



**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(T)-6/1/283/16 – I.

Dated the 27th October, 2017.

CIRCULAR

The Office of the Jute Commissioner, Kolkata requires the services of 1(one) Consultant (Technical) on contract basis for one year. The job description and eligibility criteria along with other details are given in Annexure – I.

Eligible candidates, having the above requirements, may apply (within 10 days from the date of the advertisement) to The Jute Commissioner, Office of the Jute Commissioner, CGO Complex, E&F Wing, 4th Floor, DF Block, Sector –I, Salt Lake City, Kolkata – 700 064 in sealed cover superscribed “Engagement of Consultant (Technical) on contractual basis”.

(Dipankar Mahto)
Dy. Jute Commissioner.

Tel: Office PBX – 2337-6973/6975/6979/6980. FAX: 2337-6972/6974.

Email-jcoffice@jutecomm.gov.in Web-www.jutecomm.gov.in

Annexure – I

1.	Post.	Consultant
2.	Number of Post.	1 (one)
3.	Pay.	Rs40, 000/- p.m. (Rupees Forty thousand only) Consolidated or fixed as per GOI Rule (In case of Pensioners).
4.	Period of Posting	One Year (On Contractual basis)
4.	Eligibility	B. Tech. in Textile Technology / Jute Technology from a recognized university with minimum five years' experience in working in R&D related area of jute sector.
	Desirable.	Experience in Govt. sector in the related field is desirable.
5.	Job description.	<ol style="list-style-type: none"> 1. Appraisal of R&D projects as per scheme guidelines of Ministry of Textiles so that physical and financial targets are properly delineated to match each other and that there are no duplication of projects/ research efforts etc. 2. Monitoring of all projects under the schemes by visiting concerned institutions and sites. 3. Co-ordination with various stake holder/ institutions for proper implementation of the schemes. 4. Attending various meeting related to the schemes as and when required for briefing the Committees set up Govt. of India. 5. Examination of monthly monitoring reports to update the physical and financial progress of the projects. 6. Scrutinizing application for release of funds as per scheme guidelines and making suitable recommendations. 7. Overall facilitation of the scheme implementation aiming to attain the Govt. objectives. 8. Any other duties assigned by Jute Commissioner/ Dy. Jute Commissioner.
7.	Place of posting.	Kolkata, but will be liable to work anywhere in India.

BIO –DATA

APPLICATION FOR THE POST OF 'CONSULTANT (TECHNICAL)' ON CONTACT BASIS IN THE OFFICE OF THE JUTE COMMISSIONER, GOVT. OF INDIA, MINISTRY OF TEXTIELS, KOLKATA.

Latest coloured passport size photograph of candidate duly self attested.

1.	Name and address in block letters.	:	
2.	Date of birth (in Christian Era). (Attached copy of Birth Certificate)	:	
3.	Educational Qualifications. (Attached education certificate self attested) Experience (Attached copy of experience certificate from employer specifying exact period of employment –self attested)	:	
4.	Father's Name	:	
5.	Gender	:	
6.	Nationality	:	

7.	Address: 1. Address for communication : 2. Permanent Address :		
8.	Phone No. / Mobile No. /email id .		
9.	Languages Known		
10.	Additional information, if any, which you would like to mention in support of your suitability for the post.		

Certified that the particulars mentioned in the application form are correct and true to the best of my knowledge and belief.

(Signature of the Candidate)