

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 -01	<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) 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 on contractual basis initially for 1 year through manpower agency.</p>	<p>Job responsibility:</p> <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

How to Apply:

Candidate must apply in details starting qualification, experience in chronological manner with contact no., email address along with self attested copies in support of age, qualification, experience and two copies of latest colures passport size photo. Candidates are required to super scribe on the envelope the post for which they are applying while sending the application. Application duly signed by the Candidates should be sent through Speed Post/Courier services /By Hand (along with aforesaid documents) to the below mentioned address latest by 25.08.2023.

Chief Operating Officer
National Jute Manufactures Corporation Limited
4 N. S. Road,
Chartered Bank Building, 2nd Floor
Kolkata 700001