

NOTIFICATION

Engagement of Consultant on Contract basis

Applications are invited from bona fide citizens for working as a Consultant at National Jute Board, Kolkata on contractual basis as per terms and conditions detailed below:

1. Eligibility Criteria:

- a) The candidate should be a Graduate preferably Post-graduate in Social Science/ Social Welfare/ Rural Development
- b) He/she should have minimum 10 years' experience in handling rural development work particularly, schemes for skill development, working with rural artisans, women self-help groups, NGOs, associated with income generation for rural people and worked for Govt. Sector in similar areas.
- c) Should be conversant with various Govt. schemes in related areas.
- d) Age of the candidate should be within 30 – 45 years at the time of engagement.
- e) Female candidates are encouraged to apply for the position.
- f) The candidate should have computer proficiency particularly, good presentation skills on MS Office Package (Word, Excel, Power Point, Access, etc.)
- g) The candidate, if undertaken/ associated with NID/ NIFT programme will be preferred.

2. Job description:

NJB throughout these long years has been providing opportunities to many unemployed youths/ groups/ NGOs/ societies/ artisans through various support activities to benefit the target people brought under the fold of jute diversified product (JDP) activities in a bid to popularise the non-traditional use of jute through promotion of and proliferation of JDP units and to create employment opportunities for the unskilled folk in rural and semi-urban areas. Job involves extensive travel at short notice, to rural and difficult terrains of the country. He/she shall lend support mainly for :

1. Conducting skill development training and sustainability programmes
2. Marketing of JDPs to be produced by the aforesaid groups and interacting with industry
3. Maintaining of display area of jute diversified products
4. Sharing market, technical information on brochures, etc.
5. Introducing new techniques for promotion of jute diversification, design bank for JDPs
6. Focusing on women groups / entrepreneurs for jute diversified activities
7. Involving State Govt. Agencies/ District Authorities for support and guidance

8. Visiting/ inspection of Clusters, etc.
9. Creative writing, skillful drafting of minutes/ event reports, etc.
10. Expertise in E-commerce, web applications, Apps, etc.
11. Other works as and when assigned by Secretary, NJB.

3. Duration and Compensation:

This engagement will be for a period of 1 year (12 months) and may be extendable depending on satisfactory performance and on requirement basis.

Remuneration will be around Rs.25,000/- per month consolidated. Additional allowances/ facilities may be considered depending on necessity.

Performance will be assessed monthly before releasing remuneration.

This engagement is also subject to termination at any point without assigning any reason.

4. Selection Process:

All applications shall be reviewed and selected candidates may be called for interview with Appointment Committee.

Sealed applications may please be submitted **on or before 10th February, 2016** to the Office of the Secretary, National Jute Board at the following address and entered in register kept in his Secretariat for the purpose.

NATIONAL JUTE BOARD
Ministry of Textiles, Government of India
3A & 3B, Park Plaza, 71, Park Street, Kolkata – 700 016.
Phone : 033-2217 2107, 2217 2540, 2226 3438, Fax : 033-2217 2456
E-mail : jute@njbindia.in, Website : <http://www.jute.com>

Sd/-
Secretary
National Jute Board