

NATIONAL JUTE BOARD
Ministry of Textiles
Government of India

Advertisement for filling up the post of Office Assistant under National Jute Board

Ministry of Textiles, Government of India invites Applications under National Jute Board, Kolkata from eligible candidates for filling-up four (4) post of Office Assistant on contractual basis.

National Jute Board, Kolkata will recruit two (2 Nos.) clerical staff in Accounts Department one (1 No.) clerical staff in Administration Department and one (1 No.) staff in Marketing Department on short-term contract basis. Qualification requirements are as follows :-

Eligibility Criteria :-

A. For Accounts Department (2) :

- i) Educational Qualification : Commerce Graduate
- ii) Experience : Five (5) years knowledge of handling financial accounting software package.
- iii) Age : Below 40 years as on date of publication of advertisement.
- iv) Period of Engagement : 6 months
- v) Method of recruitment : On contractual basis through interview
- vi) Emoluments (consolidated) Rs.25,000/-
- vii) No. of posts : Two (2)

B. For Administration Department (1) :

- i) Educational Qualification : Graduate in any stream
- ii) Other Qualification : Knowledge of shorthand and typing, knowledge of handling of basic computer applications (MS word, Excel, Power Point etc.)
- iii) Desirable : Fluency in English
- iv) Age : Below 40 years as on date of publication of advertisement.
- v) Period of Engagement : 6 months
- vi) Method of recruitment : On contractual basis through interview
- vii) Emoluments (consolidated) Rs.25,000/-
- viii) No. of posts : One (1)

C. For Marketing Department (1) :

- i) Educational Qualification : Graduate in any stream
- ii) Thorough knowledge of writing and speaking English, Bengali and Hindi, knowledge of handling of basic computer applications and dealing / processing of official files are required.
- iii) Desirable : Fluency in English
- iv) Age : Below 40 years as on date of publication of advertisement.
- v) Period of Engagement : 6 months
- vi) Method of recruitment : On contractual basis through interview
- vii) Emoluments (consolidated) Rs.25,000/-
- viii) No. of posts : One (1)

The application complete in all respects, in the prescribed proforma (Annexure-I) along with the self-attested copies of certificates relating to qualifications, experience, date of birth etc., should be emailed to jute@njbindia.in

NOTE :

Applications which are not in conformity with the minimum requirement indicated in the advertisement and also not as per the proper proforma (Annexure-I) are liable to be rejected.

Application for the post of Office Assistant under National Jute Board, KolkataPost Applied for : Accounts Dept. / Administration Dept. / Marketing Dept. (Please specify)**A : Personal Information**

| S. No. | Details required | To be filled by the candidate |
|--------|----------------------------|-------------------------------|
| 1 | Name | |
| 2 | Father's name | |
| 3 | Gender | |
| 4 | Date of Birth | |
| 5 | Nationality | |
| 6 | Adhar No. (Enclose copy) | |
| 7 | Address for correspondence | |
| 8 | Permanent Address | |
| 9 | E-mail ID | |
| 10 | Mobile No | |

B : Educational Qualification (last degree first)

| S. No. | Name of the Degree | Name of the Institute | University Board | Year of passing | Percentage / CGPA |
|--------|--------------------|-----------------------|------------------|-----------------|-------------------|
| | | | | | |
| | | | | | |

C : Experience (latest first)

| S. No. | Name of the firm | Period / Duration (From – to) | Contact details of employer | Pay | Nature of work handled | Recommendation / appreciation (if any) |
|--------|------------------|-------------------------------|-----------------------------|-----|------------------------|--|
| | | | | | | |
| | | | | | | |

D : Details of Present Job

| S. No. | Name of the firm | Period from which working | Contact details of employer | Pay | Nature of work handled | Recommendation / appreciation (if any) |
|--------|------------------|---------------------------|-----------------------------|-----|------------------------|--|
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