

**NATIONAL JUTE MANUFACTURES CORPORATION LTD
A GOVERNMENT OF INDIA UNDERTAKING
MINISTRY OF TEXTILES
CHARTERED BANK BUILDING, 2ND FLOOR
KOLKATA – 700001**

Job Criteria of HR Assistant

POST NAME/ NO. OF POST/ SALARY	AGE/ QUALIFICATION	JOB PROFILE/ JOB NATURE
<ol style="list-style-type: none"> 1. Name of the post is HR. Assistant 2. Vacancy is one (1). 3. Consolidated Salary per month Rs. 16000/- (negotiable) 	<ol style="list-style-type: none"> 1. Graduate or equivalent from a recognized University. 2. HR qualification will get extra preference. 3. Preference will be given to those who have Government or Semi Government Experience. 4. Proficiency in English Communication (Writing & speaking) 5. Knowledge of computer operation with word, excel, power point & internet are necessary. 6. Age: Maximum 50 years. 7. At least four (4) years experience in Admin & HR related work. 8. The date for reckoning the age, qualification, experience etc. shall be as on 30.04.2022. 9. Engagement is purely contractual basis through manpower agency initially for 1 year or till the closer of the Organization whichever is earlier. 	<ol style="list-style-type: none"> 1. HR related activities like salary processing, Bill processing, Pension work etc. 2. The incumbent selected for the post may be assigned other responsibilities as assigned by the Corporation as and when required.

DECLARATION

I do hereby declare that the statement made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/ incomplete or ineligibility being detected at any time before or after selection/ interview, my candidature is liable to be rejected. I shall be bound by the decision of the National Jute Manufactures Corporation Ltd. No criminal case / vigilance case was initiated or contemplated against me.

Place:

Date:

Signature of Candidate