



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, 7th Floor

कोलकाता / Kolkata – 700 087

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

Employment Notification No.: 02/2018

Date: 06/11/2018

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 IN VARIOUS DISCIPLINES ON CONTRACTUAL BASIS

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

1)

Designation	Addl. General Manager - Finance
No of Post	1
Contract Period	5 years
Qualification	CA/ICWA/ MBA (FINANCE)/M.COM
Experience	13 – 15 years' Experience in a PSU or any other reputed organization and experience in accounts, preparation of financial statements as per Ind AS, budgeting, MIS, compliance to Direct & Indirect Taxation, maintaining cash controls, payment to staff, purchasing, maintaining accounts payable, bills receivables and Contract Management, Finalization of Accounts, Banking
Age	45 years to 55 years
Salary	Rs. 80,000/- Per Month

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

फैक्स / Fax: 91 33 2252 1771 ई-मेल/E-mail: jci@jcimail.in वेबसाइट/Website: www.jci.gov.in



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2)

Designation	Addl. Assistant Company Secretary
No of Post	1
Contract Period	2 years
Qualification	Qualified/semi-qualified (CS Intermediate/Executive Passed) candidate having undergone the Management training/internship prescribed by Institute of Company Secretaries of India (ICSI) in a Public Sector Undertaking (PSU) or any other reputed organization. The candidate should be well versed with the Companies Act, 2013, SEBI Laws, LODR, and Secretarial Standards issued by ICSI. The candidate should have good communication, presentation skills, proficiency in drafting of agenda and minutes and resolutions of Board/General Meetings, etc
Experience	5 – 7 years Experience. Assisting in filing various forms and returns to the Ministry of Corporate Affairs (MCA), in compliance of the provisions of Companies Act, 2013 and rules framed thereunder. Assisting in preparation of agenda and minutes of meetings of Board of Directors/ it's Committees and General Meetings. To assist in compliance of Corporate Governance guidelines issued by Department of Public Enterprises (DPE). Assisting in providing the details/information required by the Administrative Ministry and other regulatory authorities. 5. Any other work assigned from time to time.
Age	25 years – 40 years
Salary	Rs. 35,000/- Per Month

3)

Designation	Additional Manager IT
No of Post	1
Contract Period	2 years
Qualification and Experience	MCA from a recognised university and 3 years' experience in a similar capacity in a public sector undertaking or a commercial/industrial organization of repute in implementing IT solutions OR BE (IT/CSE)/ B.Tech (IT/CSE) from a recognised university and 8 years' experience in a similar capacity in a public sector undertaking or a commercial/industrial organization of repute in implementing IT solutions
Age	35 years
Salary	Rs. 55,000/- Per Month

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4)

Designation	Additional Manager-Admin
No of Post	1
Contract Period	2 years
Qualification	Graduate with degree or diploma in Personnel Management or MBA in Human Resource Management from a recognized university.
Experience	10 years' experience (out of which at least 5 years should be in managerial / officer cadre) in all admin related matters like ticket booking, tendering process, office maintenance and upkeep, management of store, purchase of office furniture and fixtures, car maintenance etc. in a PSU / reputed commercial or industrial organisation
Age	45 years maximum
Salary	Rs. 55,000/- Per Month

5)

Designation	Legal Officer
No of Post	1
Contract Period	2 years
Qualification	Degree in law from a recognized University
Experience	5 years' Managerial / Officer cadre in handling law matters in a PSU / reputed commercial or industrial organization.
Age	30 years maximum
Salary	Rs. 35,000/- Per Month

6)

Designation	Public Relation Executive
No of Posts	1
Contract Period	2 years
Qualification	A degree in Public Relations, Journalism, Communications or a related field PG degree in Public Relations, Journalism, Communications or a related field will be an added advantage
Experience	5 years' experience as a Public Relations Executive or similar PR role, Experience managing media relations (media, broadcast and print), Background in researching, writing and editing publications, Proficient in MS office and social media, Familiarity with project management software and video / photo editing is a plus, Excellent organizational skills, Ability to work well under pressure, Creativity and problem-solving aptitude
Age	30 years maximum
Salary	Rs. 35,000/- Per Month

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7)

Designation	Quality Inspector
No of Posts	6
Contract Period	2 years
Qualification	Minimum Graduate in any discipline. However, candidates of jute and fibre technology background will be preferred.
Experience	(a) Past working experience in JCI's operation regarding quality aspect of jute procurement norms/procedures at JCI centres and thereafter logistic procedures, exposure mills' claim settlement procedures. (b) Working experience in Jute Mills, specially at various departments of production process with exposure of raw Jute quality and it's conversion to end products through various production processes. (c) Working experience in any research institute dealing in agronomical developmental activities of Jute, mechanical developmental activities of jute, supply claim process or similar
Age	Up to 62 years
Salary	Rs. 35,000/- Per Month

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GENERAL TERMS AND CONDITIONS

- i) Computer proficiency is essential and to be supported by documentary evidence.
- 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) JCI reserves the right to relax the eligibility criteria in case of otherwise deserving candidates.
- v) 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.
- vi) The shortlisted Candidates called for interview will be communicated by email.
- vii) Travelling Allowance up to AC III & AC II (For SI No. 1) tier **respectively** 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.
- viii) 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.
- ix) 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.
- x) **The date for reckoning the age, qualification, experience etc. shall be on 01.11.2018, without anything in contrary to clause (iv) above.**
- xi) While applying for any post, the applicants should ensure that he/she fulfils the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are

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correct in all respects. In case, it is detected at any stage of recruitment that the candidates does not fulfil 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.

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) 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.

xiv) In cases, where JCI is in the process of ascertaining the number of vacancies and have not finalized the same, no specific number 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- x above.

How to apply:

Candidate must apply in details 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 coloured passport size photographs addressed to the :

Personnel Manager

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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 Speed Post/ By Hand (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 26-11-2018

(Personnel Manager)

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