

NATIONAL JUTE MANUFACTURES CORPORATION LTD

A Government of India Undertaking

Ministry of Textiles

Chartered Bank Building, 2nd Floor

Kolkata 700001

Ph : 2230-4717, 2231-3297, 2231-5178

Email : njmcltd@gmail.com

| SL No. | POST NAME | AGE AND QUALIFICATION | JOB PROFILE AND NATURE |
|--------|---|--|---|
| 1 | Company Secretary – cum- Executive (HR) | <p>Graduate and Company Secretary from ICSI, eligible to be appointed as Company Secretary under the CS Act 1980.</p> <p>At least 5 years working experience in Public Limited Company.</p> <p>Preference will be given to those who have Government or Semi Government Experience.</p> <p>Preference will be given to those who have HR related qualification and exposure in handling HR related issues.</p> <p>Consolidated Salary Rs. 30000/- per month.</p> <p>Age: Maximum 50 Years.</p> <p>Engagement is purely contractual basis initially for 1 year.</p> | <p>As Company Secretary at Corporate Office, of NJMC Ltd he will be required</p> <ol style="list-style-type: none"> 1. To handle all issues relating to Corporate affairs and Board matters including organizing Board Meetings, Preparation & Circulation of Agenda, Preparation of Minutes/Proceedings of Board Meetings and Necessary follow-up action and compliance of companies Act 2013. 2. To discharge all statutory functions as Compliance Officer of the Company. 3. To discharge the function of CPIO under RTI Act 2005. 4. To discharge the function related to EPS 95. 5. To look after the HR related issues. 6. Any other work assigned by higher authority / Management. |
| 2 | Technical Supervisor | <p>P.G. Diploma in Jute Technology/B.Tech in Jute/ Fibre Technology</p> <p>At Least 3 years after post qualification in Jute Mill / Jute organisation (Govt, PSU, Research Organisation). Person having knowledge in Jute Mill machinery and Working in Government Organisation will get preference. Also higher qualification will get more weightage.</p> <p>Knowledge of computer operation with word, excel, power point & internet are necessary.</p> <p>Consolidated Salary: Rs. 25000/- per month.</p> <p>Age: Maximum 50 Years.</p> | <p>As Technical Assistant at Corporate Office, he will be required:</p> <ol style="list-style-type: none"> 1 Inspection of Jute mills. 2. Physical verification of plant & Machinery. 3. Physical verification of raw materials, process stock, finished stock at different mills. 4. Analysis of old record related to plant & Machinery. 5. Report preparation, communication with Stakeholders etc. 6. Processing of the bill related to Mills. 7. Any other work assigned by higher authority / |

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|---|-------------------|---|---|
| | | Engagement is purely contractual basis initially for 1 year through manpower agency. | Management. |
| 3 | Finance Assistant | <p>Graduate preferably B.Com, CA (Inter) / ICWA (Inter). Knowledge of Computer operation with word, Excel, PowerPoint and Internet as well as sound knowledge of operating accounting package i.e. Tally is essential. At least 5 years working experience in preparation of Financial Statement of Public Limited Company. Preference will be given to those who have Government or Semi Government Experience. Consolidated Salary Rs. 20000/- per month. Age: Maximum 50 Years. Engagement is purely contractual basis initially for 1 year through manpower agency.</p> | <p>As Finance Assistant at Corporate Office, he will be required:</p> <ol style="list-style-type: none"> 1. To Prepare and finalise the financial Statement i.e. Balance Sheet Profit & Loss, Cash flow statement as required by Companies Act 2013, in the operating system Tally as well as Bank / TDS reconciliation etc. 2. To process the Claim / bills. 3. To handle the Income Tax, Sale Tax, GST and e-filing the return of the same within the due time. 4. To prepare various report related to Finance as and when required. 5. To handle the Statutory Audit, Govt Audit and Tax Audit. 6. To liaison with the various Tax consultant as well as Auditor. 7. Any other work assigned by higher authority / Management. |

APPLICATION FORMAT

Name of the post applied for _____ on contract

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|---|--|-----------------|----------------------------|--------------|--|---------------------------|----------------------|
| 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 | | |
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| 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 |
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| 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

Application should be addressed to the Chief Operating Officer, National Jute Manufactures Corporation Ltd, Chartered Bank Buildings, 2nd Floor, Kolkata 700001 by post or by mail to njmcltd@gmail.com latest by 05.02.2019.