No. Jute (Admn.)/ 99 /2021

भारत सरकार/ Government of India

वस्त्र मंत्रालय/ Ministry of Textiles

पटसन आयुक्त का कार्यालय/ Office of the Jute Commissioner

पटसन भवन, सीएफ ब्लॉक, / Patsan Bhawan, CF Block,

सातंवा व आठवां तल, एक्शन एरिया- I, / 7th & 8th Floor, Action Area-I,

न्यूटाउन, कोलकाता - 700156/ Newtown, Kolkata – 700156

CIRCULAR

Dated the 18th September, 2026.

Filling up of 1(one) post of Deputy Director (Marketing) (Group 'A' Gazetted post in the Level 11 (Rs. 67,700-2,08,700/-) in the pay matrix 'By composite method: Deputation (including short-term contract)/Promotion' in the Office of the Jute Commissioner, Kolkata- regarding.

(A) 'By composite method: Deputation (including short-term contract)/Promotion'
Officers under the Central Government or State Government or Union territory Administration or recognized research institutions or Universities or public sector undertakings or semi-Government or statutory or autonomous organisations- .

(a) (i) Holding analogous post on regular basis in the parent cadre or department:

or

(ii) with five years' regular service in the post in level 10 in the pay matrix 56,100-1,77,500 or equivalent in the parent cadre or department:

and

(b) Possessing the following essential educational qualifications and experience, namely:-

(i) Bachelor's Degree with Economics or Commerce or Business Studies or Statistics or Mathematics as the main subject and possessing five years' experience in work related to jute marketing or statistical analysis and research work in a Government organisation: or

(ii) Master's Degree in Economics or Commerce or Business Studies or Statistics or Mathematics with three years' experience in work related to jute marketing or statistical analysis and research work in a Government organisation.

Note 1 : The departmental Assistant Director (Marketing) in Level 10 in the pay matrix Rs.56100-177500 with five years of regular service in the grade and having the essential educational qualifications and experience prescribed for deputationists shall be considered alongwith outsiders and in case the departmental candidate is selected for appointment to the post that shall be deemed to have been filled by promotion.

Note 2 : The departmental officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

2/-

Note 3 : The period of deputation including short-term contract including period of deputation including short-term contract in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not to exceed four years.

Note 4 : The maximum age limit for appointment by deputation including short-term contract shall be not exceeding 56 years as on the closing date of receipt of applications.

2. Terms and conditions of deputation shall be governed / regulated according to the applicable normal terms and conditions for deputation issued by the Government of India from time to time. **Officials who volunteer for the post will not be permitted to withdraw their names later on.**

3. The application (in triplicate) in prescribed proforma (Annexure-I), in respect of eligible candidates, who can be spared for taking up the assignment **within one month from the date of intimation about selection**, may be **forwarded by the Cadre Controlling Authority duly verified / countersigned by the Head of Office or an officer authorized to sign on his behalf, alongwith the following documents:-**

   (i) Cadre Clearance in respect of the applicant.

   (ii) Up-to-date Clear and legible photocopy of APAR of the last 5 years duly attested by an officer not below the rank of Under Secretary or equivalent to the Govt. of India.

   (iii) Integrity Certificate signed by an officer not below the rank of Deputy Secretary to the Govt. of India.

   (iv) Vigilance Clearance Certificate indicating that no disciplinary or criminal proceedings are either pending or being contemplated against the official concerned; and

   (v) A certificate indicating major/minor penalties imposed, if any, on the candidate during the last 10 years or otherwise a 'No Penalty' Certificate.

   {Separate certificate should be furnished in respect of Sl. No. (iii) to (v) above}

4. The persons interested to apply for the post of **Deputy Director (Marketing)** may send their application (in triplicate) in the given prescribed proforma (Annexure –I) along with documents mentioned above through proper channel to the **Deputy Jute Commissioner, Office of the Jute Commissioner, Patsan Bhawan, CF Block, 7th & 8th Floor, Action Area-1, Newtown, Kolkata-700 156,** subscribing **"Application for the post Deputy Director (Marketing)"** within **17th November' 2026** Application received after the closing date or without documents mentioned above or otherwise incomplete will not be considered.

(Tipu Sultan Azher)
Joint Director (Cost)
& Head of the Office

ANNEXURE-I

PROFORMA

APPLICATION FOR THE POST OF DEPUTY DIRECTOR (MARKETING) [GROUP 'A', GAZETTED, NON-MINISTRIAL, LEVEL'11' (67,700-2,08,700/-) IN THE PAY MATRIX] IN THE OFFICE OF THE JUTE COMMISIONER, KOLKATA ON DEPUTATION BASIS.

1. Name & address (in Block letters) :
2. Date of Birth :
3. Date of retirement under Central Government rules :
4. Educational Qualifications :
5. Whether Educational and other qualifications required for the post are satisfied? (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).:

Essential		Qualifications/Experience required	Qualifications/Experience possessed by the Officer
	(1)		
	(2)		
	(3)		
Desired	(1)		
	(2)		

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.
7. Details of Employment, in chronological order, Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	**Post Held**	**From**	**To**	**Pay Band and Grade Pay**	**Nature of duties (in details)**

8. Nature of present employment i.e. Ad-hoc or Quasi-Permanent or Permanent:

9. In case the present employment is held on deputation/contract basis, please state:
   (a) The date of initial appointment:
   (b) Period of appointment on deputation/contract:
   (c) Name of the parent Office / Organization to which you belong:

10. Please indicate the details about the name of your present employer

11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

13. Total emoluments per month now drawn.

14. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) Additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Advertisement. (Note : Enclose a separate Sheet, if the space is insufficient).

I have carefully gone through the vacancy Circular / advertisement and I am well aware that the Proforma duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date_____

(Signature of the candidate)
Address_____

Countersigned
(Employer with Seal)

Certificate by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt._____.

ii) His / Her integrity is certified.

iii) His / Her CR Dossiers in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No Major/Minor penalty has been imposed on him/her during the last 10 years OR A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned

_____

(Employer/Cadre Controlling Authority with Seal)