



**NATIONAL JUTE BOARD**  
(A STATUTORY BODY UNDER MINISTRY OF TEXTILES, GOVT. OF INDIA)  
PATSAN BHAWAN, 5<sup>th</sup> & 6<sup>th</sup> Floor, Street No.175, CF-6/I, Action Area I, Newtown,  
Kolkata – 700 156

Email : [recruitment@njbindia.in](mailto:recruitment@njbindia.in)

Web : [www.jute.com](http://www.jute.com)

Seeking applications for filling up of the posts of Joint Director (Admin. & Establishment), Dy. Director (Market Promotion & Scheme Implementation), Dy. Director (Technology & Technical) & Private Secretary BY DEPUTATION

Ref: 02/04/2024-NJB/A&E

Date 04.09.2024

**National Jute Board (NJB)** is a Statutory Organization established under the Ministry of Textiles, Government of India, as per National Jute Board Act, 2008 for the Development of Cultivation, Manufacture and Marketing of Jute and Jute Products and for matters connected therewith and incidental thereto.

**National Jute Board (NJB)** invites applications from officers working in the Central or State Government or Statutory/Autonomous organizations or Public Sector Undertakings to join the posts of Joint Director (A&E), Dy. Director (MP&SI), Dy. Director (T&T) & Private Secretary on deputation for a period of three years. Details of the posts are given below :-

Sl.	Name of post	No. of Vacancy & Location	Scale of Pay	Qualification	Experience	Age Limit
1	Joint Director (A&E)	1 Kolkata (likely to occur in Dec'24)	Level-12 Rs.78,800/- - Rs.2,09,200/-	EQ : Graduate degree in any discipline. DQ : MBA/MSW/MBM/LLB/ Personnel managerial level	Officers working in the same grade or in the same field with 5 years regular service in Level-11.	Not exceeding 56 years as on the last date of receipt of application
2	Dy. Director (MP&SI)	1 (Existing) Kolkata	Level-11 Rs.67,700/- - Rs.2,08,700/-	EQ : Graduate degree in Business Management / Commerce or Economics. DQ : MBA/Foreign Trade/ Supply Chain Management/ FMCG/ Retail Management	Officers working in the same grade or in the same field with 5 years regular service in Level-10.	-do-
3	Dy. Director (T&T)	1 (Existing) Kolkata	Level-11 Rs.67,700/- - Rs.2,08,700/-	EQ : B. Tech in Textile / Jute Technology or Equivalent with at least 8 years' post qualification work experience in Textiles / Jute/ Agri. Business/ R&D projects/ Product Development/ Technology upgradation / transfer related work at officer / managerial level	Officers working in the same grade or in the same field with 5 years regular service in Level-10.	-do-
4	Private Secretary	2 (Existing) Kolkata	Level-7 Rs.44,900/- - Rs.1,42,000/-	EQ : 1) Graduate from a recognized University with at least 6 months diploma in Secretarial practices. 2) At least 5 years work experience as Personal Assistant. 3) English Shorthand speed of 120 wpm & English Typing speed of 30 wpm. 4) Knowledge of basic operation of computer viz. MS word, Excel, Power Point, Internet etc.	Officers working in the same grade or in the same field with 5 years regular service in Level-6.	-do-

EQ : Educational Qualification, DQ : Desirable Qualification

Interested candidates are requested to visit the website of National Jute Board [www.jute.com](http://www.jute.com) under the News & Notifications/Released Govt. Notifications for details of the post, Scale of Pay, eligibility etc. and apply in the prescribed format. Last date of receipt of application is 60 days from the date of publication of this advertisement.

By Order  
Secretary  
National Jute Board