

NATIONAL JUTE MANUFACTURES CORPORATION LIMITED
(A GOVT. OF INDIA UNDERTAKING)
CIN: U17232WB1980GOI032768

4, N.S.ROAD, 2ND FLOOR, CHARTERED BANK BUILDING,
Kolkata-700001 Tel. 033 2230 6434/4717
E-mail:- njmcltd@gmail.com
Website :- www.njmc.org.in

Vacancies on Deputation Basis

National Jute Manufactures Corporation Limited, a Schedule-B, CPSE under the Administrative control of Ministry of Textiles which have 6(six) Mills 5 Mills are located in West Bengal and 1 Mill in Bihar. NJMC Ltd. requires to appoint one General Manager (General) on deputation basis.

Eligibility criteria/Job Profile for the post of General Manager (General) is as follow:

Post Name	Experience as on 01.08.2026	Job Responsibility
General Manager (General)	Officers working in the rank of General Manager/ Deputy General Manager or equivalent rank or immediate lower rank in Central Govt./State Govt./Central CPSE/ State PSU having experience in the relevant field are eligible to apply.	To be overall Incharge of Division(s) of the Corporation such as Personnel, Administration, Technical etc. The person shall report and provide executive assistance to the Functional Directors / Managing Director and also to represent on behalf of Managing Director/Functional Directors in various meetings /forums. 2 To maintain liaison with various Ministries / Departments of the Govt. of India, State Govt., Public Sector Undertakings, Cooperatives, other Institutions, etc. 3 To monitor day to day activities/affairs and render advice/guidance in the day to day operations of the organisation. To discharge various administrative/financial powers including defending court cases on behalf of the Corporation and signing of Vakalatnama etc. as delegated from time to time. 4 To ensure implementation of policy directives and other functional requirements, general administration etc. He/she has to maintain liaison with various State Govt. at appropriate level and other stake holders and maintain good public relations. 5 To maintain cordial industrial relations. 6 Any other work as assigned from time to time.

Place of Posting: Head Office, Kolkata

No. of Vacancy: 01 (one)

Max. Age limit as on 01.08.2026: 57 Years

Tenure: 01 (one) year or closure of NJMC Ltd whichever is earlier (May be extended, if required)

Selected candidates will be given pay protection and deputation allowance as per deputation rules.

Officers, who fulfill the above conditions may send their bio-data along with relevant documents (credential) in the prescribed format (copy enclosed) through proper channel addressed to the General Manager (General), NJMC Ltd. 4, N.S. Road, 2nd Floor, Chartered Bank Building, Kolkata-700001. The application shall be super scribed as application for the post of General Manager (General) on deputation basis.

An advance copy of application may also be sent along with the N.O.C. of the organizations where the candidates are serving or application through proper channel from the organization where candidate is serving. NOC should be received by the date of interview and produced, failing which the candidature of such candidates shall not be considered and they shall ipso facto not be allowed for the interview.

The ACR/APAR of last five years and vigilance status is to be attached while application is being forwarded by the department.

It would, however be in the interest of the candidate to apply through proper channel at the initial stage itself.