age:- 35 Years.