

NATIONAL JUTE MANUFACTURES CORPN. LTD.

(A Government of India Undertaking)

Chartered Bank Buildings, 2nd floor, 4, N.S. Road, Kolkata – 700001

Fax -03322305103, Phone: 03322306434, Website: www.njmc.gov.in

Employment No. 01/2016-2017

Vacancy for Chief Operating Officer (Mills), Company Secretary (Corporate Office) and Executive (Administration) Mills

GENERAL TERMS AND CONDITIONS OF ENGAGEMENT

1. Only Indian Nationals are eligible to apply.
2. The engagement is purely temporary in nature and on contract basis for a period of two years. Contractual engagement will automatically come to an end on the expiry of aforesaid period of two years subject to satisfactory performance review after one year and the incumbent will have no right or claim to continue with National Jute Manufactures Corporation (NJMC) beyond the specified terms or seek regular employment. However, the period of contract beyond two years may be considered at the discretion of the management.
3. The placement and services of the selected candidate are transferable to any Section/ Department, Location, Office, whether existing or which may come up in future, at any time at the sole discretion of Management. In such case, it will be governed by the terms and conditions of the services applicable to new placement/ location.
4. The appointment of selected candidate will be subject to his being medically fit. The candidate will have to submit a medical form (attached along with the offer letter) duly signed by a qualified registered medical practitioner at the time of joining the Company. Expenses incurred towards the medical tests carried out will not be reimbursed by the Company.
5. Mere conformity to the job requirements will not entitle a candidate to be called for interview. Management reserves the right to reject the application without assigning any reason.
6. Candidates who have availed Voluntary Retirement Scheme (VRS) from any Government/ Public Sector Undertaking/ Enterprises / Semi- Govt organizations are not eligible to apply.
7. Original certificates are to be produced for necessary verification at the time of interview.
8. In case any declaration made, information furnished by the applicant at any time is found to be false or untrue, the contractual engagement is liable to be terminated forthwith without any notice or compensation in lieu thereof and no correspondence shall be entertained in this regard.
9. NJMC reserves the right to modify/ cancel the notification / the selection process at its discretion.
10. No correspondence will be entertained from the candidates who are not short listed.

11. The decision of Management regarding selection will be final.
12. The applicant shall, while in the contractual services of the company, not engage in any other commercial/ business pursuit, either part time or otherwise.
13. The applicant shall, while in the contractual services of the company, shall be obliged to follow the work processes, technical standards, protocols and general instructions issued thereof, and service rules of the Company as in force and/ or amended from time to time.
14. Court of jurisdiction for any dispute will be in Kolkata.
15. Candidate should mention in details the name of the institutions studied, year of passing, marks obtained, name of the organizations worked, last salary drawn(with LPC), duration of work, nature of appointment held and their Curriculum Vitae.
16. NJMC will not be responsible for any postal delay/ wrong delivery/ non-delivery of communication at any time of the recruitment process.
17. Candidate shall not have any criminal case pending against him in any Court of Law or shall not have been prosecuted for any offence in last five years. He should submit an affidavit to the effect along with copies of other certificates of his credentials while forwarding his application.

SELECTION PROCEDURE

1. The selection process shall be based on Personal Interview.
2. The eligible short – listed candidates' based on initial scrutiny will be called for interview. Suitable communications in this regard will be sent to the candidates individually. No TA/DA is applicable for the candidates appearing for the interview.
3. Individual candidates after selection will have to sign a service contract/ agreement with NJMC.

SUBMISSION OF DOCUMENTS WITH THE APPLICATION

1. Application is to be made in the prescribed format only. Additional sheet may be attached in respect of qualification and experience.
2. A non-refundable account payee cheque for Rs.200/- (Two hundred only) in the name of "National Jute Manufactures Corporation Ltd." is to be enclosed as Application Fee. Application without requisite fee will not be entertained. No application fee is required for SC, ST and PWD candidates.
3. One recent passport size self-photograph is to be pasted in the application format.
4. Self-attested copies of the documents in support of educational qualification, age and experience are to be enclosed with the application form.

5. Please clearly mark the job title on the envelope as well as the application.
6. The application, duly filled in all respect, should reach in the address given below within fifteen (15) days of publication of indicative advertisement in the newspaper.

Executive (HR & Personnel),
National Jute Manufactures Corporation Ltd.,
Chartered Bank Buildings, 2nd Floor,
4, N.S. Road, Kolkata – 700001

JOB REQUIREMENTS

Sl.	Position	Experience/ Qualification	Job Description
1.	Chief Operating Officer (Mills) Khardah/ Kinnison/ RBHM	<p><u>Compulsory Requirement :</u></p> <ul style="list-style-type: none"> • Science Graduate / MBA And/Or • Diploma in Jute or Textile Technology • Minimum 20 years' experience in Jute/ Textile industries • Incumbent should have a good academic career <p><u>Desired Requirement :</u></p> <ul style="list-style-type: none"> • Out of 20 years, 5 years' experience in a senior position in a reputed Jute/ Textile industries • Exposure to modern Jute machineries • Proficiency in Computer <p><i>Maximum Age : To be born on or after 1.4.1961</i></p> <p><i>*Salary: Upto Rs.60,000/- per month</i></p>	<ul style="list-style-type: none"> • Will work as Head of Unit with ultimate control of day-to-day affairs of the Unit. • Should be able to manage the entire process of procurement of raw jute, stores, production, maintenance and productivity, marketing of jute goods, quality control and dispatch of finished goods. • Would be responsible for target production and productivity of Mills and also for complete modernization & expansion within stipulated time. • Project conceptualization to completion for augmentation of capacity with definite time frame. • Control and lead a team performing different functions in Mill • Any other job as may be assigned by your controlling Authority.
2.	Company Secretary	<p><u>Compulsory Requirement :</u></p> <ul style="list-style-type: none"> • Company Secretary • 5 years' post membership working experience in Public Limited Company preferably Government/ Semi Government. <p><u>Desired Requirement :</u></p> <ul style="list-style-type: none"> • LLB Degree from a reputed Institute <p><i>Maximum Age : To be born on or after 1.4.1976</i></p> <p><i>*Salary: Upto Rs.45,000/- per month</i></p>	<ul style="list-style-type: none"> • As Company Secretary at the Corporate Office • Handle all issues relating to Corporate Affairs and Board matters including organizing Board Meetings. Preparation & Circulation of Agenda, Preparation of Minutes/ Proceedings of Board Meetings and necessary follow-up. • Discharge all Statutory functions as Compliance Officer of the Company. • Handle matters related to MOU with Ministry of Textiles, Department of Public Enterprises.

			<ul style="list-style-type: none"> • Handle all legal matters of the Company. • Act as Estate Manager and handle all matters relating to Company's estates and landed assets. • Prepare and co-ordinate for Annual Report of the Company. • Any other job (including the matter relating to BIFR) as may be assigned by your controlling Authority.
3.	Executive (Administration) Mills	<p><u>Compulsory Requirement :</u></p> <ul style="list-style-type: none"> • A Graduate with good academic career • Minimum 10 years experience in General HR & IR and activities in labour oriented industries/ business <p><u>Desired Requirement :</u></p> <ul style="list-style-type: none"> • Good in Statutory/Payroll/Recruitment/ Labour Management Issues/ Training/ Co-ordination/ General Administration • Good Communication Skills • Out of 10 years, 3 years' experience in a senior position in a reputed Jute/ Textile industries <p><i>Maximum Age : To be born on or after 1.4.1966</i></p> <p><i>*Salary : Upto Rs.40,000/- per month</i></p>	<ul style="list-style-type: none"> • Needful experience in handling IR & Welfare profile of the production unit. • Manage & balance workforce • Manpower planning • Lead a team of officers and instructors to fulfill above activities • Union related matter & Wage Agreement • Statutory Compliance/ Legal compliance documentation/ Contract Labour Management etc. • Liaisoning with local Govt. Authorities • General Administration, Security Service co-ordination and management. • Check the status and records relating to PF and ESI also liaison with those Govt. officials. • To ensure strict compliance with all statutory provisions relating to Provident Fund. ESI, Gratuity, Bonus etc. as may be applicable and monthly online remittance of PF and ESI. • Ensuring welfare of employees administering the housekeeping Canteen, Garden and Security. • To ensure maintenance of proper records relating to all personnel deployed in the Mill. • Any other job as may be assigned by your controlling Authority.

*Higher salary may be considered for deserving candidates.

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Passport size
Photograph**APPLICATION FORMAT**

Name of the post Applied for _____ on contract

1	Full Name of the Candidate (in capital letters)						
	a) Residential Address (with Telephone No.)						
	b) E-Mail id:						
2	Date of Birth						
3	Date of Superannuation (if applicable)						
4	Sex						
5	Marital status						
6	Nationality						
7	Educational Qualification						
	Examination Passed	Year	Percentage of Marks	Subject	University/ Institute		
8	Experience –from present to past						
	From	To	Position held	Organization	Nature of Appointment(Regular/ Adhoc/Deputation)	Salary (Pay & Allowances)	Job responsibilities
9	Professional Achievements & Awards						
10	Trainings attended (more than one week duration)						

DECLARATION

I do hereby declare that the statement made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/ incomplete or ineligibility being detected at any time before or after selection/ interview, my candidature is liable to be rejected. I shall be bound by the decision of the National Jute Manufactures Corporation Ltd. No criminal case / vigilance case was initiated or contemplated against me.

Place:

Date:

Signature: _____

Name: _____