



**Department of Jute and Fibre Technology
Institute of Jute Technology, University of Calcutta.**

35, Ballygunge Circular Road, Kolkata-700 019,
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ADVERTISEMENT-ISDS Project-1/2011

Applications are invited in plain paper giving full bio-data along with 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 persons (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) for Integrated Skill Development Scheme (ISDS) project sponsored by Ministry of Textiles, Govt. of India, under the Project Coordinators Prof. A. K. Samanta and Dr S K Ghosh of the Department of Jute and Fibre Technology, Institute of Jute Technology (IJT), Calcutta University :

- (0) **Sr. Project Officer: 1 no at IJT:** Candidates should have Master or Bachelor Degree in Jute / Fibre or Textile Technology or Bachelor Degree in Science with P G Diploma in Jute Technology / 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) with 15 to 20 years experience in relevant fields. Consolidated Salary/Remuneration: Rs. 20,000/- to 35,000/- per month depending on qualification and experience.
- (1) **Project Officers (Grade –I or II or III) : Total no-1 to 3 at IJT and Trainers (Grade-I : Chief Trainers ; Grade-II: Master Trainers ; Grade-III: Trainers):** Total No. Approx 25 to 27 (In Spg: 9 no. for 9 Trg. centres ; in Wvg: 9 no. for 9 Trg. centres; in Maintenance: 4 no. for different Trg. Centres: in Jute Diversified Product Manufacture : 1 no. at IJT: in Dyeing and Printing : 1 no. at IJT , in Human Resource Management:1 no. at IJT : Candidates should have Master or Bachelor Degree in Jute / Fibre or Textile Technology or Bachelor Degree in Science with P G Diploma in Jute Technology / Human Resource Management/Industrial management or equivalent along with sufficient experience of working in jute sector (in Spinning / Weaving / Maintenance/ Human Resource Management/ Jute Diversified Product Manufacture). Consolidated Salary/Remuneration : Rs 20,000/- per month for Project Officer-Grade-I or Chief Trainers having 10-15 yrs experience; Rs 16,000/- per month for Project Officer Grade-II or Master Trainers having 3-9 years experience and Rs 10,000/- per month for Project Officer Grade-III or Trainers having 1-2 years experience in relevant field. (The total no. of positions of Project Officer and Trainers are interchangeable and may increase or decrease as per availability and requirement).

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 different zones / jute mills or any other location within West Bengal or at outside West Bengal will be admissible to get additional fixed HRA of Rs. 2,000/- 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): 1 no. at IJT and 9 no. in 9 Training Centres:** Candidates should have Diploma in Jute Technology / Textile Technology /Mechanical Engg. /Electrical Engg. or Graduate in any discipline with either 1-2 yr Certificate or Diploma in Textile design and allied subjects having 2-5 years relevant experience in practical training jobs on jute/textiles/ JDP/ maintenance/ HRD or in handling similar projects for jute sector with working Knowledge in computer. Consolidated Salary/Remuneration: Rs 8,000-10,000/- per month for Project Assistant (Technical) / Training Assistant (Spinning/Weaving /Maintenance) depending on experience and qualifications.
- (3) **Project Assistant (Jute Diversified Products)/ Assistant Trainer (Mfg & Design of JDP) : 3 no. at IJT :** Candidates should be minimum Madhyamik or Higher Secondary pass having minimum 6 to 10 yrs experience in relevant work preferably having one year certificate in textile design /art work or in dyeing and printing or in relevant areas 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/ Manufacturing of Jute diversified Products etc). Consolidated Salary/Remuneration : Rs 8,000-10,000/- per month for Project Assistant (JDP)/ Assistant Trainer (Mfg & Design of JDP) depending on experience and qualifications
- (4) **Project Assistant (Computer): 2 no. at IJT :** Candidates should be preferably graduate in any discipline having 1-2 yrs Certificate / Diploma in Computer operation /application or Graduate in any discipline with 4-5 years relevant experience in computer application for MIS and e-communications and internet surfing and e-services with some experience in documentation and filing and other clerical 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 6,500/- per month depending on experience and qualifications.
- (5) **Project Accountant cum Cashier (Grade-I /Grade-II) : 1 or 2 no. at IJT :** Candidates should be Graduate or Post graduate (preferably in Commerce) with Diploma/ Certificate in Financial Accounting / 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/Utilization certificates for the projects, preparation of budget, annual audited report, internal financial audit, assisting for external financial audit, maintenance of stock register and asset register and having standard knowledge in computerized accounting/FACT/Tally and other financial accounting software's having standard speed in computer typing, accounting data entry and storage, and capable of preparation of other financial note and documentation jobs for the departmental work and projects. Consolidated Salary/Remuneration: For Grade -I : Rs 20,000/- to 25,000/- Per Month and For Grade -II: Rs 10,000/- to 15,000/- per month depending on experience and qualifications.
- (6) **Project Typist cum Clerk : 1 no. at IJT :** Candidates should be Graduate (preferably Commerce Graduate) having standard speed in computer typing, accounting data entry and storage, maintenance of stock register/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 software's for handling all departmental financial and other related jobs. Consolidated Salary/Remuneration: Rs 6,500- 8,000/- per month depending on experience and qualifications.

- (7) **Part Time Project Consultants / Part time Resource Persons (Training)/ Part Time Assistant Trainers: For Part Time Project Consultants / Part time Resource Persons (Training)** 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)
 - (iv) For Part time Assistant Trainer/ Machine Operator/ Fitter for conducting practical training on Spinning, Weaving , Maintenance , Dyeing and Printing, Jute Diversified Products , Machine Maintenance etc on per day basis remuneration : candidates should have Minimum Madhyamik with 5-6 years experience on training in Spinning , weaving , maintenance , JDP/Dyeing printing/weaving/stitching etc.. Consolidated Per Day Remuneration will be Rs. 500/- per day (excluding conveyance).
- (8) **Contractual Faculty (Assistant Professor Level): 3 no. at IJT & Visiting Faculty: 5 no. at IJT:** Candidates should have Master or at least Bachelor Degree in Jute / Fibre or Textile Technology or Human Resource Management / Industrial Management or equivalent along with sufficient experience of working in industry/teaching/research in jute/textile sector (Spinning / Weaving / Maintenance/ Human Resource Management/ Jute Diversified Product Manufacture /Dyeing & Printing and Textile Testing). Consolidated Salary: Rs 20,000/- to Rs. 30,000/- per month for Assistant Professor Level depending on qualification and experience as per Calcutta University Guideline.
- (9) **Visiting Faculty:** Suitably qualified and experienced candidates having Master or Bachelor degree in relevant field in Engg. may apply for enlistment as Visiting Faculty of this department @ Rs 200/- per hour +Fixed Conveyance of Rs 200/- per day or remuneration to be fixed by the Calcutta University on per lecture basis.
- (10) **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 from IJT or Higher Secondary with 5 yrs. 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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INSTITUTE OF JUTE TECHNOLOGY
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Applications are invited for following temporary positions in ISDS Project for Jute Sector for workers' & Supervisors' training in jute mills sponsored by Ministry of Textiles, Govt. of India, under the Project Coordinators Prof A K Samanta and Dr S K Ghosh of the Department of Jute and Fibre Technology, Institute of Jute Technology (IJT), Calcutta University :

- (0) **Sr. Project Officer:** Having Master/Bachelor/PG Diploma in jute/Textile with 15 to 20 years experience
- (1) **Project Officers (Grade-I/II/III) and Chief Trainers/Master Trainers/Trainers:** Having Diploma / Degree in Jute /Textile /Mechanical/Electrical or HRD/Management and experienced in Jute processing, Jute Diversified Products, HRD, Maintenance and relevant field.
- (2) **Project Accountant cum Cashier (Grade-I & Grade-II) / Project Typist cum Clerk:** Suitable Commerce Graduate having adequate experience in accounts jobs and computer typing.
- (3) **(a) Project Assistant (Technical/Computer/JDP) / Training Assistant:** Suitably qualified and experienced in Jute / Textile/ Computer /JDP /Mechanical/Electrical Engg. with relevant experience.
- (4) **Contractual Faculty/Visiting Faculty** in Jute spinning/weaving/Jute Diversified Products(JDP)/Chemical processing/Testing & Maintenance of Jute Machinery: having Master or Bachelor degree in Jute / Textile Tech / HRD/Industrial Management with relevant experience
- (5) **(6)Project Attendant cum Machine operator:** Suitably qualified and experienced in Jute / Textile/ /JDP/mechanical/electrical engg. with relevant experience
- (6) **(a)Part Time Resource Persons/ Project Consultants** in Jute spinning/weaving/maintenance /Jute Diversified Products (JDP) & Maintenance of Jute Machinery.
(b) Part time Assistant Trainer /Machine operator/Fiiter: Madhyamik with ITI or equivalent one year Certificate in relevant trade or 5 years experience in relevant field (for spinning, weaving, maintenance/jute diversified product (decentralized sector)/dyeing – printing/stitching etc.)

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.