

Government of India,
Ministry of Textiles,
Office of the Jute Commissioner
3rd MSO Building, CGO Complex, DF-Block,
E & F Wing, 4th Floor, Sector-I,
Salt Lake City, Kolkata – 700 064.

No. Jute(Admn)/25/2016

Dated the ^{20th} September, 2016

VACANCY CIRCULAR

Subject: Filling up the 3 (three) post of Assistant Director in Level '7' (44,900-1,42,400/-) in the Matrix Pay corresponding to the Pay Band PB-2 with Grade Pay Rs.4,600/- by method of transfer on deputation regarding.

It is proposed to fill up 3 (three) posts at the Office of the Jute Commissioner, Kolkata in the cadre Assistant Director [Group "B" Gazetted] for different nature of works **Level '7' (44,900-1,42,400/-) in the Matrix Pay corresponding to the Pay Band PB-2 with Grade Pay Rs.4,600/-** by the method of transfer on deputation basis from amongst the offices under central/state Govt./UT.

However, incumbents selected to the post of Assistant Director are liable to serve in any part of the country. The period of deputation shall normally not exceed three years the terms and condition of the deputation will be in accordance with the central govt. Rules and orders issued in this regard from time to time . The eligibility conditions for the posts are given in the Annexure-I.

The application in the prescribed Performa as per Annexure – II (in triplicate) in respect of candidates who is to apply for the post and who can be relieved at short notice duly accompanied by their APARs (CR Dossiers) for the last 5 (five) years either original or duly attested (each page) by an office not below the rank Under Secretary , Vigilance clearance certificates , integrity certificate and statement of major/minor penalties imposed during the last 10 years and cadre clearance certificate may please be forwarded through proper channel so as to reach this office within 30 days from the date of publication of

this advertisement in Rozgar Samachar/Employment News positively. Incomplete application will not be accepted.

The envelope containing application for the post must be superscripted with the words, "**Application for the post of Assistant Director for transfer on deputation basis**". The applications which are not accompanied by the above mentioned documents or received after the closing date or incomplete or are not routed through proper channel will not be entertained for consideration.

This issues with the approval of competent authority.



(Dipankar Mahto)
Deputy Jute Commissioner

ANNEXURE – I

ELIGIBILITY CONDITIONS FOR THE POST OF ASSISTANT DIRECTOR (S) IN Level ‘7’ (44,900-1,42,400/-) in the Matrix Pay corresponding to the Pay Band PB-2 with Grade Pay Rs.4,600/- IN THE OFFICE OF THE JUTE COMMISSIONER FOR TRANSFER ON DEPUTATION BASIS.

Name of the Post	:	Assistant Director i) Procurement -1 post. ii) Technical-1 post. iii) Accounting-1 post.
Scale of Pay	:	Level ‘7’ (44,900-1,42,400/-) in the Matrix Pay corresponding to the Pay Band PB-2 with Grade Pay Rs.4,600/-].
Place of Posting	:	Office of The Jute Commissioner 3 rd MSO Building, CGO Complex, DF–Block, E & F Wing, 4 th Floor, Sector–I, Salt Lake City, Kolkata – 700 064.
Eligibility	:	Officers under the central/State Government/ Union Territories i) Holding analogous post on regular basis. OR ii) 5 years regular service in posts in Level ‘6’ (35,400-1,12,400/-) in the Matrix Pay corresponding to the Pay Band PB-2 with Grade Pay Rs.4,200/- or equivalent.
Essential Qualification	:	i) For Assistant Director (Procurement): Possessing Bachelors degree in any discipline, preferably in Commerce, Economics from a recognised University or equivalent. ii) For Assistant Director (Technical): Possessing Bachelors degree in Jute / Fibre / Textile Technology or equivalent from a recognised University. iii) For Assistant Director (Accounting): Possessing Bachelors degree in any discipline preferably Commerce, Economics, Statistics,

		Mathematics from a recognised University or equivalent.
Desirable		<p>i) For Assistant Director (Procurement): 5 Years experience in supervisory / responsible position under central/state Govt. Department connected with development, Promotion, Procurement and Marketing of Jute Sector or equivalent.</p> <p>ii) For Assistant Director (Technical): 5 Years experience in supervisory / responsible position under Central / State Govt. Department connected with Production Control/ manufacturing and Inspection of jute and jute textiles or equivalent.</p> <p>iii) For Assistant Director (Accounting): 5 Years experience in supervisory responsible position under central/state Govt. Department connected with Treasury/PAO Accounting system or equivalent.</p>

ANNEXURE – II

APPLICATION FOR THE POST OF ASSISTANT DIRECTOR IN LEVEL '7' (44,900-1,42,400/-) IN THE MATRIX PAY CORRESPONDING TO THE PAY BAND PB-2 WITH GRADE PAY RS.4600/- IN THE OFFICE OF THE JUTE COMMISSIONER FOR TRANSFER ON DEPUTATION BASIS.

1.	Full Name of the candidate(in capital letters)	:	
2.	Date of Birth	:	
3.	Date of retirement under Central Govt. Rules	:	
4.	Educational Qualification	:	
5.	Post held :		
	a)Name of the present post and service	:	
	b)Whether held on regular or ad-hoc basis	:	
	c)Date from which the present post is held	:	
	d)Scale of pay	:	
	e)Present post	:	
	f)Name of substantive post, if any	:	
	g)Pay scale of substantive post	:	
	i)Pay last drawn against substantive post	:	
	j)Date of continuous Central Govt. Service	:	
6.	Experience, if any in the required discipline / field.	:	
7.	Details of Service	:	
	i) Name of the employer		
	ii)Duration from to	:	
	iii)Nature of Duties performed	:	
8.	Whether belongs to SC/ST	:	
9.	Special Qualification / Experience, if any	:	
10.	Date of return from the last ex cadre post, if any	:	

Date :

Name of the Applicant :

Place :

Signature :

(To be filled by the office forwarding the application)

The application of Shri/Ms/Smt _____ for the post of Assistant Director on transfer on deputation basis is forwarded to the Office of the Jute Commissioner 3rd MSO Building, CGO Complex, DF-Block, E & F Wing, 4th Floor, Sector-I, Salt Lake City, Kolkata – 700 064 for consideration please.

The CR Dossier of Shri/Ms/Smt. _____ containing his/her CR's for the years _____ to _____ is also sent here with certified that Shri/Ms/Smt. _____ is clear from vigilance angle and no disciplinary case/proceedings are pending/contemplated against him/her.

The information furnished by Shri/Ms/Smt. _____ against Col. No. 1 to 10 is correct to the best of my knowledge and belief. In the event of his/her selection for the post applied for, Shri/Ms/Smt. _____ will be relieved at short notice.

File No. :

Signature

Date :

Name :

Place :

Designation :