

NATIONAL JUTE MANUFACTURES CORPORATION LTD
A Government of India Undertaking
Ministry of Textiles
Chartered Bank Building, 2nd Floor
4, N.S Road
Kolkata 700001

Recruitment criteria for Mill In-charge

POST NAME & NO. OF VACANCY	AGE AND QUALIFICATION	JOB PROFILE AND NATURE
Mill In-charge Vacancy - 02	<ol style="list-style-type: none"> 1. Graduate in any discipline. Additional qualification PG Diploma in Jute Technology/B. Tech in Jute/Fiber technology will be preferred. 2. At least 5 years post qualification experience in Jute Mill/Govt. Organization, (PSU, Research Organization, Reputed Jute related organization)/other reputed organization 3. Knowledge of computer operation with word, excel, power point & internet are necessary. 4. Proficiency in English Communication (Written & Verbal) 5. Consolidated Salary 25,000/- 6. Age Maximum 55 Years. <p>Engagement is purely contractual basis initially for 1 year through manpower agency.</p>	Job responsibility <ol style="list-style-type: none"> 1. Supervision of jute Mills 2. Physical verification of Plant, Machinery & raw materials. 3. Process stock, finished stock at different mills. 4. Analysis of old record related to Plant & Machinery of all mills. 5. Looking after Security arrangement in Mill. 6. Various work related to Mill & Office. 7. Report preparation, communication with stake holders etc and office work. 8. Handling of disposal of immovable and movable assets of Mills & related jobs there to. 9. To coordinate with Land Management Agency and auctioning agency in connection with disposal of asset of NJMC Ltd. 10. Any other work assigned by Management of NJMC Ltd

APPLICATION FORMAT

Please affix
your recent
passport
size
photograph

Name of the post applied for _____ on contract.

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)						
5.	Whether Physically Handicapped (Y/N) If yes nature of Disability and its degree.						
6.	Gender						
7.	Marital status						
8.	Nationality						
9.	Present Employment Status (Please tick)		Public Sector/Central Govt./State Govt				
10.	Educational Qualifications (Start from 10 th onwards)						
	Examination Passed	Year of passing	Percentage of Marks	Subject(s)	University/ Institute		
11.Total Experience (After the requisite qualification acquired) _____ Years _____ Months							
12.	Details of Work Experience –(Attached proof and start from the present position)						
	From	To	Position held/ Designation	Organization	Nature of Appointment(Regular/ Adhoc/Deputation)	Salary (Pay & Allowances)	Job responsibilities
13.	Professional Achievements & Awards						
14.	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.

Place:

Date:

Signature of Candidate