

Employment Notification No. 02/2024

Date: 10.09.2024

The Jute Corporation of India Limited (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 work as a helping hand in the raw jute sector and does commercial trading in raw jute and allied products.

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

The Corporation invites Online Applications from Indian citizens fulfilling the eligibility requirements, for filling up of the following non-executive posts on regular basis. Eligible & Interested candidates are required to apply online through our website (www.jutecorp.in).

FRESH RECRUITMENT AND SPECIAL RECRUITMENT DRIVE (SRD) 1ST ATTEMPT

1. Details of Non-Executive Vacancies are:

| Sl. No | Position, Grade & Pay Scale (IDA) | Upper Age limit as on 01.09.2024 | Minimum Qualification & Experience** | No. of Vacancies* | Identifies Categories of PwBD*** |
|--------|---------------------------------------------------------------------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------|
| 1 | Accountant (S5) IDA Pay Scale Rs. ₹ 28,600- 1,15,000/- | 30 Years | M. Com with Advanced Accountancy and auditing as a special subject with 5 Years' experience in maintaining commercial accounts including reconciliation and final accounts / experience in handling cash and records. OR B. Com with 7 Years' experience in maintaining commercial accounts including reconciliation and final account / experience in handling cash and records. Desirable: ACA, SAS, CA, ACWA, CAD | 23 [SC-04, ST-02, OBC(NCL)-05, EWS-02, UR- 10] | BL/ OL (2 posts***) (BL= Both Legs, OL = One Leg) |
| 2 | Junior Assistant (S3) IDA Pay Scale Rs. ₹ 21,500- 86,000/- | | Graduate or equivalent from a recognized university with experience in using computers (MS word & Excel) and minimum typing speed is 40 wpm in English. | 25 (SC-04, ST-02, OBC(NCL)-06, EWS-02, UR-11) | OL/OA (2 posts***) (OA= One Arm, OL = One Leg) |
| 3 | Junior Inspector (S3) IDA 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 | 42 (SC-07, ST-04, OBC (NCL)-10, EWS-04, UR-17) | NA |

*Note: The above vacancies include backlog reserved vacancies also.

**Training/Internship/Project/Teaching period shall not be considered as experience.

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भारतीय पटसन निगम लिमिटेड

(भारत सरकार का उपक्रम)

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(A Government of India Enterprise)

पंजीकृत और प्रधान कार्यालय: पटसन भवन, तीसरी और चौथी मंजिल, एक्शन एरिया I ,

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***Reservation for PwBD is horizontal inter-locking reservation system and within the overall vacancies for the posts subject to the posts having been identified suitable for such disabilities

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

| Sl.No. | Category | Max Age (as on 01.09.2024) * |
|--------|-------------------------------------|-------------------------------------------|
| 1 | General (UR)/EWS/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 |

* However, as on cut-off date, the maximum age after all age relaxations should not be more than 56 years

3. Age Relaxation for Internal Employees

Internal Employees are defined as "Existing Contractual and Outsourced (3rd party) employees of the Corporation" who shall be granted a maximum of 5 years of age relaxation with the following stipulated conditions:

a) He/she should be currently working for the Corporation.

b) **Completed five or more years of service** with "relevant designations" in the Corporation (excluding service breaks/gap). The age relaxation shall only be applicable for incumbents having experience in the line of "Relevant Designations" as mentioned herein under-

| Post eligible for | Relevant Designations |
|-------------------|--------------------------------------------------------------------------------------|
| Accountant | Additional Accountant |
| Jr. Asst. | Additional Jr. Assistant/Data Entry Operator |
| Jr. Inspector | Additional Jr. Inspector/Additional Marketing Executive/Additional Marketing Officer |

NOTE: In the absence of the above mentioned conditions (a) & (b), No age relaxation shall be granted.

4. Reservation

a) SC/ST/OBC/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.

b) In case they claim any benefits, they are required to submit their Caste certificate, in the Government prescribed format (For SC/ST format, refer ANNEXURE A) from the designated authority clearly indicating the candidate's caste/community, the Act/Order under which the caste is recognized as SC/ST/OBC (NCL) and the Village/Town the candidate is

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ordinarily a resident of.

c) 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 the rules of Corporation.

d) Category (SC/ST/OBC/PwBD/EWS/General) once entered in Application form will not be allowed to be changed & no benefit of other category will be admissible later.

e) Other Backward Classes:

e.1) 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 criterias, as applicable.

e.2) Important guidelines for OBC (NCL) certificate:

e.2.1>The name of caste and community of the candidates must appear in the "Central List" of Other Backward Classes" (viewed at <http://www.ncbc.nic.in>).

e.2.2>The candidates must Not belong to "Creamy Layer".

e.2.3>The candidates need to furnish their latest OBC certificate (issued by the Competent Authority in the current year) as per format prescribed by Government of India applicable for the 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 (refer the Annexure B).

f) Economically Weaker Section (EWS): The candidates need to furnish their latest EWS certificate (issued by the Competent Authority in the current year) as per format prescribed by Government of India (refer the Annexure C & DoPT OM No. 36039/1/2019-Estt (Res.) dated 31.01.2019).

g) Ex-Servicemen (ESM): can also apply against the advertised posts subject to fulfilling the eligibility criteria. Their candidature will be considered as per Government guidelines in vogue. The candidates need to furnish the certificate issued by the Competent Authority (refer the ANNEXURE D)

h) Persons with Benchmark Disabilities (PwBD):

h.1) Only such person, who suffers from not less than 40% of relevant Disability are eligible to be considered under PwBD as per "The Persons with Disabilities (Equal Opportunities,

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Protection of Rights & Full Participation) Act-1995” & “The Rights of Persons with Disabilities Act, 2016”. The categories are-

- Blindness and Low Vision.
- Deaf and Hard of Hearing.
- Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.
- Autism, Intellectual Disability, specific learning disability and mental illness.
- Multiple Disabilities from amongst person under clauses (a) to (d) including deaf blindness in the posts identified for each disability.

| | | |
|----|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| VH | Visually Handicap | Blindness and Low Vision |
| HH | Hearing Handicap | Deaf and Hard of Hearing |
| OH | Orthopedically Handicap | Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victim and muscular dystrophy |
| MH | Multiple Disability | Multiple Disability from amongst person under the point (a) to (d) above including deaf blindness in the posts identified for each disability. |

h.2) PwBD category will have to submit the disability certificate from the designated authority clearly indicating the percentage of disability. (refer ANNEXURE E).

5. SELECTION CRITERIA AND PROCESS

5.1) The selection process for the post of Accountant shall consist of CBT (Computer Based Test) followed by Document Verification, for shortlisted candidates.

| Sl. No. | Name of Post | Stage 1 | Stage 2 | Stage 3 |
|---------|--------------|---------|-----------------------|------------------|
| 1 | Accountant | CBT | Document Verification | Final Merit List |

5.1.1) Qualifying parameter:

| Qualifying Parameter (Marks) for CBT | |
|--------------------------------------|---------------|
| General (UR)/OBC/EWS/ESM | SC/ST/ PwBD * |
| 50% | 45% |

* Where the post is reserved for respective category

5.1.2) Candidates shall be called for Document Verification in the ratio of 1:5 in order of merit (for one vacancy, a maximum of five candidates will be called). In case of tie in marks of the

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candidates in CBT, all such candidates will be called for document verification irrespective of the ratio.

The candidates will be subject to document verification of antecedents, documents, and declarations. During document verification, the Corporation shall consider and take into account, only those very documents in original, which were uploaded while applying for the post by the candidate. Under no circumstances, any additional or fresh or revised documents will be considered, and his candidature is liable to be rejected in such a case.

NOTE: In case uploaded documents do not match with the terms & conditions of the employment notification, candidates shall not be called for the Document Verification, even if he/she qualifies the CBT and his candidature will be rejected.

5.1.3) The final result shall be based on the CBT marks and clearance in the document verification process.

NOTE: Management reserves the right to change the ratio based on the number of qualified candidates

5.2) The selection process for the post of Junior Assistant shall consist of CBT (Computer Based Test), Typing Test followed by Document Verification, for shortlisted candidates.

| Sl. No. | Name of Post | Stage 1 | | Stage 2 | Stage 3 |
|---------|------------------|---------|-------------|-----------------------|------------------|
| 2 | Junior Assistant | CBT | Typing Test | Document Verification | Final Merit List |

5.2.1) Qualifying parameter:

| Qualifying Parameter (Marks) for CBT | |
|--------------------------------------|--------------|
| General (UR)/OBC /EWS/ESM | SC/ST/PwBD * |
| 50% | 45% |

* Where the post is reserved for respective category

5.2.2) Typing Test shall be qualifying in nature (as mentioned below table no. 5.2.3).

5.2.3) Typing Test performance- 40 wpm (35 wpm for PwBD-(OH-OA)) in English.

5.2.4) Based on CBT marks and performance in the Typing Test, the Candidates shall be called for Document Verification in the ratio of 1:5 in the order of merit (against one vacancy, a maximum of five candidates will be called). In case of tie in marks of the candidates in CBT, all such candidates will be called for Document verification irrespective of the ratio.

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