



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.)/15/2015-Eng. of Insp.

Dated the 22nd July, 2016.

CIRCULAR

The Office of the Jute Commissioner, Kolkata requires the services of two Inspectors and one Research Associate on contract basis for one year. The job description and eligibility criteria along with other details are given in Annexure – I and II.

Eligible candidates, having the above requirements, may apply (within 30 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 Inspectors/ Research Associate”.


दीपंकर महतो
उप पटसन आयुक्त
Dipankar Mahto
Deputy 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.	Research Associate
2.	Number of Post.	1 (one)
3.	Pay.	Rs.25000/- p.m.Consolidated.
4.	Eligibility	A bachelor's degree in Engineering or Technology from AICTE recognized institutes.
		At least two years' experience in industry or institutes.
		Knowledge of computer operation
5.	Job description.	<ol style="list-style-type: none"> 1. Scrutiny of project proposals submitted under different GOI schemes 2. Compilation of relevant information and data 3. Preparation of agenda and recording of minutes of meetings 4. Monitoring of ongoing projects being carried out in different institutions and locations of the country 5. Preparation of related reports/ statements/ presentations. 6. Any other related work assigned by competent authority.
6.	Relaxation clause.	Qualifications Relaxable at the discretion of Competent Authority in case of candidates otherwise well qualified.
7.	Place of posting.	Kolkata.

BIO –DATA PROFORMA

APPLICATION FOR THE POST OF RESEARCH ASSOCIATE ON CONTRACT 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	:	
4.	Father's Name	:	
5.	Gender	:	
6.	Nationality	:	
7.	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)

Annexure –I I

1.	Post.	Inspector
2.	Number of Post.	2 (two)
3.	Pay.	Rs.25000/- p.m.Consolidated.
4.	Eligibility	A Degree in Textiles Engineering or Textile Technology or Textile Manufactures according to the course imparted at the Textile Institutes / college or bachelor's degree in Jute Technology from AICTE recognized institutes.
		At least two years experience in the working of a Jute Mill or in reputed Engineering Works/Technical Institutes related to jute.
		Knowledge of computer operation
5.	Job description.	<ol style="list-style-type: none"> 1. Inspection of Jute Mills, railway yards, consignees' depots etc. for checking of jute products quality & specification. 2. Physical verification of Jute Mill Machinery. 3. Physical verification of raw jute and furnished goods stock. 4. Verification of supply position of Govt. B-Twill, working of machinery. 5. Preparation of related reports/statements. 6. Verification of compliance of marking order.
6.	Relaxation clause.	Qualifications Relaxable at the discretion of Competent Authority in case of candidates otherwise well qualified.
7.	Place of posting.	Kolkata.

BIO –DATA PROFORMA

**APPLICATION FOR THE POST OF INSPECTOR ON CONTRACT 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	:	
4.	Father's Name	:	
5.	Gender	:	
6.	Nationality	:	
7.	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)