

Department of Jute and Fibre Technology
Institute of Jute Technology, University of Calcutta.
35, Ballygunge Circular Road, Kolkata-700 019, Phone-033-2461-5444.
ADVERTISEMENT-ISDS Project-1/2011

Applications are invited in plain paper giving full biodata alongwith copies of attested testimonials for qualifications, experience, age proof etc for the following purely temporary contractual positions of Project staff, Trainers and part time Resource person (all positions are contractual for 1 year basis for a limited period of Project duration of maximum 5 years on co-terminus basis only and not likely to be continued or extended) :

- (1) **Project Officers (Grade –I, II and III) : No-3 at IJT and Full time Trainers (Grade-I : Chief Trainers / Grade-II: Master Trainers / Grade-III: Trainers): No-Spg: 9 for Trg. centres ; Wvg: 9 for Trg. centres; Maintenance: 4 for Trg. Centres, Jute Diversified Product Manufacture: 1 at IJT, Dyeing and Printing : 1 at IJT , Human Resource Management:1 at IJT** : Candidates should have Master or Bachelor Degree in Jute / Fibre or Textile Technology or Bachelor Degree in Science with Diploma in Jute Technology /Textile Technology/ Human Resource Management or equivalent along with sufficient experience of working in jute sector (Spinning / Weaving / Maintenance/ Human Resource Management/ Jute Diversified Product Manufacture and relevant areas). **Consolidated Salary/Remuneration** : Rs 20,000/- for Project Officer-Grade-I or Chief Trainers having 10-15 yrs experience, Rs 15,000/- for Project Officer Grade-II or Master Trainers having 3-9 years experience and Rs 10,000/- for Project Officer Grade-III or Trainers having 1-2 years experience in relevant field.

Higher pay may be considered for highly experienced person in training delivery mechanism in relevant field. Both Retired and working persons can apply.

For Chief Trainers/ Master Trainers/Trainers appointed on monthly salary basis will be deputed in any training centre at jute mills or any other location within West Bengal or at outside West Bengal will be admissible to get additional fixed HRA of Rs 3000/- per month , if free accommodation in training centres or at mills can not be provided. However Project Officers/Trainers appointed at Dept. of Jute & Fibre Tech, IJT,Calcutta University, will not receive any HRA.

- (2) **Project Assistant(Technical)/ Training Assistant (Spinning/Weaving /Maintenance): No: 1 at IJT and 9 in Training Centres** : Candidates should have 2/3 yrs Diploma in Jute / Textile Technology /mechanical Engg. /Electrical Emgg. or Graduate in any discipline with either1-2 yrs Diploma in Textiles and allied subjects or having 2-3 years relevant experience in practical training jobs on jute/textiles/ maintenance/ HRD or in handling similar projects for jute sector with working Knowledge in computer. **Consolidated Salary/Remuneration** : Rs 8,000-10,000/- for Project Assistant (Technical) / Training Assistant (Spinning/Weaving /Maintennace) depending on experience and qualifications.
- (3) **Project Assistant (Jute Diversified Products)/ Training Assistant (Mfg & Design of JDP) :No.-2 at IJT** Candidates should be minimum Higher Secondary pass having minimum 5 yrs experience or preferably be graduate in any discipline having 2-3 yrs relevant experience in similar work or project handling/ Training in relevant areas for assisting in technical training(spinning, weaving, /Dyeing and Printing/ Stitching/ making of Jute diversified Products etc). **Consolidated Salary/Remuneration** : Rs 8,000-10,000/- for Project Assistant (JDP)/ Training Assistant (Mfg & Design of JDP) depending on experience and qualifications

- (4) **Project Assistant (Computer): No.-2 at IJT** : Candidates should be preferably graduate in any discipline having 1-3 yrs Certificate / Diploma in Computer application or Graduate in any discipline with 2-3 years relevant experience in computer application for MIS and e-communications and internet surfing and e-services with some experience in documentation and filing work and computerized data entry and storage for similar project handling jobs with sufficient Knowledge and speed in computer typing and operating MIS. **Consolidated Salary/Remuneration** : Rs 5,000/- to 8,000/- depending on experience and qualifications.
- (5) **Project Accountant cum Cashier : No-1,at IJT** : Candidates should be Graduate or Post graduate (preferably in Commerce) with Diploma/ Certificate in Financial Accounting and costing having 4-5 years experience with sufficient capability and knowledge for independent handling total accounts and cash with full responsibility and writing cash book/general ledger for all accounts, preparation of financial reports/Utilisation certificates for the projects,preparation of budget, annual financial audited report, internal financial audit, assisting in outside financial audit, maintenance of stock registrar and asset registrar and having standard knowledge in computerized accounting/FACT/Tally and other financial accounting softwares having standard speed in computer typing, accounting data entry and storage, and other financial note and documentation jobs for the departmental work and projects. **Consolidated Salary/Remuneration** : Rs 10,000/- to 8,000/- depending on experience and qualifications.
- (6) **Project Typist cum Accounts Clerk :No-1 at IJT** : Candidates should be Graduate (preferably Commerce Graduate) having standard speed in computer typing, accounting data entry and storage, maintenance of stock registrar/asset register, stores and teaching aids and materials for relevant record keeping and documentation with some experience and knowledge in handling accounts and writing cash book/general ledger, assisting in all financial and clerical jobs and assisting in internal financial audit, and standard knowledge in computerized accounting/FACT/Tally and other financial accounting softwares for handling all departmental financial and other related jobs. **Consolidated Salary/Remuneration** : Rs 5,000- 6,500/- depending on experience and qualifications.
- (7) **Project Consultants (Part Time) / Resource Persons (Training) (Part Time)** : Expert Technical persons having relevant Degree/Diploma in Jute/Fibre or Textile Technology/ Mechanical/Electrical Engg or equivalent with minimum 10-15 years experience of working and delivering training in relevant areas in Jute processing (spinning , weaving & Maintenance for jute mills or Diversified Jute Products). Honorarium will be paid per day basis as per the following approved rate only :
- (i) Part time Chief Consultant / Chief Resource Person: : Rs 1500/- per day (excluding conveyance)
 - (ii) Part time Master Consultant/Master Resource Person :Rs 1200/- per day (excluding conveyance)
 - (iii) Part Time Consultant / Resource Person : Rs 1000/- per day (excluding conveyance)
- (8) **Contractual Faculty (Assistant Professor Level) at IJT : No-3 at IJT & Visiting Faculty : No. 5:** Candidates should have Master or atleast Bachelor Degree in Jute / Fibre or Textile Technology or Human Resource Management /General Industrial Management or equivalent along with sufficient experience of working in jute/textile sector(Spinning / Weaving / Maintenance/ Human Resource Management/ Jute Diversified Product Manufacture including Dyeing,Printing & Chemical Finishing and Testing and relevant areas).**Consolidated Salary** : Rs 20,000/-per month for Assistant Professor Level. Higher pay may be considered for highly qualified & experienced persons.
Visiting Faculty : Suitably qualified and experienced candidates may apply for enlistment as Visiting Faculty of this department @ Rs 200/- per hour +Fixed Conveyance of Rs 200/- per day.

- (9) **Project Attendant cum Operator : No. 2 at IJT and 8 in Training Centres :** Madhayamik pass and ITI trade certificates in appropriate category or pass in Jr Level Supervisory course of Earlier IJT or Higher Secondary with experience in practical jobs in relevant machine. **Consolidated Salary/Remuneration :** Rs 5,000-6,500/- depending on experience and qualifications.

Candidates have to apply in plain paper with complete biodata and copies of all testimonials to the Head of the department , Department of Jute and Fibre Technology, Institute of Jute Technology, Calcutta University, super scribing on the top of the envelop “Recruitment of ISDS Project–Manpower-2011 “ and also mentioning the name of the position / post within 15 days from date of publication of the advertisement in newspaper and details are available in the University website : www.Caluniv.ac.in and in the departmental-website of DJFT,IJT, CU : www.ijtindia.org.

UNIVERSITY OF CALCUTTA
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Applications are invited for following temporary positions
in ISDS Project for Jute Sector for workers' & Supervisors' training in jute mills:

(1)**Part Time Resource Persons/ Project Consultants** in Jute spinning/weaving/Jute Diersified Products(JDP) & Maintenance of Jute Machinery.

(2) **Project Officers and Full time Trainers :** having Diploma / Degree in Jute / Textile /Mechanical/Electrical or HRD and experienced in Jute processing, HRD & Maintenance.

(3) **Project Accountant cum Cashier / Project Typist cum Accounts Clerk:** Suitable Commerce Graduate having adequate experience in accounts jobs and computer typing.

(4)**Project Assistant (Technical/Computer/JDP) / Training Assistant :** Suitably qualified and experienced in Jute / Textile/ Computer/JDP/mechanical/electrical engg. with relevant experience

(5) **Contractual Faculty/ Visiting Faculty** in Jute spinning/weaving/Jute Diersified Products(JDP)/Chemical processing/Testing & Maintenance of Jute Machinery: having Master or Bachelor degree in Jute / Textile Tech / HRM/Industrial Management with relevant experience

(6)**Project Attendant cum Machine operator:** Suitably qualified and experienced in Jute / Textile/ /JDP/mechanical/electrical engg. with relevant experience

Candidates have to apply in plain paper with complete biodata and copies of all attested testimonials to the Head, Department of Jute and Fibre Technology, IJT , Calcutta University at the above Address within 15 days. For Details visit website: www.caluniv.ac.in / www.ijtindia.org.

