

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

**Recruitment criteria for Mill In-charge**

<b>POST NAME &amp; NO. OF VACANCY</b>	<b>AGE AND QUALIFICATION</b>	<b>JOB PROFILE AND NATURE</b>
Mill In-charge  Vacancy - 01	<ol style="list-style-type: none"> <li>1. Graduate in any discipline. Additional qualification PG Diploma in Jute Technology/B. Tech in Jute/Fiber technology will be preferred.</li> <li>2. At least 5 years post qualification experience in Jute Mill/Govt. Organization, (PSU, Research Organization, Reputed Jute related organization)/other reputed organization</li> <li>3. Knowledge of computer operation with word, excel, power point &amp; internet are necessary.</li> <li>4. Proficiency in English Communication (Written &amp; Verbal)</li> <li>5. Consolidated Salary 25,000/-</li> <li>6. Age Maximum 62 Years.</li> </ol> <p>Engagement is purely contractual basis initially for 1 year through manpower agency.</p>	Job responsibility <ol style="list-style-type: none"> <li>1. Supervision of jute Mills</li> <li>2. Physical verification of Plant, Machinery &amp; raw materials.</li> <li>3. Process stock, finished stock at different mills.</li> <li>4. Analysis of old record related to Plant &amp; Machinery of all mills.</li> <li>5. Looking after Security arrangement in Mill.</li> <li>6. Various work related to Mill &amp; Office.</li> <li>7. Report preparation, communication with stake holders etc and office work.</li> <li>8. Handling of disposal of immovable and movable assets of Mills &amp; related jobs there to.</li> <li>9. To coordinate with Land Management Agency and auctioning agency in connection with disposal of asset of NJMC Ltd.</li> <li>10. Any other work assigned by Management of NJMC Ltd</li> </ol>

