



भारतीय पटसन निगम लिमिटेड

(भारत सरकार की संस्था)

The Jute Corporation of India Limited

(A Government of India Enterprise)

पंजीकृत और प्रधान कार्यालय: 15एन, नेली सेनगुप्ता सरणी, 7वां तल

Regd. & Head Office: 15N, Nellie Sengupta Sarani, 7th Floor

कोलकाता / Kolkata – 700 087

सी.आई.एन./C.I.N.: U17232WB1971GOI027958



Employment Notification No.: 01/2021

Date: 24/12/2021

The Jute Corporation of India Ltd. (JCI) was set up in 1971 under Companies Act, 1956 as an official agency by the Government of India with the aim to provide minimum support price (MSP) to the jute cultivators and also work as a helping hand in the raw jute sector and does commercial trading in raw jute and allied products.

The Corporation has presence in six states in the nation. The states which are principal producers of jute in India include West Bengal, Bihar, Assam, Tripura, Odisha, and Andhra Pradesh. JCI is looking for promising, energetic and young aspirants to join the Corporation.

RECRUITMENT IN NON-EXECUTIVE CADRE

1. The Corporation invites application from candidates for filling up the following vacancy-

Sl. No	Position, Grade & Pay Scale (I.D.A.)	Upper Age limit as on 01.12.2021	Minimum Qualification & Experience	No. of Posts	Posts identified for PwBD**
1	Accountant (S5) Pay Scale Rs. ₹ 28,600-1,15,000/-	30 yrs.	M. Com with Advanced Accountancy and auditing as a special subject with 5 Years' experience in maintaining of commercial accounts including reconciliation and final accounts / experience in handling cash and records. OR B. Com with 7 Years' experience in maintaining of commercial accounts including reconciliation and final account / experience in handling cash and records. Desirable: ACA, SAS, CA, ACWA, CAD	12 (SC-01, OBC(NCL)-03, EWS-01,UR-07)*	BL & OL
2	Junior Assistant (S3) Pay Scale Rs ₹ 21,500-86,500/-		Graduate or equivalent from a recognized university with experience in using computers (MS word & Excel) and minimum typing speed is 40 wpm in English	11 (SC-02, ST-01, OBC(NCL)-02, EWS-01, UR-05) *	OL & OA
3	Junior Inspector (S3) Pay Scale Rs ₹ 21,500-86,500/-		Pass in Class 12 or equivalent with 3 Years' experience in purchase / sale of raw jute; its grading and assorting / bailing / storage / transportation	40 (SC-05, ST-02, OBC (NCL)-11, EWS-04,UR-18)	Not identified for PwBD (As per Job requirement Candidate should possess sound physical & mental health condition)

Reservation for Ex-Servicemen (ESM) are Horizontal interlock within the overall vacancies.

*Reservation for PwBD are horizontal inter-locking reservation system and within the overall vacancies for the posts subject to the posts having been identified suitable for such disabilities. Ex Servicemen & PwBD candidates may belong to any category (i.e. UR/SC/ST/OBC/EWS)

** Persons with Benchmark Disabilities (PwBD) can apply for posts identified suitable for PwBD. Other posts where PwBD is not mentioned are not identified suitable for PwBD. **Candidates belonging to PwBD category shall be considered only against the identified positions.**



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2. Age Limit (with age relaxation as per Govt. of India norms)

	Category	Max Age (as on 01.12.2021)
1	UR/OBC (Creamy Layer)	30 Years
2	OBC (Non-Creamy Layer)	33 Years
3	SC/ST	35 Years
4	PwBD	40 Years
5	PwBD+SC/ST	45 Years
6	PwBD+OBC(NCL)	43 Years
7	Ex-Servicemen	As per Govt. of India guidelines in force

a) SC/ST/OBC(NCL)/EWS candidates applying for a post where there are no vacancies in their respective reserved categories will be treated as General candidates and no relaxation in any criteria will be applicable to those candidates. However, in case they claim any benefits, they are required to submit their caste certificate, in the Government prescribed format from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC (NCL) and the Village/Town the candidate is ordinarily a resident of. Similarly, the candidates under EWS category will have to submit the certificate from the designated authority. PwBD category will have to submit the disability certificate from the designated authority indicating clearly the percentage of disability.

b) If the SC/ST/OBC/EWS/PwBD or any other certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi. JCI reserves the right to verify the genuineness of the certificate and in case of false findings, necessary action will be taken against such candidates as per rules of Corporation.

c) Candidates belonging to OBC category but falling in creamy layer are not entitled to OBC reservation benefits. Accordingly, such candidates may choose the appropriate tab in the online job application portal, provided they meet all other criteria as applicable. JCI being a Central Public Sector Enterprise, only those communities that are mentioned in the common list of OBC notified by Government of India shall be treated as OBC for the purpose of reservation for employment, the relevant list can be viewed at <http://www.ncbc.nic.in>. Accordingly, for claiming the benefit of OBC (NCL) category, candidate should submit & shall subsequently produce his latest caste certificate in the proforma prescribed by Government of India, applicable for purpose of reservation in appointment to posts under Govt. of India/Central Government /Public Sector Undertaking, as contained in DOPT Memo No.36036/2/2013- Estt./ (Res.) dated 30.05.2014 from a **Competent Authority issued not earlier than 06 months from the issuing of advertisement date.**

d) Ex-Servicemen (ESM): Age relaxation will be granted to the ex-servicemen who have served in the Armed Forces to the extent of their service in the Armed Forces and the resultant age should not exceed the maximum age limit prescribed for the post by more than 03 years.

e) Persons with Benchmark Disabilities (PwBD): Only such person, who suffers from not less than 40% of relevant Disability are eligible to be considered under PWD as per "The Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act-1995" & "The Rights of Persons with Disabilities Act, 2016".



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3. HOW TO APPLY

- I. Candidates are requested to apply Online through the link given in the portal of The Jute Corporation of India Ltd. viz. www.jutecorp.in under Recruitment tab against Advertisement Notification No. 01/2021. However, before applying, candidates are requested to go through advertisement very carefully regarding the details of posts and eligibility criteria thereon. All the eligible candidates are requested to apply **online only** through the link provided in the website www.jutecorp.in. Applications received through any other mode would not be accepted and summarily rejected. The application portal shall go live on and from 11am onwards on 24th day of December, 2021.
 - a. The eligible candidates are required to keep the following items handy before filling of the online applications:
 - i. Valid E-Mail ID
 - ii. Valid Mobile No.
 - iii. Personal and Educational qualification details
 - iv. Details of Debit Card/Credit Card/Net Banking for making fee ₹200/-, wherever applicable.
 - v. Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format)
 - vi. Scanned Copy of Signature with Black/Blue ink pen.
 - vii. Scanned Copies of documents (in pdf format), as follows:
 - a) Documentary proof of Date of Birth (Matriculation/10th/12th /HSC/Birth Certificate)
 - b) Final/Provisional Degree/Certificate for H.S/Graduation/Post Graduation, as applicable
 - c) Appropriate Certificate in respect of reserved categories in prescribed format (OBC Non-Creamy Layer, SC, ST, EWS)
 - d) PWD Certificate in case of Persons with Disability candidates in prescribed format
 - e) Service Certificate in case of Ex-servicemen.
- II. **IMPORTANT NOTE:** CANDIDATES ARE ADVISED TO FILL THEIR CORRECT AND ACTIVE E-MAIL ADDRESS ALONG WITH A VALID MOBILE NUMBER IN THE APPLICATION PORTAL AS, ALL CORRESPONDENCE WILL BE MADE BY THE COMPANY THROUGH E-MAIL & MOBILE ONLY. JCI will not be responsible for bouncing of any e-mail and/or SMS sent to the candidates.
- III. No modifications are allowed after candidate submits the online application form. If any discrepancies are found in the data filled by the candidate online and that with the original testimonies, the candidature of such candidates is liable to be rejected. Hence, utmost care should be taken to furnish correct details.
- IV. The candidates are advised to submit the application well in advance without waiting for the closing date.
- V. The Company reserves the right to reschedule the CBT date & venue etc. or alter any of the advertised condition depending upon the circumstances, if at all required.
- VI. Further, candidates are advised to go through the general instructions available in the application portal, prior to filling up the online application form.

टेलीफोन / Telephone: 91 33 2252 7027-28 / 6952 / 6770

फैक्स / Fax: 91 33 2252 1771 ई-मेल/E-mail: jci@jcimail.in वेबसाइट/Website: www.jutecorp.in



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4. NON-REFUNDABLE APPLICATION FEE.

- I. General, OBC and EWS category candidates are required to pay ₹200/- as a Non-refundable application fee through the online payment gateway only.
- II. No other mode of payment of application fee would be accepted. Application fee once paid will not be refunded under any circumstances. Candidates are, therefore, advised to verify their eligibility before payment of application fee. SC/ST/PwBD/ESM category candidates are not required to pay any application fee. **It may also be noted that JCI does not seek any other charges/fees except the above-mentioned application fee.**

5. CBT

- i. **Examination Venue:** The Computer Based Online Examination (CBT) will be held across most of the major cities of India. Candidates may opt for maximum 3 centres as per their preferences. However, final allocation of centre for CBT shall depend on the availability of seats and circumstances.
- ii. **Computer Based On-line Examination:** The On-line Examination will be of 90 minutes (in one sitting) and the total allotted marks shall be 100. The CBT shall be of objective in nature consisting of 100 number of questions with multiple choice answers. Each question shall carry 1 mark and there will be no penalty for wrong answers. No marks will be awarded for un-attempted questions. The question paper shall be bilingual i.e. English and Hindi only. Additionally, for the post of Junior Assistant, there will be a typing test on the very day of CBT, which shall be qualifying in nature.
- iii. In case of any ambiguity, the English version of the question shall be considered as valid.
- iv. Candidates are required to appear in the All-India Computer based Test at their own expenses and if qualified in the Computer Based Test, they will be called for document verification as per the merit in the CBT-keeping in view the provision of reservations for SC/ST/OBC (Non-Creamy Layer)/PwBD/EWS. However, issuing of appointment letter will be subject to document verification report and other joining related formalities, as deemed fit.

6. SELECTION PROCESS

Admission to the **Computer based On-line Examination (CBT)** will be purely provisional. Candidature will be subject to verification of antecedents/documents/declarations, as applicable.

7. GENERAL TERMS AND CONDITIONS

- i) Computer proficiency is essential for all the posts.
- ii) Only Indian Nationals are eligible to apply.



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- iii) The candidates may note that the applications are to be made only through online application system as per the instructions given. **Applications made in any other manner shall not be considered and shall be summarily rejected.** Management will not be responsible for any application which is not received through online system. After completion of online registration and entering all the details, the candidates may take a print out of online application form for their records.
- iv) Medical Examination: Before joining the services of the Corporation, the shortlisted candidates will have to be medically fit for which they are required to undergo the necessary Medical Examination at their own cost.
- v) All the posts carry the liability of transfer across the country as per the discretion of the Management.
- vi) The Candidates selected for the post may be assigned other responsibilities in the interest of the Corporation as and when required.
- vii) The shortlisted candidates to be called for document verification will be communicated through their registered email id which was given by the candidates while registration.
- viii) No TA will be provided for attending the Computer Based Test. However, for attending document verification after qualifying the CBT, outstation candidates will be given AC-III Tier Rail fare “to and fro” by the shortest route, subject to production of ticket as a proof of journey for attending the document verification process.
- ix) Issue of Admit Card for the CBT, qualifying for examination & calling for document verification does not confer any right of acceptance of candidature and should not be construed as an acknowledgment of fulfilling the eligibility criteria for the post. It does not give indefeasible right to an individual for employment with JCI.
- x) The number of vacancies is tentative and may increase or decrease at the absolute discretion of JCI. Accordingly, depending on the requirement, the Company reserves the right to fill or not to fill or partially fill any of the above vacancies/ cancel/ restrict/enlarge/curtail the recruitment/selection process, if need so arises, without any further notice whatsoever and without assigning any reason thereof.
- xi) The date for reckoning the age, qualification, experience etc. shall be as on **01.12.2021**.
- xii) While applying for any post, the applicants should ensure that he/she fulfills the eligibility and all other norms mentioned therein, as on the specified dates and that the particulars furnished are correct in all respects. In case, it is detected at any stage of recruitment that the candidates do not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed material facts, his/her candidature will stand automatically cancelled. If any of the above shortcoming(s) is/are detected after appointment his/her services are liable to be terminated without any notice. The Company is looking for dynamic and target oriented person who can contribute in the above position with best effort of their ability.
- xiii) In case a person does not join the post after selection he / she will be debarred from being considered for any other position in the Corporation for a minimum period of two years from his / her date of selection.



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xiv) Candidates presently working in Govt. / PSUs / Autonomous bodies (including Nationalized Banks and Financial Institutions) must furnish No Objection Certificate (NOC) issued from their current employer **on or before the date of CBT**, at the time of document verification, if qualified in CBT. Under no circumstances will such a candidate be allowed to appear in the document verification process without the **NOC**. This clause is applicable only for candidates presently working in Central or State Govt. / PSUs / Autonomous bodies in permanent/regular role.

xv) **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:** Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents he / she will be debarred from being considered for any other position in the Corporation

xvi) Canvassing in any form may lead to disqualification of candidate.

xvii) The decision of JCI Management in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centers, selection and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

xviii) Any modifications/ amendments /corrigendum in respect of the above advertisement **shall be made available only on JCI's Website**. No further press advertisement will be published. Hence prospective applicants are advised to visit JCI's website regularly for this purpose.

xix) Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Kolkata only

Time Frame:

1	Cut-off Date for calculating Age and Experience	01.12.2021
2	Date of commencement of Online Applications	24.12.2021: (10:00 hrs.)
3	Last date for Submitting Online Applications	13.01.2022 (till 23.59 hrs.)
4	Date of Computer based On-Line Examination	To be announced later

For The Jute Corporation of India Limited,

Sr. Manager – HR
15N, Nellie Sengupta Sarani, 7th Floor
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