



भारतीय पटसन निगम लिमिटेड

The Jute Corporation of India Limited



(A Government of India Enterprise)

पंजीकृत और प्रधान कार्यालय: 15एन, नेली सेनगुप्ता सरणी, 7वां तल, कोलकता – 700 087

Regd. & Head Office: 15N, Nellie Sengupta Sarani, 7th Floor, Kolkata – 700 087

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

Employment Notification No.: 01/2023

Date: 28/01/2023

The Jute Corporation of India Ltd. (JCI) was set up in 1971 under Companies Act, 1956 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.

The Corporation 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. JCI is looking for promising, energetic and young aspirants to join the Corporation. The Corporation is looking for dynamic and target oriented persons who can contribute in the advertised positions with best efforts of their ability.

SPECIAL RECRUITMENT DRIVE (SRD) - 1ST ATTEMPT
AND
FRESH RECRUITMENT

Sl. No.	Position, Pay Scale (I.D.A.)	Upper Age limit (as on 01st January, 2023)	Minimum Qualification & Experience	No. of Posts *	Category
1	Assistant Manager - (Operation/Marketing), Pay scale Rs. 40,000- Rs.1,40,000/-	35 years	(i) Degree in Jute technology from a recognized university/Institute. AND (ii) 2 Years' experience	4	OBC(NCL) -02, UR-02*
2	Assistant Manager - (Finance), Pay scale Rs. 40,000- Rs.1,40,000/-	35 years	(i) B. Com (1st Class)/ M. Com from a recognized university / Institute. AND (ii) 2 Years' experience in handling Commercial account in a PSU / large commercial organization.	4	SC-01 OBC(NCL) -01, UR-02*
3	Assistant Manager - (HR), Pay scale Rs. 40,000- Rs.1,40,000/-	35 years	(i) Graduate or equivalent from a recognized university. AND (ii) 2 Years' experience in 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.	3	SC-01 OBC(NCL) -01, UR-1*

*Above mentioned vacancies also includes "fresh vacancies".

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

टेलीफोन / Telephone: 91 33 2252 6720 / 7109 / 7107 / 6770

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



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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 provisionally shortlisted candidates eligible 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. Payment of TA shall be made through ECS mode only and candidates have to submit supporting documents (i.e. “bank passbook” and/or “cheque”) for making the payment through ECS mode.
- vii) Candidates called for interview should produce **all original documents and NOC (if applicable)**, at the time of Interview, **failing** which such candidates **will not be permitted** to appear for the interview. Candidates presently working in Central or State Govt. / PSUs / Autonomous bodies (including Nationalized Banks and Financial Institutions) must apply through **Proper Channel** or furnish **No Objection Certificate (NOC)** issued from their current employer at the time of filing of application form. **The date of issuing NOC should not be earlier than the date of publication of this advertisement.** Under no circumstances will such candidate be allowed to appear in the interview without the Original NOC (if not sent earlier with application form) and other mandatory documents. This clause is applicable for candidates presently working in Central or State Govt. / PSUs / Autonomous bodies (including Nationalized Banks and Financial Institutions) even in contractual role.
- viii) Mere fulfilling of the minimum qualifications and experience criteria 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 01.01.2023.**
- x) Wherever applicable, relaxation in Upper Age Limit shall be as follows:

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Sl. No.	Category	Age relaxation
1	SC/ST	5 Years
2	OBC(Non-CreamyLayer)	3 Years
3	PersonswithBenchmark Disability(40%&above)	10 Years
4	PwBD+SC/ST	15Years
5	PwBD+OBC	13Years
6	Ex- Servicemen	As per Govt. guidelines.

- 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 correct in all respects. Incase, it is detected at any stage of recruitment that the candidates do not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false/ incomplete 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.
- xii) Age relaxation shall be given for SC/ST/OBC/PwBD/Ex-Servicemenas per GOI norms. OBC (Non-Creamy) certificates should not be earlier than six months prior to the receipt of the application.
- xiii) If the SC/ST/OBC/EWS/PwBD or any other certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi. JCI reserves the right to verify the genuineness of the certificate and in case of any false findings/ discrepancies necessary action will be taken against such candidates as per rules of Corporation.
- xiv) Candidates belonging to OBC category but falling in creamy layer are not entitled to OBC reservation benefits. Accordingly, such candidates canapply, provided they meet all other criteria as applicable. JCI being a Central Public Sector Enterprise, only those communities that are mentioned in the common list of OBC notified by Government of India shall be treated as OBC for the purpose of reservation for employment; the relevant list can be viewed at <http://www.ncbc.nic.in>. Accordingly, for claiming the benefit of OBC (NCL) category, candidate should submit & subsequently produce his latest caste certificate in the proforma prescribed by Government of India, applicable for purpose of reservation in appointment to posts under Govt. of India/Central Government /Public Sector Undertaking, as contained in DOPT Memo

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No.36036/2/2013- Estt./(Res.) dated 30.05.2014 from a **Competent Authority issued not earlier than 06 months from the issuing of advertisement date.**

- xv) In case any discrepancies are found in the data filled by the candidate in the application form and that with the original testimonies, the candidature of such candidates is liable to be rejected. Hence utmost care should be taken to furnish correct details.
- xvi) Candidates are advised to fill their correct and active e-mail address along with a valid mobile number in the application form as necessary correspondence will be made by the company through e-mail only. JCI will not be responsible for non-delivery of any e-mail to the candidates. Further, it is advised to fill the correct postal address for necessary communications.
- xvii) The candidates are advised to submit the application well in advance without waiting for the closing date.
- xviii) Medical Examination: Before joining the services of the Corporation, the shortlisted candidates are required to produce Medical Fitness Certificate.
- xix) The number of vacancies is tentative and may increase or decrease at the absolute discretion of JCI. Accordingly, depending on the requirement, the Corporation reserves the right to fill or not to fill or partially fill any of the above vacancies/ cancel/ restrict/enlarge/curtail/modify/alter the recruitment/selection process, if need so arises, without any further notice whatsoever and without assigning any reason thereof.
- xx) While applying for any post, the applicants should ensure that he/she fulfils the eligibility and all other norms mentioned therein, 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 fulfil the eligibility norms and/or that he/she has furnished any incorrect/false/incomplete 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.
- xxi) 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.

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- xxii) Any additional information/modifications, if any related to this advertisement will be updated in the official website of the Corporation. Candidates are advised to regularly check the website for necessary information.
- xxiii) Corporation reserves the right to prepare a 'Panel' of selected candidates. Panel for respective posts shall remain valid for a period of one year from the date of publication of results.
- xxiv) Canvassing in any form may lead to disqualification of the candidature.
- xxv) The decision of JCI Management in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of examination(s), selection and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
- xxvi) Modifications/ amendments /corrigendum, if any, in respect of the above advertisement shall be made available only on JCI's Website. No further press advertisement will be published. Hence, prospective applicants are advised to visit JCI's website regularly for this purpose.
- xxvii) LAST DATE FOR SUBMITTING HARDCOPY APPLICATION is 17.02.2023.
- xxviii) Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Courts at Kolkata only.

Explanatory Note: This is to certify that "Age mentioned against respective positions is the "Maximum Age" as, may be read with clause- ix & x above

xxix) How to apply:

- The candidates should super scribe on the envelop, the Name of the Post and Advertisement Number. Application received without superscription on the envelop shall be **"REJECTED"** and no communication will be made in this regard.
- Duly filled in and signed Application Form (Annexure-I)&Annexure-II along with self-attested copies in support of age, qualification and experience and **2 (two) copies of coloured passport size photographs** by **REGISTERED/SPEED POST only** to following address-

SENIOR MANAGER (HR)
THE JUTE CORPORATION OF INDIA LIMITED,
15N, NELLIE SENGUPTA SARANI,
KOLKATA-700087

टेलीफोन / Telephone: 91 33 2252 6720 / 7109 / 7107 / 6770

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- Non-receipt of Hardcopy of the application form along with **Annexure** and **documents** shall be treated as **“REJECTED”** and no communication will be made in this regard.
- **Submission of Incomplete Application or Application received by any other mode other than register/speed post, or received after the closing date of receipt of the application shall not be considered and treated as “REJECTED” and no communication will be made in this regard.**
- **THE CORPORATION RESERVES THE RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.**

Senior Manager – HR
The Jute Corporation of India Limited

**APPLICATION FORM****IMPORTANT INSTRUCTIONS**

- Use ONLY Blue pen for filling this FORM
- Tick (✓) in the appropriate box against columns 3, 4, 8 and 9

1. Post Applied for																			
2.Full Name (in Capital Letters)																			
3.COMMUNITY					4. GENDER		5.DATE OF BIRTH						6.AGE as on 01.01.2023 (in YYMMDD)		7.NATIONALITY				
GEN	SC	ST	OBC	EWS	M	F	D	D	M	M	Y	Y	Y	Y					
8. MARITAL STATUS				Single	Married	Separated/Divorced			Widowed		9 a. Are you working in Govt./PSU/PSB		YES	NO					
9 b. Are you Ex- servicemen				YES	NO	If YES, Date of Joining Armed Services				Date of Discharge		Total Service in YYMM							

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

11. EDUCATIONAL QUALIFICATION STARTING FROM 10TH STD

Examination passed	Name of Board/University	Name of Institute/College	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.



12. EXPERIENCE IN CHRONOLOGICAL ORDER, STARTING WITH THE FIRST JOB

Name and Address of Employer, Place of posting	Employer Status (Govt./PSU/ Autonomous Body/Private)	Period of service [DD/MM/YYYY]		Pay Scale Type (CDA/IDA/Private*)	Positions Held	Yearly Gross Salary (Rs.)
		From	To			

*In case of employment in Private sector, please mention per annum CTC

Total Experience (as on 01.01.2023): _____Years _____Months

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



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.
- I agree with the General Terms & Conditions as mentioned in the advertisement notification no. 01/2023 dt. 28/01/2023.

Place:

Date:

(Signature of the Candidate)



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. <ul style="list-style-type: none">• Current employment proof i.e. Appointment Letter with date of joining and Latest Salary Slip. In case of non-availability of these mentioned documents, experience certificate from employer mentioning the period of service, remuneration (monthly gross), current designation, department etc., should be attached.• Past Employment proof (Experience Certificate from the employer mentioning the period of service, remuneration (monthly gross), designation, department etc., In case of non-availability of aforementioned experience certificate, appointment letter with joining date and relieving letter mentioning the date of release of previous employers should be attached)	
10	CV/Bio data 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.

(Signature of the Candidate with Date)