



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 23rd November, 2017.

CIRCULAR

The Office of the Jute Commissioner, Kolkata invites application from persons who have experience of working in Research & Development related area of jute sector for engagement as Consultant(Technical) on contractual basis initially for one year. The details including eligibility criteria, TOR, etc. are available on the Commission's website : www.jutecomm.gov.in. The Jute Commissioner reserves the right to accept or reject in part or in full any or all the responses without assigning any reasons whatsoever.

Last date for submission of applications is 7th December, 2017. Applications received after due date and time will not be considered.

(Dipankar Mahto)
Deputy Jute Commissioner

TERMS OF REFERENCE FOR
Application Form individuals for
Appointment as Consultant (Technical) in the
Office of the Jute Commissioner

The Office of the Jute Commissioner is the Central Govt. Department under Ministry of Textiles. The Office of the Jute Commissioner looks after orderly development and promotion of the jute industry in India and overseeing and implementing Research and Development related schemes for jute sector of Central Govt. The Office of the Jute Commissioner has been discharging both regulatory and developmental functions. This is not only includes jute mills, but covers right from raw jute marketing up to the finishing stage of jute goods production including development of machineries and accessories used in jute manufacturing units. The Jute Commissioner exercises regulatory powers under Jute & Jute Textiles Control Order, 2000.

2. The Office of the Jute Commissioner intends to engage 01 experienced individual with working in Research & Development related area of jute sector.

3. **Scope of work/ Job responsibility:**

3.1. Eligibility Criteria

The Consultant proposed for engagement should be 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. Experience in Govt. sector in the related field is desirable.

3.2 Age Limit

Candidate should not be more than 65 years of age as on 1st December, 2017.

3.3 Job responsibility

(a) Appraisal of R&D projects as per scheme guidelines so that physical and financial targets are properly delineated to match each other and that there are no duplication of projects/ research efforts etc.

(b) Monitoring of all projects under the schemes by visiting concerned institutions and sites.

(c) Co-ordination with various stake holder/ institutions for proper implementation of the schemes.

(d) Attending various meeting related to the schemes as and when required for briefing the Committees set up Govt. of India.

(e) Examination of monthly monitoring reports to update the physical and financial progress of the projects.

(f) Scrutinizing application for release of funds as per scheme guidelines and making suitable recommendations.

(g) Overall facilitation of the scheme implementation aiming to attain the Govt. objectives.

(h) Any other duties assigned by Jute Commissioner/ Dy. Jute Commissioner.

4. Type of Appointment

Appointment will be purely on contract basis and contract period will be initially for one year.

5. Accommodation

The Consultant needs to have own accommodation facility in Kolkata or nearby places. No accommodation or house rent will be provided by Office of the Jute Commissioner.

6. Terms of Payment

The remuneration /fee will be Rs. 40000/- per month.

7. Tax Deduction at Source

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Office of the Jute Commissioner will issue TDS Certificate/s. Service Tax, as applicable shall be payable extra, at the prevalent rates.

8. No extra charge

The monthly fees approved by the Office of the Jute Commissioner in the contract, will be inclusive of the costs of Consultant's travel lodging and boarding, and also all incidental expense, professional fees etc. No separate charges will be payable by the Office of the Jute Commissioner on any such account. However, in case the Consultant are required to travel outside Kolkata in the context of the work/ assignment, the Office of the Jute Commissioner shall reimburse the actual cost as per rules/ Regulations of the Central Government.

9. The Office of the Jute Commissioner reserves the rights, as follows

To decide to cancel this advertisement, and not to proceed in the matter, at any stage and accept or reject any or all applications, without giving any explanation, whatsoever.

10. Termination of Agreement

The Office of the Jute Commissioner may terminate a contract to which these Terms apply if:

- The Consultant is unable to address the assigned works,
- Quality of the assigned works is not to the satisfaction of the Department,
- The Consultant fails in timely achievement of the milestones as finally decided by the Office of the Jute Commissioner,
- The Consultant is found lacking in honesty and integrity,
- The Office of the Jute Commissioner reserves the right to terminate the contract, by giving fifteen days' notice to the Consultant.

Termination shall be effected by written notice served on the Consultant and shall take effect in 15 days of delivery of such notice. The termination will be without prejudice to either party's rights accrued before termination.

11. Governing Law

The contract shall be governed by and construed in accordance with the laws of the Republic of India. The Consultant shall prove a concept note about his understanding of the task/ scope of the work he is supposed to undertake while working with the Office of the Jute Commissioner under the present contract.

12. Basis of Evaluation

The scrutiny of applications will be carried out on the basis of required qualification & experience of individuals based on past work experience.

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)