

**NATIONAL JUTE BOARD**  
**Ministry of Textiles**  
**Government of India**

**Notice for engagement of Young Professional**

National Jute Board, a statutory autonomous organization under Ministry of Textiles, Govt. of India proposes to engage 02 (Two) Young Professionals (YP) for following functions: -

**1. Manpower Required:**

| Sl. No. | Name of Division                                                   | No. of YP required | Post qualification Experience Years |
|---------|--------------------------------------------------------------------|--------------------|-------------------------------------|
| i)      | Administration & Establishment Division, NJB, Head Office, Kolkata | 2                  | Minimum 1 Year                      |

**2. Qualification Requirement:**

- a) Age: Below 35 years as on 01.07.2025
- b) Educational Qualifications:
  - Essential Qualification: MBA (HR) / LLM or equivalent\*
  - Desirable Qualification: B.Tech. (Civil/Electrical)

\*Equivalence Certificate is to be from UGC / AICTE as the case may be

**3. Terms & Conditions:**

- a) Period of Engagement: - Initially for a period of two years which may be extended up to further three years (1+1+1), or till the direct recruitment is made against the vacant posts, whichever is earlier. Further extension, if any, will be based on the assessment of performance of the individuals.
- b) Salary: Rs.70,000/- per month (consolidated).
- c) Terms and conditions of the Young Professionals will be governed by MoT OM No. A-42011/6/2023-Establishment dated 24<sup>th</sup> February, 2025.

**4. Format for application:**

The applicants are requested to fill the format given below: -

**APPLICATION FORM FOR THE POST OF YOUNG PROFESSIONAL (TECHNICAL).**

**Last date of submission of application is 21 days from the date of publication of advertisement in the Employment News.**

|    |                                                                                          |  |
|----|------------------------------------------------------------------------------------------|--|
| 1  | Applicant's Name (in Block Letters)                                                      |  |
| 2  | Father's Name                                                                            |  |
| 3  | Date of Birth                                                                            |  |
| 4  | Nationality                                                                              |  |
| 5  | Category (Gen/SC/ST/OBC/Others)                                                          |  |
| 6  | Present Address                                                                          |  |
| 7  | Permanent Address                                                                        |  |
| 8  | Email Address                                                                            |  |
| 9  | Mobile No.                                                                               |  |
| 10 | Languages known with Proficiency                                                         |  |
| 11 | Educational Qualification                                                                |  |
| 12 | Year of passing                                                                          |  |
| 13 | Work Experience in the relevant field (if any)                                           |  |
| 14 | Name & Address of Present Employer<br>(Govt./PSU/Ministry/Department / Other) / (if any) |  |
| 15 | Any other relevant information                                                           |  |

**DECLARATION**

I hereby declare that all statements made in this application are correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after selection process. Further, I understand that this position is purely temporary on contract basis and if it is found after my appointment that the particulars furnished by me are incorrect or suppressed, my engagement is liable to be terminated without any notice.

\_\_\_\_\_  
Signature

**5. Address for communication:**

The said application in the prescribed format may be submitted to the **Secretary, National Jute Board, PATSAN BHAWAN, 5<sup>th</sup> & 6<sup>th</sup> Floor, Street No. 175, CF-6/1, Action Area 1, New Town, Kolkata -700 156.**

6. The softcopy of the application may also be sent to **email ID: recruitment@njbindia.in**