## 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/	AGE/	JOB PROFILE/	
NO. OF POST/	QUALIFICATION	JOB NATURE	
SALARY			
SALARY  1. Name of the post is HR. Assistant 2. Vacancy is one (1). 3. Consolidated Salary per month Rs. 16000/- (negotiable)	<ol> <li>Graduate or equivalent from a recognized University.</li> <li>HR qualification will get extra preference.</li> <li>Preference will be given to those who have Government or Semi Government Experience.</li> <li>Proficiency in English Communication (Writing &amp; speaking)</li> <li>Knowledge of computer operation with word, excel, power point &amp; internet are necessary.</li> <li>Age: Maximum 50 years.</li> <li>At least four (4) years experience in Admin &amp; HR related work.</li> <li>The date for reckoning the age, qualification, experience etc. shall be as on 30.04.2022.</li> <li>Engagement is purely contractual basis through manpower agency initially for 1 year or till the closer of the Organization whichever</li> </ol>	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.	

## APPLICATION FORMAT

Please affix

1.	Full Name of the Candidate (in capital letters)					
	a) Father's/Husband Name					
	b) Mailing Address (with Telephone No./ Mob No.)					
	c) Permanent Address (with pin code)					
	d) E-Mail id:					
2.	Aadhar card No					
3.	Pan Card No					
4.	Date of Birth (in DD/MM/YYYY format)					
Whether Physically Handicapped (Y/N) If yes nature of Disability and its degree.						
6.	Gender					
7.	Marital sta					
8.	Nationality					
9.	Present Er	nployment Statu	us (Please tick)	Public Sector/Central Govt./Sta	ate Govt	
10.	Educationa	al Qualifications	(Start from 10th o	nwards)		
	mination assed	Year of passing	Percentage of Marks	Subject(s)	Universi	ty/ Institute
11.Total Experience (After the requisite qualification acquired)Years Months						
12.				and start from the present posit		
From	То	Position held/ Designation	Organization	Nature of Appointment(Regular/ Adhoc/Deputation)	Salary (Pay & Allowances)	Job responsibilities
13.	Profession	l nal Achievement	e & Awarde			
13. 14.				ration)		
17.	Trainings attended (More than one week duration)					

(Self attested copies of educational qualification and work experience should be attached) (It is mandatory to provide all the information required in the application form)

## **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.

	Signature of Candidate
Date:	
Place:	