



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.: 04/2016

Date: 27/04/2016

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.

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 PERSONNEL & ADMINISTRATION, FINANCE AND MARKETING DISCIPLINES

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

1) Personnel Manager (E3)

No. of Posts: 1

Pay Scale: ₹24900 - ₹50500 /- (IDA Scale of Pay)

Qualification: Graduate with Post Graduate Degree / Diploma in Personnel Management / Master of Business Administration (HR) or equivalent from recognised university / Institute.

Experience: At least 3 Years' experience in a similar capacity or 5 Years' experience in an immediate lower 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, Govt. Service Rules etc.

Age: Maximum 40 Years.

2) Dy. Manager (Personnel) (E2)

No. of Posts: Panel

Pay Scale: ₹20600 - ₹46500/- (IDA Scale of Pay)

Qualification: Graduate with Post Graduate Degree / Diploma in Personnel Management / Master of Business Administration (HR) or equivalent from recognised university / Institute.

Experience: At least 5 Years' experience in a similar capacity or 8 Years' experience in an immediate lower 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, Govt. Service Rules etc.

Age: Maximum 40 Years.

Telephone: 91 33 2252-7496 / 7028/ 6952 / 6779 / 6770 / 6773 / 7108 / 6776 / 7027

E-mail: jutecorp@vsnl.net / jutecorp@gmail.com | **Fax:** 91-033-2252-1771 | **Website:** www.jci.gov.in



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3) Dy. Manager (Administration) (E2)

No. of Posts: Panel

Pay Scale: ₹20600 - ₹46500/- (IDA Scale of Pay)

Qualification: Graduate with Post Graduate Degree / Diploma in Personnel Management / Master of Business Administration (HR) or equivalent from recognised university / Institute..

Experience: At least 5 Years' experience in a similar capacity or 8 Years' experience in an immediate lower 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, Govt. Service Rules and other related administrative activities.

Age: Maximum 40 Years.

4) Administrative Officer (E1)

No. of Posts: 3

Pay Scale: ₹16400 - ₹40500/- (IDA Scale of Pay)

Qualification: Graduate with Post Graduate Degree / Diploma in Personnel Management / Master of Business Administration (HR) or equivalent from recognised university / Institute.

Experience: At least 5 Years' experience of which 3 Years' in a Supervisory capacity in Personnel & Administration Dept. of 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, Govt. Service Rules other related administrative activities.

Age: 40 Years.

5) Finance Manager (E3)

No. of Posts: Panel

Pay Scale: ₹24900 - ₹50500/- (IDA Scale of Pay)

Qualification: Pass in final examination of CA / ICWA or MBA (Finance) from a recognized university

Experience: At least 3 Years' experience in a similar capacity or 5 Years' experience in an immediate lower capacity in a Public Sector Undertaking or a Commercial / Industrial organization of repute. Must have experience in handling financial matters independently and closing of Accounts.

Age: 40 Years.

6) Dy. Finance Manager (E2)

No. of Posts: 1

Pay Scale: ₹20600 - ₹46500/- (IDA Scale of Pay)

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Qualification: Pass in final examination of CA / ICWA or MBA (Finance) from a recognized university

Experience: At least 5 Years' experience in a similar capacity or 8 Years' experience in an immediate lower capacity in a Public Sector Undertaking or a Commercial / Industrial organization of repute. Must have experience in handling financial matters independently and closing of Accounts.

Age: 40 Years.

7) Asst. Finance Manager (E1)

No. of Posts: 2

Pay Scale: ₹16400 - ₹40500/- (IDA Scale of Pay)

Qualification: Pass in final examination of CA / ICWA or MBA (Finance) from a recognized university

Experience: At least 5 Years' experience of which 3 Years' in a Supervisory capacity in Finance & Accounts Dept. of a Public Sector Undertaking / large Commercial organization of repute. Must have experience in handling financial matters and closing of Accounts.

Age: 40 Years.

8) Dy. Marketing Manager (E2)

No. of Posts: Panel

Pay Scale: ₹20600 - ₹46500/- (IDA Scale of Pay)

Qualification: Degree in Jute Technology from a recognized University / Institute.

Experience: At least 5 Years' experience in a similar capacity or 8 Years' experience in an immediate lower capacity involving purchase / sale of raw jute and / or jute goods in a Govt. Undertaking or a Commercial / Industrial Undertaking of repute.

Age: 40 Years.

9) Asst. Marketing Manager (E1)

No. of Posts: 3

Pay Scale: ₹16400 - ₹40500/- (IDA Scale of Pay)

Qualification: Degree in Jute Technology from a recognized University / Institute.

Experience: At least 5 Years' experience out of which 2 Years' experience in operations/marketing involving purchase / sale of raw jute and / or jute goods in a Govt. Undertaking or a Commercial / Industrial Undertaking of repute.

Age: 40 Years.

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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) Age and experience may be relaxed, if otherwise, found suitable.
- 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 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.
- 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 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 01.05.2016.**
- 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 does 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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- xii) 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.
- xiii) 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.

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 :

**Chief (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 Speed Post (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 10-05-2016.

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

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