

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 Executive (Technical) cum Administration- HR**

<b>POST NAME &amp; No of vacancy</b>	<b>AGE AND QUALIFICATION</b>	<b>JOB PROFILE AND NATURE</b>
<p>Executive (Technical) cum Administration HR. Vacancy -01</p>	<p>P.G.Diploma in Jute Technology/ B.Tech in Jute/ Fibre Technology/ or Any sMILAR Qualification along with MBA (HR).  Knowledge of computer operation with word, excel, power point &amp; internet are necessary. Proficiency in English Communication (Written &amp; Verbal).  At least 5 years experience required post qualification in Jute Mill or Jute /Textiles Organization( Govt., PSU, Research Organization).  Person having knowledge in Jute Mill machinery and working experience in Govt. organization will get preference.  Consolidated Salary Rs.35000/- per month. Age: Maximum 55 Years.  Engagement is purely contractual basis initially for 1 year through manpower agency.</p>	<p>Job Responsibility:  As Executive (Technical) cum Administration HR.at Corporate Office, he/she will be required:  1) Inspection of Jute mills.  2) Physical verification of plant &amp; Machinery.  3) Physical verification of raw materials, process stock, finished stock at different mills.  4) Analysis of old record related to plant &amp; Machinery.  5) Report preparation, communication with Stakeholders etc.  6) Processing of the bill related to Mills.  7) HR &amp; Administration related work.  8) Any other work assigned by higher authority/ Management.</p>

**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 13/11/2024..

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