

NATIONAL JUTE BOARD
Ministry of Textiles
Government of India

REF: JDRC PROJECT/NJB-NIFT/RECRUITMENT/2024/SUPPORTSTAFF

Sub: Vacancy announcement for the post of 1 nos. of Support Staff for JDRC Scheme at Patsan Bhawan, New Town, West Bengal

Type of Employment- Contract

Nature of Job- 6 days a week –full time

Period of Engagement- 2 YEARS with probation of 1 year

Job Location- Patsan Bhawan and other jute clusters as and when required by NJB

Salary- Consolidated amount of Rs.15,000/- pm

Eligibility-

- 1) 10+2 passed with knowledge of machine maintenance for Jute industry, including sewing machines
- 2) Candidates with Diploma or Certificate from ITI / ATDC/ NIFT / any other reputed training institutions will be appreciated.
- 3) Regular maintenance of the machine will be required.
- 4) Must be willing to learn new skills as per the need and given training on different machine handling at JDRC.
- 5) Should be willing to travel to various clusters to assist the team with workshop training if required.

Role of Support Staff:

- To be able to assist Designers and Master Trainers in day to day work of the Design Studio and Workshops.
- To maintain the machines and do time to time cleaning & oiling and repair
- To inform the concerned party and coordinate major repairs.
- To assist Designers in running the centralised Design development and resource centre at Patsan Bhawan, Kolkata
- To assist in maintaining a repository of about 1600 new and innovative JDPs designs

- To assist Designers and Master Trainers in conducting various workshops
- To assist Designers and master Trainer in cataloging products and displaying them from time to time, as and when required
- To maintain all documentation and records, physically archived
- To assist the team in various clusters for workshops as per requirements

Applications are to be emailed with a cover letter with reference no. JDRC PROJECT/NJB-NIFT/RECRUITMENT/2024/SUPPORTSTAFF addressed to NJB, KOLKATA, along with a detailed CV to **amritmaymaity37@gmail.com,soumickdesignernjbjdrc@gmail.com, ad.mkt@njbindia.in** by **28 October 24**.

Selected candidates will be interviewed by October-November 2024 at the NJB office. **A spot evaluation will be conducted on machine maintenance.** Details will be communicated to shortlisted candidates based on CVs.