



भारतीय पटसन निगम लिमिटेड

(भारत सरकार का उपक्रम)

The Jute Corporation of India Limited

(A Government of India Enterprise)

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

न्यू टाउन, पश्चिम बंगाल - 700156

Head Office: Patsan Bhavan, 3rd & 4th Floor, Action Area I ,
New Town, West Bengal - 700156

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



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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***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:

- He/she should be currently working for the Corporation.
- 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

- 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.
- 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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The candidates shall 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 will be rejected in such a case.

5.2.5) The final result shall be based on the merit list, which comprises the CBT marks, qualifying the Typing Test and clearance in the document verification.

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

5.3) The selection process for the post of Junior Inspector (JI) shall consist of CBT (Computer Based Test), Document Verification followed by Trade Test.

Sl. No.	Name of Post	Stage 1	Stage 2	Stage 3	Stage 4
3	Junior Inspector	CBT	Document Verification	Trade Test	Final Merit List

5.3.1) Qualifying Parameter:

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

* Where the post is reserved for respective category

5.3.2) Based on CBT marks, the candidates shall be called for Document Verification and subsequent Trade Test (preferably on the same day) 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 candidates in CBT, all such candidates will be called for Document verification irrespective of the ratio.

The candidate will be subject to document verification of antecedents 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.



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5.3.)

Qualifying Parameter in Trade Test	
General (UR)/OBC/EWS	SC/ST*
60%	55%

* Where the post is reserved for respective category

Trade Test Performance- At least 60% (55% for SC/ST).

5.3.5) The final result will be based on the merit list, which shall comprise of the total marks secured in CBT along with the marks obtained in the Trade Test and clearance in the document verification.

NOTE:

i) The Management reserves the right to change the ratio based on the number of qualified candidates.

6. HOW TO APPLY

- All the eligible 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. 02/2024. However, before applying, candidates are requested to go through the notification very carefully regarding the details of posts and eligibility criteria thereon. All the eligible candidates are requested to apply online as applications received through any other mode would not be entertained and shall be summarily rejected.
- The eligible candidates are required to keep the following items handy before filling up of the online application:
 - Valid E-Mail ID
 - Valid Mobile No.
 - Details of Debit Card/Credit Card/Net Banking for making fee payment (wherever applicable).
 - Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format)
 - Scanned Copy of Signature with Black/Blue ink pen.
 - Scanned Copies of following document (in pdf format):

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- Documentary proof of Date of Birth (10th Pass Certificate/Admit Card OR Birth Certificate)
- ID (Masked Aadhar Card/Election Card/Pan Card/Passport)
- Educational qualification: Final/Provisional Degree/Certificate for 10th /12th /Graduation/Post Graduation, as applicable
- Experience Certificates
- Appropriate Certificate in respect of reserved categories in prescribed format (SC, ST, OBC, EWS)
- PwBD Certificate in case of Persons with Disability in the prescribed format
- Service Certificate in case of Ex-servicemen.

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 shall not be responsible for bouncing of any e-mail and/or SMS sent to the candidates.
- No modifications are allowed after the candidate submits the online application form. If any discrepancies are found in the data filled by the candidate vis-a-vis with the original testimonies, the candidature of such candidates is liable to be rejected. Hence, utmost care should be taken to furnish correct details.
- The candidates are advised to submit the application well in advance without waiting for the closing date.
- The Company reserves the right to reschedule the CBT date & venue etc. or alter any of the advertised conditions depending upon the circumstances, if at all required.
- Further, candidates are advised to go through the general instructions available in the application portal, prior to filling up the online application form.
- For Junior Inspector Post, candidates may refer to the ANNEXURE F.

7. NON-REFUNDABLE APPLICATION FEE

- SC/ST/PwBD category candidates are not required to pay any application fee.
- General (UR), Ex-Servicemen OBC (creamy layer & non-creamy layer), EWS and Internal candidates are required to pay a Non-refundable application fee of ₹250/- through the online payment gateway only.

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- c) No other mode of payment of the application fee would be accepted. The application fee once paid will not be refunded under any circumstances. Candidates are, therefore, advised to verify their eligibility before payment of the application fee.
- d) **It may also be noted that JCI does not seek any other charges/fees except the above-mentioned application fee.**
- e) Any additional charges levied by the bank or taxes shall have to be borne by the candidates.

8. Computer Based Test (CBT)

- a) **Examination Venue:** The Computer Based Online Examination (CBT) will be held across major jute growing state capitals & cities of India. Candidates may opt for a maximum of 3 centers as per their preferences. However, the final allocation of the center for CBT shall depend on the availability of seats, circumstances and administrative feasibility.
- b) The Corporation reserves the right to allot any other center than what he/she has opted for.
- c) No request for change of exam center will be entertained after submission of application.
- d) **Computer Based On-line Examination (CBT):** The On-line Examination will be 120 minutes (in one sitting) and the total allotted marks shall be 100.
- e) Concerned PwBD candidates (OH-OA) will be provided with extra time for CBT (time of 40 minutes) as per the rules in force.
- f) The CBT shall be objective in nature, consisting of 100 number of questions with multiple choice answers. Each question shall carry 01 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.
- g) In case of any ambiguity, the English version of the question shall be considered as valid.
- h) Candidates are required to appear in the All-India Computer based Test at their own expenses. No TA/DA will be paid for attending CBT.

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N.B: Persons with benchmark disability in the category of orthopedically handicapped (OH-OA) – orthopedically handicapped (one arm affected), orthopedically handicapped candidates who has a locomotor disability wherein the dominant writing/typing extremity is affected to the extent of slowing down the performance of the candidate (such deficiency to be indicated in the certificate, issued by competent authority, submitted by the candidate) will be given an additional compensatory time of 5 minutes.

9. Final Result/Merit List

- The final result will be based on: [CBT marks (for all posts) + clearance in document verification (for all posts) + qualifying the typing test (only for JA post) + Trade Test marks (only for JI post)] of the candidates.
- All the shortlisted candidates have to be medically fit before joining the Corporation.
- Tie Breaker Rule:** It is defined as, when two or more candidates secure same numbers or rank or position in the final merit list, the final decision will be based on **Date of Birth** i.e. “the older candidate will get the higher rank”.
- The Corporation’s decision will be final and binding upon all the incumbents.

10. GENERAL TERMS AND CONDITIONS

- Computer proficiency is essential for all the posts.
- Only Indian Nationals are eligible to apply.
- The candidates may note that the applications are to be made only through an 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 an online system. After completion of online registration and entering all the details, the candidates may take a printout of online application form for their records.
- Scores are reported with decimal points up to two digits.
- The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problems, which may include movement of candidates, delay in test. The conduct of a re-exam shall be at the absolute discretion of the Corporation. The candidates will



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

न्यू टाउन, पश्चिम बंगाल - 700156

Head Office: Patsan Bhavan, 3rd & 4th Floor, Action Area I ,
New Town, West Bengal - 700156

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



not have any claim for re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

- f. Medical Examination: Before joining the services of the Corporation, the selected candidates will have to be medically fit for which they are required to undergo the necessary Medical Examination, at their own cost.
- g. All the posts carry the liability of transfer across the country as per the discretion of the Management.
- h. The Candidates selected for the post may be assigned other responsibilities in the interest of the Corporation, as and when required.
- i. The shortlisted candidates shall be called for document verification through their registered email id, which was given by the candidates during registration. The candidates are advised to check their Email at regular intervals.
- j. The Management will not be responsible for non-receipt of email and loss of their E-mail ID and password.
- k. Corrigendum, if any, will be uploaded on our website only. Candidates are requested to check our website regularly under the heading "Recruitment".
- l. No TA will be provided for attending the Computer Based Test. However, for attending document verification/Trade Test, as the case may be, after qualifying CBT, the outstation candidates will be reimbursed AC-III Tier Rail fare "to and fro" by the shortest route, subject to production of a valid ticket as a proof of journey for attending the document verification process.
- m. Payment of TA shall be made through ECS mode only and after completion of the selection process. Hence, candidates are advised to bring necessary bank proof viz. bank passbook/cancelled cheque. In case of flight travel, equivalent train fare for journey shall be reimbursed by the shortest route. Application format along with ECS form is available as Annexure D. Candidates having "Wait Listed" tickets for Rail journey are NOT entitled for TA Reimbursement.
- n. Mere issue of Admit Cards for the CBT/ Trade Test or call for document verification does not confer any right of acceptance of candidature and should not be construed

टेलीफोन / Telephone: 91 33 2252 6720 / 7109 / 7107

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



भारतीय पटसन निगम लिमिटेड

(भारत सरकार का उपक्रम)

The Jute Corporation of India Limited

(A Government of India Enterprise)

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as an acknowledgment of fulfilling the eligibility criteria for the post. It does not give an indefeasible right to an individual for employment in JCI.

- o. 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.
- p. **The date for reckoning the age, qualification, experience etc. shall be as on 01.09.2024.**
- q. 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 does 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 a dynamic and target-oriented person who can contribute in the above position with best effort of their ability.
- r. 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.
- s. Candidates presently working in Govt. / PSUs / Autonomous bodies (including Nationalized Banks and Financial Institutions) must furnish a hard copy of the **No Objection Certificate (NOC) issued** by their current employer. The date of issuing the NOC must be on or after the date of releasing this notification. 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 (including Nationalized Banks and Financial Institutions) bodies in permanent/regular role.
- t. **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

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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.

- u. Canvassing in any form may lead to disqualification of candidates.
- v. The decision of the 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.
- w. Any dispute regarding recruitment against this advertisement will be settled within the jurisdiction of Kolkata only.

In case of any problems faced by the candidates in filling up the online application, they may contact "Help Desk" on 8583917043/8981312256 (9:30 AM to 5:30 PM) or may write to Email ID: support.cbt@jcimail.in only.

11. TIME FRAME

1	Cut-off Date for calculating Age and Experience	01.09.2024
2	Date of commencement of Online Applications	10.09.2024 (00:00 hrs.)
3	Last date for Submitting Online Applications	30.09.2024 (till 23.59 hrs.)
4	Date of Computer based On-Line Examination	To be announced later

For The Jute Corporation of India Limited,

Chief Manager – HR

FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri*/Shrimati/Kumari _____ Son/Daughter of
 _____ Village/Town _____ /District/Division*
 _____ of the _____ State/Union Territory belongs to the
 _____ Caste*/Tribe which is recognised as a Scheduled Caste/Tribe under :

- *The Constitution Scheduled Castes Order, 1950.
- *The Constitution Scheduled Tribes Order, 1950.
- *The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;
- *The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order, 1951;
- [As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]
- *The Constitution (Jammu and Kashmir)* Scheduled Castes Orders, 1956.
- *The Constitution (Andaman and Nicobar Islands)* Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976
- *The Constitution (Dadra and Nagar Haveli)* Scheduled Castes Order, 1962.
- *The Constitution (Dadra and Nagar Haveli)* Scheduled Tribes Order, 1962.
- *The Constitution (Pondicherry) Scheduled Castes Order, 1964.
- *The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.
- *The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.
- *The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.
- *The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- *The Constitution (Sikkim) Scheduled Castes Order, 1978
- *The Constitution (Sikkim) Scheduled Tribes Order, 1978
- *The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
- *The Constitution (SC) Orders (Amendment) Act, 1990.
- *The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.
- *The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.
- *The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.
- *The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.
- *The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati* _____ father/mother* _____ of Shri/Shrimati/Kumari _____ of Village/Town* _____ in /District/Division* _____ of the State/Union Territory* _____ who belongs to the _____ Caste*/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the _____ Station/Union Territory* issued by the _____ dated _____.

3. Shri/Shrimati/Kumari* and /or* his/her* family ordinarily reside(s) in Village/Town* _____ District/Division* of the State/Union Territory* of _____.

Place _____
 Date _____

Signature _____
 Designation _____
 (with seal of Office)

State/Union Territory _____

*Please delete the words, which are not applicable.

@ Please quote specific Presidential Order

% Delete the Paragraph, which is not applicable.

Note : (a) The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20 of the Representation of People Act, 1950

The Caste Certificate must be issued by the Competent Authorities in the above prescribed format. The Competent Authorities are enumerated here under :

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar; and
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

OBC (NON-CREAMY LAYER) CERTIFICATE
(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR
APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri / Smt. / Kum.*.....
son/daughter* of Shri..... of Village/Town
..... District..... in
State belongs to..... community which is recognized as
Backward Class under : (indicate the Sub Caste above)

- 1) Resolution No.12011/68/93-BCC@dated 10th September 1993, published in the Gazette of India - Extraordinary-part 1, Section 1, No.186, dated 13th September 1993.
- 2) Resolution No.12011/9/94-BCC, dated 19th October 1994, published in the Gazette of India - Extraordinary-part 1, Section 1, No.163, dated 20th October 1994.
- 3) Resolution No.12011/7/95-BCC, dated 24th May 1995, published in the Gazette of India - Extraordinary-part 1, Section 1, No.88, dated 25th May 1995.
- 4) Resolution No.12011/44/96-BCC, dated 6th December 1996, published in the Gazette of India - Extraordinary-part 1, Section 1, No.210, dated 11th December 1996.
- 5) Resolution No.12011/68/93-BCC, published in the Gazette of India - Extraordinary-No. 129, dated the 8th July 1997.
- 6) Resolution No.12011/12/96-BCC, published in the Gazette of India - Extraordinary-No. 164, dated the 1st September 1997.
- 7) Resolution No.12011/99/94-BCC, published in the Gazette of India - Extraordinary-No. 236, dated the 11th December 1997.
- 8) Resolution No.12011/13/97-BCC, published in the Gazette of India - Extraordinary-No. 239, dated the 3rd December 1997.
- 9) Resolution No.12011/12/96-BCC, published in the Gazette of India - Extraordinary-No. 166, dated the 3rd August 1998.
- 10) Resolution No.12011/68/93-BCC, published in the Gazette of India - Extraordinary-No. 171, dated the 6th August 1998.
- 11) Resolution No.12011/68/98-BCC, published in the Gazette of India - Extraordinary-No. 241, dated the 27th October 1999.
- 12) Resolution No.12011/88/98-BCC, published in the Gazette of India - Extraordinary-No. 270, dated the 6th December 1999.
- 13) Resolution No.12011/36/99-BCC, published in the Gazette of India - Extraordinary-No. 71, dated the 4th April 2000.

Shri/Smt./Kum* _____ and/or his/her family ordinarily reside(s)
in the _____ District of the _____ State. This is also to certify that
he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 (of the Schedule
to the Government of India, Department of Personnel & Training OM No.36012/22/93-Estt (SCT), dated
8.9.1993) and modified vide Government of India, Department of Personnel and Training O.M. No.
36033/3/2004-Estt. (Res) dated 09.03.2004.

Place:

Date:

Signature of Issuing Authority with seal of office

*Strike out whichever is not applicable

NB: (a) The term 'ordinarily' used here will have the same meaning as in section 20 of the Representation of Peoples Act 1950.

(b) The Authorities competent to issue caste certificates are indicated below :

(i) District Magistrate / Additional Magistrate/ Collector / Deputy Commissioner / Additional Deputy Commissioner/ Deputy Collector / 1st class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluk Magistrate / Executive Magistrate/ Extra Assistant Commissioner (not below the rank of 1st class Stipendiary Magistrate). (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / Presidency Magistrate (iii) Revenue officer not below the rank of Tahsildar, and (iv) Sub-Divisional Officer of the area where the Candidate and or his family resides.

**Declaration format for the candidates seeking reservation as OBCs in addition to the
Certificate Issued by the Competent Authority**

"I son/daughter of Shri
resident of village Town/City District
..... State hereby declare that I belong to the
..... Community which is recognized as a Backward Class by the
Government of India for the purpose of reservation in services as per orders contained in
Department of personnel and Training Office Memorandum No. 36012/22/93/Estt (SCT) dated
08.09.1993. It is also declared that I do not belong to persons/sections (Creamy Layer)
mentioned in column 3 of the Schedule to the above referred Office Memorandum dated
08.09.1993".

SIGNATURE OF THE CANDIDATE

Form-II

Disability Certificate
(In cases of amputation or complete permanent paralysis of limbs
and in cases of blindness)
(See rule 4)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)

Recent PP size Attested Photograph (Showing face only) of the person with disability

Certificate No. _____

Date: _____

This is to certify that I have carefully examined
 Shri/Smt./Kum. _____

son/wife/daughter of Shri _____

Date of Birth _____ Age _____ years, male/female _____

(DD / MM / YY)

Registration No. _____ permanent resident of House

No. _____ Ward/Village/ Street _____ Post

Office _____ District _____ State _____

whose photograph is affixed above, and am satisfied that :

(A) he/she is a case of:

- locomotor disability
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is.....

(A) He/ She has%(In figure)..... percent
(in words) permanent physical impairment/blindness in relation to his/her-----
(part of body) as per guidelines (to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate .

(Signature and Seal of Authorised Signatory of
notified Medical Authority)

Signature/Thumb
impression of the
person in whose
favour disability
certificate is
issued.

Form-III

Disability Certificate
(In case of multiple disabilities)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)
(See rule 4)

Recent PP size Attested Photograph (Showing face only) of the person with disability

Certificate No. _____

Date: _____

This is to certify that we have carefully examined
 Shri/Smt./Kum. _____ /son/wife/

daughter of Shri _____

Date of Birth _____ Age _____ years, male/female _____

(DD) (MM) (YY)

Registration No. _____ permanent resident of House,

No. _____ Ward/Village/Street _____

Post Office _____ District _____ State _____

whose photograph is affixed above, and are satisfied that :

(A) He/she is a Case of **Multiple Disability**. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his /her over all permanent physical impairment as per guidelines(to be specified), is as follows:-

In figures:- _____ percent

In words:- _____ percent

2. This condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended/ after _____ years _____ months, and therefore this certificate shall be valid till _____

(DD)

(MM)

(YY)

- @ e.g. Left/Right/both arms/legs
 # e.g. Single eye/both eyes
 £ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

--	--	--

Name and seal of Member

Name and seal of Member

Name and seal of the
Chairperson

Signature/ Thumb
impression of the
person in whose
favour disability
certificate is
issued.

Form-IV**Disability Certificate**
(In cases other than those mentioned in Forms II and III)**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)**
(See rule 4)

Recent	PP	size
Attested		
Photograph		
(Showing	face	
only)	of	the
person		with
disability		

Certificate No. _____

Date: _____

This is to certify that I have carefully examined
Shri/Smt./Kum. _____ son/

wife/daughter of Shri _____

Date of Birth _____ Age _____ years, male/female _____

(DD) (MM) (YY)

Registration No. _____ permanent resident of House

No. _____ Ward/Village/ Street _____ Post

Office _____ District _____ State _____

whose photograph is affixed above, and am satisfied that he/she is a case
of _____ disability. His/her extent of percentage physical
impairment/disability has been evaluated as per guidelines (to be specified) and is
shown against the relevant disability in the table below:-

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended/ after _____ years _____ months, and therefore this certificate shall be valid till _____

(DD)

(MM)

(YY)

@ e.g. Left/Right/both arms/legs

e.g. Single eye/both eyes

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

Signature/Thumb
impression of the
person, in whose
favour disability
certificate is issued

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District."

Note: The principal rules were published in the Gazette of India vide notification number S.O. 908(E), dated the 31st December, 1996.

**FORM OF CERTIFICATE APPLICABLE FOR RETIRED / RELEASED ARMED FORCES
PERSONNEL FOR AVAILING AGE CONCESSION.**

1. It is certified that No..... Rank.....
Name.....whose date of birth is..... has rendered service
from.....to.....in Army/Navy/Air Force.
2. He has been released from military services:
* a) on completion of assignment otherwise than
(i) by way of dismissal, or
(ii) by way of discharge on account of misconduct or inefficiency, or
(iii) on his own request, but without earning his pension, or
(iv) he has not been transferred to the reserve pending such release.
*b) on account of physical disability attributable to Military Service.
*c) on invalidment after putting in at least five years of Military service
3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules 1979 as amended from time to time.

Place:.....

Date:.....

Signature, Name and Designation of the
Competent Authority**
SEAL

*Delete the paragraph which is not applicable.

** Authorities who are competent to issue certificates to Armed Forces Personnel for availing Age concessions are as follows:

- (a) In case of Commissioned Officers including ECOs/SSCOs.
Army- Military Secretary Branch, Army Hqrs., New Delhi
Navy- Directorate of Personnel, Naval Hqrs., New Delhi
Air Force- Directorate of Personnel Officers, Air Hqrs., New Delhi
- (B) In case of JCOs/ORs and equivalent of the Navy and Air Force.
Army- By various Regimental Record Offices
Navy- BABS, Mumbai.
Air Force- Air Force Records, New Delhi

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN CATEGORY CANDIDATE

I understand that if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Services and Posts rules, 1979, as amended from time to time).

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

I further submit the following information:

- a) Date of appointment in Armed Forces _____
- b) Date of discharge _____
- c) Length of service in Armed Forces _____
- d) My last Unit / Corps _____

(Signature of the Candidate)

Place:

Date:

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No.

Date :

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____
son/daughter/wife of _____ permanent resident of
_____, Village/Street _____ Post Office _____
District _____ in the State/Union Territory _____ Pin Code _____
whose photograph is attested below belongs to Economically Weaker Sections,
since the gross annual income* of his/her "family"*** is below Rs. 8 lakh (Rupees Eight
Lakh only) for the financial year _____. His/her family does not own or possess
any of the following assets***:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which
is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward
Classes (Central List).

Signature with seal of Office _____
Name _____
Designation _____



*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose includes the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 19 years.

***Note 3: The property held by a "Family" in different localities or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

<<Company Letter head>>

Ref. No.

Date:

TO WHOM SO EVER IT MAY CONCERN

It is certified that Mr./Mrs. Son/Daughter of Mr. has worked/working as in our (company name) from..... To His/her major responsibilities were in purchase / sale of raw jute; (its grading and assorting / bailing / storage / transportation).

During his/her working period, we found him/her with a professional attitude and very good job knowledge.

His/her gross pay is/was.....

Sincerely

(Name)

(Designation)

(Company Seal)