



NATIONAL JUTE MANUFACTURES CORPORATION LIMITED
(A Government of INDIA Undertaking)

Ministry of Textiles
Chartered Bank Buildings (2nd Floor)
4, Netaji Subhas Road, Kolkata - 700 001

राष्ट्रीय जूट विनिर्माण निगम लिमिटेड

(भारत सरकार का एक उपक्रम)

वस्त्र मंत्रालय

चार्टर्ड बैंक बिल्डिंग्स, (द्वितीय तल)

४, नेताजी सुभाष रोड, कोलकाता - ७०० ००१

NOTIFICATION

Ref No: NJMC/HR/2013/RMP/04/

Dated: 04.10.2018

NJMC Ltd is looking for an Office Assistant handling PF, Pension and other HR related matters on Contractual basis through agencies/service providers in its Corporate Office at Chartered Bank Building ,2nd Floor, 4, Netaji Subhas Road, Kolkata-700001 and the eligibility of the candidate shall be as follows:-

- 1) Having an experience of 3-5 years in dealing with PF, Pension and HR related matters.
- 2) Should be a Graduate from a recognized University and specialization in HR related matters shall be preferred.

Application in sealed envelope with copies of academic qualification and working experience certificates and expected salary along with one passport size photo should reach the undersigned within 10th October, 2018.

Esha Sen

Executive (HR & Pers)

Contact No:(033)223-0212

e-mail id:cs@njmc.org.in