Subject:- Deputation of an Officer from organized Accounts Service to work in National Jute Board’s Head Office in Kolkata on deputation basis.

National Jute Board requires one officer from Organized Accounts Service on deputation to work in Finance and Accounts section of its Head Office in Kolkata. A notification along with details of deputation and eligibility are enclosed.

It will be grateful if the notification is circulated among eligible and willing officers for applying in the prescribed format.

Thanking you,

Yours truly,

[Signature]
Chief Operations Officer

Encl : As above
National Jute Board

(A statutory body under Ministry of Textile)

71 Park Street, Kolkata - 700 016

NOTICE INVITING APPLICATIONS TO WORK ON DEPUTATION BASIS IN FINANCE & ACCOUNTS DIVISION OF NATIONAL JUTE BOARD’S HEAD OFFICE IN KOLKATA.

National Jute Board (a statutory body under Ministry of Textiles) having its Head Office in Kolkata intends to take a suitable officer (having experience in Finance and Accounts work) on deputation to work in its Head Office at Kolkata. The officer will be placed in PB-3, G.P 5400 or Pay & G.P. drawn by him in parent cadre + deputation allowance as per DOPT’s O.M No No. 6/8/2009-Estt. (Pay II) dated 17.6.2010.

Interested and eligible officers should submit their applications through proper channel along with vigilance clearance. Only applications forwarded through proper channel will be considered. Applications in prescribed format as per ‘Annexure B’ should be addressed to ‘The Secretary, National Jute Board’ and sent in sealed cover marked ‘confidential’ so as to reach the office of the Secretary, National Jute Board 3A & 3B, Park Plaza, 71 Park Street, Kolkata -700 016 (within one month from the date of publication of the advertisement in newspaper) along with the following documents:

i) Photocopy of APARs/ACRs of the applicant for last 5 years, ending latest reporting year, duly attested by the officer not below the rank of Under Secretary on each page.

ii) Attested copies of all certificates related to proof of educational qualification, work experience containing starting and end date of working in the respective post and pay scale.

iii) No objection certificate of the present employer (Annexure C).

iv) Undertaking of the applicant to the effect that candidature will not be withdrawn, if selected.

v) Two recent passport size photographs.

Details of deputation are given in ‘Annexure A’.

Applications received late or incomplete applications or applications received without the aforesaid certificate, as per the prescribed pro-forma, may not be considered. No action will be taken on Advance Copy.

Secretary, National Jute Board
ANNEXURE A

Details of deputation terms including eligibility

1. Method :- Deputation

2. Pay during deputation —
   The selected person will either draw Pay and GP drawn by him in parent cadre plus
   deputation allowance subject to usual limit( as per DOPT’s O.M No. 6/8/2009-
   Estt. (Pay II) dated 17.6.2010 ) or Pay in Pay Band 3 plus Grade Pay Rs 5400 /

3. Eligibility for deputation:-
   Officers of Organized Accounts Service under the Central / State Governments or Union
   Territories or statutory/ autonomous organizations/ public sector Undertakings

   (a)
   (i) Holding analogous posts (in Finance & Accounts ) on regular basis in parent
cadre Or department in the same field of work ;

   Or

   (ii) With two years’ regular service in the grade rendered after appointment
thereto on a regular basis in pay band-2 of Rs. 9300-34800 and grade pay of
Rs. 4800 or equivalent;

   Or

   (iii) with three years’ service in the grade rendered after appointment thereto on a
regular basis in pay band -2 of Rs. 9300-34800 and grade pay of Rs. 4600 or
equivalent;

   Or

   (b) Qualified in Subordinate Accounts Service or equivalent of any of the organized
Accounts Services; or Successful completion of training in the Cash and Accounts Work
in the Institute of Secretariat Training and Management or equivalent and a minimum of
five years’ experience in Cash, Accounts and Budget Work.

4. Period of Deputation:-
   Period of deputation shall ordinarily not to exceed two years or till the posts are filled
up as per RR of NJB whichever is earlier or as per discretion of the Secretary National
Jute Board .

5. Upper Age Limit - 56 years as on the closing date of receipt of applications.

6. Joining time and joining pay will be borne by NJB as per standard terms of deputation.

7. Pension and leave salary contribution shall be paid by NJB to parent organization as per
FR .
CERTIFICATE TO BE GIVEN BY THE EMPLOYER

1. It is certified that the particulars furnished by the officer is correct.
2. It is certified that no discrepancy / vigilance case is pending or contemplated against the applicant and he / she is clear from Vigilance and Administrative angle.
3. His / her integrity is certified.
4. It is certified that no major / minor penalties have been imposed on the officer during the last 10 years.
5. Copies of the ACRs /APARs for the last 5 years attested on each page by the officer not below the rank of Under Secretary are enclosed.
6. Undertaking of the applicant not to withdraw the candidature, if selected, is enclosed.

Signature of the forwarding authority with
Name, Designation and Official Seal

Date: