

Ref No: NJB/Sect/Deputation/2021

Dated 21.06.2021

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 HMS/HTS/Universities

Sir/Madam,

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

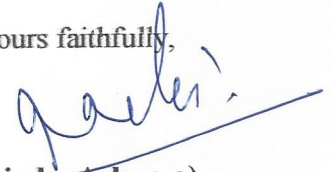
National Jute Board (a statutory body under Ministry of Textiles, Government of India) having its Head Office in Kolkata and Regional Offices in New Delhi, Chennai and Hyderabad intends to appoint a suitable officer on deputation basis to the one (1) post of Director (Finance & Economic Services), for its Kolkata Head Office in the Pay Matrix L-13, Rs.1,23,100-2,15,900 .

02. A copy of NJB's circular NJB/Sect/Deputation/ 2021-dated 21.06.2021 along with other details are attached hereto.

03. It is requested that the vacancy may be circulated amongst willing & eligible officers and applications in the prescribed format (Annexure 2) may kindly be forwarded along with the certificate from Employer/controlling authority (Annexure 3) so as to reach this office within 9th August, 2021.

Thanking you,

Yours faithfully,



(Anindya Acharya)  
Joint Director (Admin & Estt.)

Encl : As above.

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21.06.2021

**National Jute Board**  
**(A statutory body under Ministry of Textiles, Government of India)**  
**3 A & 3B Park Plaza**  
**71, Park Street, Kolkata -700 016**

National Jute Board ( 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 including short term contract/promotion following the “Composite Method” of recruitment as per the NJB Employees (Recruitment Rules) Regulations, 2017 , copy attached –Annexure I :-

1. Director, “Finance & Economic services”-(Pay Matrix Level-13, Rs.1,23,100-2,15,900)

The officer will either draw pay of the post of Director (Finance & Economic Services ) , NJB (Pay Matrix of Level 13,-Rs 1,23,100-2,15,900 ) or Pay drawn by him in his parent cadre + deputation allowance as per DOPT's O.M No No. 6/8/2009-Estt. (Pay II) dated 17.6.2010 subject to a maximum of Rs4,500 if the deputation is within the same station or Rs 9000/ 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 3’ should be addressed to ‘The Secretary’, National Jute Board’ and sent in sealed cover marked ‘Application for the post of Director-Finance & ES’ so as to reach the office of the Secretary, National Jute Board 3A & 3B, Park Plaza, 71 Park Street, Kolkata -700 016 **within 09.08.2021** along with the following documents:-

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

Secretary

National Jute Board