भारतीय पटसन निगम लिमिटेड
(भारत सरकार की संस्था)
The Jute Corporation of India Limited
(A Government of India Enterprise)
पंजीकृत और प्रधान कार्यालय: पटसन भवन, तीसरी और चौथी मंजिल, एक्शन एरिया।,
ब्लॉक - सीएफ, न्यू टाउन, पश्चिम बंगाल - 700156
Head Office: Patsan Bhavan, 3rd & 4th Floor, Action Area I.
Block - CF, New Town, West Bengal - 700156
सी.आई.एन. / C.I.N.: U17232WB1971GOI027958

Employment Notification No. 01/2026 Date: 30.10.2026

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 Applications from Indian citizens fulfilling the eligibility requirements, for filling up of the following executive post on regular basis.

1. Details of Executive Vacancy (Fresh Recruitment):

1	Name of Post	Deputy Manager (Law)
2	Grade & 3rd PRC IDA Pay Scale	(E2) & ₹ 50,000 –₹ 1,60,000
3	No. of Vacancy	UR-01
4	Upper Age Limit (as on 30.09.2026)	35 years
5	Minimum Qualification	3 years full-time bachelor's degree in law (L.L.B) or 5 years full-time integrated law course (B.A. L.L.B/ B.Sc. L.L.B) recognized by the Bar Council of India (BCI) from a recognized Indian university/ Institute with Candidates should have secured 60% or more marks in qualifying degree examinations. In case any University/ Institute follows an evaluation system of awarding Letter Grade ('A'/ 'B'/ 'C' etc.) or Point Scale, a certificate from the University/ Institute establishing relationship between the Letter Grade (or Point Scale) with % of marks, should be submitted.
6	Experience	Should have minimum 05-year's post qualification experience as practicing advocate

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		Bar Council Enrolment: Must be eligible to enrol or currently enrolled as an Advocate with the State Bar Council/ Bar Council of India (and pass the All-India Bar Examination / AIBE as applicable) OR Should have minimum 05 years' post qualification experience in reputed organization. Should be well conversant with Contract Act, Labour Arbitration in particular general laws, proficiency in drafting agreements/conveyance deeds and other service regulation in government services.
		Preference will be accorded to incumbents from Govt./CPSEs/ Autonomous bodies

NOTE:

(a) The date for reckoning the age, qualification, experience etc. shall be as on 30.09.2026

(b) Only the full-time work experience will be considered from the date of registration with Bar Council and/or date of joining in employment, as applicable. Internships during continuation of LLB program will not be considered as experience.

(c) Wherever percentage (%) of marks is not awarded by the University / Institute and only grades (e.g., CGPA / OGPA / GGPA / SGPA etc.) are awarded, the candidates shall be required to mention equivalent percentage in their application and required to submit grade to percentage conversion document from University / Institute in support of their claim. Unless prescribed by the University, method of determining percentages from grade will be on the principle of proportion as per the following formula; **On a 10-point scale grade of 6.0 will be considered as 60%.**

2. HOW TO APPLY

(a) Candidates are advised to read the notification very carefully regarding details of post, eligibility criteria and other relevant conditions. The detailed notification is available on the JCI website under the "Recruitment" section at www.jutecorp.in.

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(b) Candidates must apply in the prescribed format (Annexure-I & II), furnishing details of their basic information, age, caste, educational qualifications and experience in chronological order, along with their contact number and e-mail address. The application must be accompanied by self-attested copies of documents in support of age, educational qualifications, experience and caste (where applicable), along with two recent coloured passport-size photographs, in accordance with the guidelines and Mandatory Documents Checklist provided in Annexure-II

(c) Candidates must super scribe on the envelope containing the application "***APPLICATION FOR THE POST FOR DEPUTY MANAGER (LAW) – Notification No. 01/2026***". Application received without superscription on the envelop shall be "REJECTED" and no separate communication regarding such rejection shall be made to the candidate.

(d) The duly completed and signed Application Form (Annexure-I) along with Annexure-II and all requisite supporting documents as specified therein, must be sent through SPEED POST only to address mentioned below. The last date of receipt of application is **16.11.2026 (04:00 pm)**:

To,
CHIEF MANAGER (HR)
THE JUTE CORPORATION OF INDIA LIMITED,
PATSAN BHAWAN, 3RD & 4TH FLOOR, BLOCK-CF,
ACTION AREA – I, NEW TOWN, KOLKATA-700156

IMPORTANT POINTS

1. Non-receipt of the HARD COPY of the application form, along with Annexures I and II and the requisite documents, shall result in rejection of the application without any further communication. Incomplete application (Annexure I) or applications submitted without the self-attested copies of the documents specified in Annexure II or with incomplete documentation, shall also be rejected without any further communication in this regard.

(2) Applications received through e-mail/fax/by-hand/courier or any other mode other than the prescribed mode of application shall not be accepted and shall be treated as rejected. No separate communication regarding such rejection shall be made to the candidate.

(3) Incomplete applications or applications received after the closing date and time, i.e., after **4:00 P.M. on 16.11.2026**, shall not be entertained and shall be treated as rejected. No separate communication regarding such rejection shall be made to the candidate.

(4) The candidates are advised to submit the application well in advance without waiting for the closing date & time.

(5) Candidates are advised to provide their correct and active e-mail address and valid mobile number in the application form. All correspondence and communication by the Company (JCI) with the candidates in connection with the recruitment process shall be made through e-mail only. Candidates are advised to check their e-mail accounts.

(6) Shortlisted candidates shall be informed through their active e-mail addresses as regarding the schedule and details of document verification and interview. No separate communication through any other mode shall be made in this regard.

(7) JCI shall not be responsible for bouncing, non-delivery or non-receipt of any e-mail due to an incorrect, invalid or inactive e-mail address provided by the candidate or for any other reason beyond its control. Candidates shall be solely responsible for ensuring the accuracy of their contact details and maintaining access to their declared e-mail accounts.

(8) No modifications are allowed after the candidate submits in their 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.

(9) If any certificate etc. is issued in a language other than Hindi / English, candidates are advised to submit a self-certified translation of the same in either Hindi or English language.

3. SELECTION PROCEDURE

The selection process for the post of Deputy Manager (Law) shall consist of the following stages:

Stage 1) Initial scrutiny of applications shall be carried out based on the information furnished in the application submitted by the candidates as per eligibility criteria specified in the employment notification.

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Stage 2) Document Verification (DV) Candidates shortlisted after the initial scrutiny (stage 1) shall be called for document verification.

Stage 3) Personal Interview The final merit list shall be prepared based on the performance of candidates in the personal interview.

Stage 4) Declaration of result.

Note: The Management reserves the right to introduce additional stage(s) in the selection process, if considered necessary.

a) **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".
b) All the shortlisted candidates must be medically fit before joining the Corporation.
c) Scores are reported with decimal points up to two digits.
d) Attending the documents verification by a candidate does not construe his/her selection in JCI.
e) The short-listed candidates will be called for document verification at Corporation's Head Office at Kolkata on the date & time, as to be intimated to him/her in his/her email id registered Failure by candidate to attend the document verification on the date & time at the venue will be treated as his/her unwillingness to accept the selection procedure for the post and those candidates will not be considered in further Selection Procedure
f) Candidates may be considered for a lower post (E1) in case they are found otherwise suitable depending on their qualifications, experience, present position and performance in interview.
g) The Corporation's decision will be final and binding upon all the candidates.
h) **Panel/Waiting List:** JCI may prepare a Panel/Waiting List of candidates for the post based on performance in the interview. The Panel/Waiting List, wherever prepared, shall remain valid for a period of one year from the date of publication of the result. JCI reserves the right to prepare a Panel/Waiting List for the post(s) advertised under this recruitment notification, subject to the Corporation's requirements and applicable rules and guidelines. Inclusion of a candidate's name in

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the Panel/Waiting List shall not confer any right to appointment in JCI. Appointment from the Panel/Waiting List, if any, shall be subject to the availability of vacancy, the Corporation's requirements and applicable rules and guidelines

i) Candidates called for Document Verification should produce all original documents, failing which such candidates will not be permitted to appear for the interview and Travelling Allowance will not be reimbursed.

j) The candidates not short listed for interview / not selected shall not be communicated regarding the status of their candidature. No correspondence will be entertained about the outcome.

k) The candidates shall be subject to verification of their antecedents, documents and declarations furnished by them. During the Document Verification process, the Corporation shall consider only those original documents which were submitted along with the application. No additional, fresh or revised document shall be accepted or considered under any circumstances. In case of submission of any such additional, fresh or revised document, the candidature of the candidate will be rejected.

***Note**: If the documents submitted by a candidate are found not to be in accordance with the terms and conditions/eligibility criteria prescribed in the recruitment notification, the candidate shall not be called for Document Verification. In such cases, the candidature of the candidate shall be liable to be rejected*

4. **NON-REFUNDABLE FEE**:

(a) A non-refundable account payee **Demand Draft for Rs.500/-** (Non-refundable) for General, EWS & OBC drawn in favour of *The Jute Corporation of India Limited*, from any Scheduled Bank payable at *Kolkata* is to be enclosed along with the prescribed application.

(b) Application (Gen/EWS/OBC) without proper Demand Draft will be summarily rejected.

(c) Application with wrong/incomplete/tempered/damage/expired Demand Draft will be summarily rejected and no communication will be made in this regard.

(d) No other mode of payment is acceptable.

(e) No fee to be paid by SC/ST/ Ex-servicemen/PwBD (Divyangjan) candidates.

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(f) Candidates are advised to write their name, mobile number and address on reverse side of the Demand Draft.

(g) Application fee is non-refundable; therefore, candidates are requested to verify their eligibility thoroughly before making any payment. The candidature of applicants submitting fee of lesser amount or depositing fee through any other mode other than the prescribed method, will be rejected. The application fee paid by the ineligible candidates shall be forfeited and no correspondence shall be entertained in this regard.

5. RESERVATION:

Candidates from reserved category fulfilling eligibility criteria may also apply for the post earmarked for UR as per Govt. Rules. Such candidates applying for a post where there is no vacancy in their respective reserved categories will be treated as General candidates and no relaxation in any criteria will be applicable to these candidates.

6. GENERAL TERMS AND CONDITIONS

(a) Only Indian Nationals are eligible to apply.

(b) Computer proficiency is essential for the post.

(c) Medical Examination: Before joining the services of the Corporation, the selected candidate will have to be medically fit for which he/she is required to undergo the necessary Medical Examination, at his/her own cost.

(d) The post carry the liability of transfer in any of the locations.

(e) The Candidates selected for the post may be assigned other responsibilities in the interest of the Corporation, as and when required.

(f) Corrigendum, if any, will be uploaded on JCI website only. Candidates are requested to check the website regularly under the heading "Recruitment".

(g) **Travelling Allowance (TA):** Outstation candidates who qualify for the Document Verification (DV) stage shall be reimbursed to-and-fro AC 3-Tier rail fare by the shortest route for attending the

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Document Verification process, subject to submission of valid tickets as proof of journey. The reimbursement shall be limited to the actual eligible rail fare. Expenses incurred towards local transportation shall not be reimbursed.

(h) Payment of TA shall be made only through ECS mode and shall be processed after completion of the selection process. Therefore, candidates are advised to bring valid bank details/proof, such as a bank passbook or cancelled cheque, for processing of the reimbursement.

(i) In case a candidate travels by air, the reimbursement shall be restricted to the equivalent AC 3-Tier railway fare by the shortest route. Local conveyance/transport expenses shall not be considered for reimbursement.

(j) Candidates who do not qualify the Document Verification shall not be entitled to any TA reimbursement. Candidates travelling by rail on Wait-Listed tickets shall not be entitled to TA reimbursement.

(k) Mere issue of Email for the Document Verification does not confer any right of acceptance of candidature and should not be construed 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.

(l) 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.

(m) While applying for any post, the applicants should ensure that he/she fulfils 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 do not fulfil 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.

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(n) Mere fulfilling of the minimum qualifications and experience will not vest any right in candidates for being called for interview. Depending on response and requirement, the management reserves the right to raise / relax / cancel / modify / alter the short listing / recruitment / selection process, if need so arises, without issuing any further notice or assigning any reason whatsoever. Decision of management to call the candidates for selection shall be final. No interim correspondence will be entertained

(o) **No Objection Certificate (NOC):** Candidates presently working in Central Govt. / State Govt. / PSUs / PSBs /Autonomous bodies (including Nationalized Banks and Financial Institutions) must furnish a hard copy of the No Objection Certificate (NOC) issued by their current employer at the time of Document Verification. 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/contractual role.

(p) Request for change of mailing address / category / discipline / qualification/Document Verification date or time or any other information, once declared in the application, will not be entertained.

(q) 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 02 years from his / her date of selection.

(r) Candidature of candidates is liable to be rejected at any stage of the selection process or even after joining the service, if any information provided by the candidate during the application or any information which is supressed or is found to be false or is found not to be in conformity with the eligibility criteria so mentioned in the advertisement and the candidature is liable for rejection at any stage of training process in case of suppression/furnishing of false information.

(s) **Disclosure of Information:** The candidature of a candidate is liable to be rejected at any stage of the selection process or training or even after joining the service, if any information furnished by the candidate is found to be false, incorrect, misleading or not in conformity with the eligibility

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criteria prescribed in the advertisement or if any material information or fact has been concealed, suppressed or not disclosed by the candidate. In such cases, the service from JCI will be terminated, without prior notice, as applicable and debar the candidate from participating in any future training or recruitment opportunities with JCI for a period of 02 years.

(t) Any canvassing or personal follow up with an intention of inducing the process of selection by and on behalf of any candidate shall lead to immediate cancellation of candidature.

(u) Interim enquiries will not be entertained.

(v) Any proceedings in respect of any mater of claims/disputes arising out of this advertisement can be instituted in Kolkata only and the Courts/Tribunals/Forums in Kolkata only shall have exclusive jurisdiction to try any such dispute.

Chief Manager (HR)
The Jute Corporation of India Limited

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APPLICATION FORM

Annexure-I

IMPORTANT INSTRUCTIONS

A. Use blue pen for filling this FORM

PHOTOGRAPH Paste here (do not pin or staple) a recent clear and coloured passport size photograph

1. Post Applied for					
2. Name of Applicant (in Capital Letters)					
3.Community (Gen/SC/ST/OBC/EWS)	4.Gender (M/F)	5.Date of Birth (DD/MM/YYYY)		6.Age as on 30.09.2026 (in Years, Month and Days)	
7. Person With Disabilities (PwD) (Yes/No)		8. Marital Status (Unmarried / Married/ Divorced)		9. Nationality	
Family Details		Name		Qualification	Occupation
10. Father					
11. Mother					
12. Spouse					
13. Others					
14.Children, if any					

15. Educational Qualification Starting from 10th Std. (attach separate sheet if required)

Examination passed	Name of Board/University /Institute	Subject	Year of Passing	Division / Class

16.Experience [Present Onward] (attach separate sheet if required)

Name of the Organization	Location	Post Held	Period of service [DD/MM/YYYY]		Pay Scale	Gross Emoluments Per Month
			From	To		

17. Total Experience (as on 30.09.2026): _____Years _____Months_____Days.

18. Permanent Address (In detail with pin code)	
19. Address for Communication (In detail with pin code)	
20. Mobile No.	
21. E-Mail Address	
22. Knowledge and Proficiency level in Computers (enclose relevant documents in support of the same)	
23. Whether any criminal case pending against you in any court If yes, give details	
24. Willingness for periodical transfers as per the transfer Policy of JCI.	
25. If selected, whether ready to serve anywhere in India	
26. Discloser of information under RTI Act 2005	I hereby opt the option of disclosing information under Right to Information Act 2005. Yes ☐ No ☐

27. Is related/ known to any person currently working or worked earlier in the Jute Corporation of India Ltd.

Yes ☐ No ☐

28. If yes, please specify the following details: -

Name of the Person			
Designation		Place of Posting	

29. Demand Draft Details (if applicable)

Demand Draft Number	
Demand Draft Date	
Name of Demand Draft Issuing Bank	

Declaration:

I hereby solemnly declare that the above information and particulars are true and correct to the best of my knowledge and belief. I understand that if any of the information given above is found incorrect or false, my candidature will be cancelled.

Date:

Place:

(Signature of the Applicant)

Annexure II

Mandatory Document Checklist

<table>
<tr><th>Sl.</th><th>List of Documents</th><th>Whether submitted (Yes/No/Not Applicable)</th></tr>
<tr><td>1</td><td>Duly filled-in and signed application form, as prescribed in Annexure I</td><td></td></tr>
<tr><td>2</td><td>Proof of Date of Birth/Age
(Class X Mark Sheet/Admit Card/Passing Certificate or Birth Certificate)</td><td></td></tr>
<tr><td>3</td><td>Valid Photo Identity Proof
(Driving License/Voter ID Card/PAN Card/Aadhaar Card/Passport)</td><td></td></tr>
<tr><td>4</td><td>10th Standard Mark sheet and Pass certificate</td><td></td></tr>
<tr><td>5</td><td>12th Standard Mark sheet and Pass certificate</td><td></td></tr>
<tr><td>6</td><td>Mark Sheets of all semesters/years and the final degree (L.L.B or B.A. L.L.B/ B.Sc. L.L.B) certificate of the qualifying examination issued by the respective Board/University.</td><td></td></tr>
<tr><td>7</td><td>Recent passport-size colour photographs.</td><td></td></tr>
<tr><td>8</td><td>Bar Council registration certificate /Advocate ID</td><td></td></tr>
<tr><td>9</td><td>Proof of requisite experience.
Following documents, in original and photocopy, thereof duly attested by a Gazetted Officer as proof of their work experience in the field of law:
<table>
<tr><td>A. Candidates practicing at the Bar / Working with Law Firms</td><td>a) Copy of registration certificate with Bar Council
b) Experience certificate from solicitor/ advocate / Law Firm / Bar Association as applicable</td></tr>
<tr><td>B. Candidates handling legal work under employment with Public Sector Organizations (CPSE) or with Central/ State Governments</td><td>a) No Objection Certificate
b) Experience certificate from the employer(s)</td></tr>
<tr><td>C. Candidates handling legal work under employment with Private (Not less than Rs 100 crore turnover)</td><td>a) Copy of the Audited Balance Sheet for either FY 2023–24 or FY 2024–25
b) Experience certificate from the employer(s)</td></tr>
</table></td><td></td></tr>
<tr><td>10</td><td>Updated CV/Biodata containing details of work experience and job responsibilities handled</td><td></td></tr>
<tr><td>11</td><td>Disability Certificate/Ex-servicemen issued by the competent authority (if applicable)</td><td></td></tr>
<tr><td>12</td><td>Valid Caste/Category Certificate issued by the competent authority (SC/ST/OBC-NCL/EWS) (if applicable)</td><td></td></tr>
<tr><td>13</td><td>No Objection Certificate (NOC) from the present employer, wherever applicable</td><td></td></tr>
<tr><td>14</td><td>Any other relevant document(s) in support of qualifications, experience, category, age etc. as mentioned in the Advertisement.</td><td></td></tr>
<tr><td>15</td><td>Original Demand draft (if applicable)</td><td></td></tr>
</table>

Note:

a) If any of the information requested is not applicable to you, please mention "Not Applicable (N/A)" in the relevant field.
b) All documents should be self-attested.
c) Submission of Annexure I & II is compulsory.

I hereby solemnly declare that the above information and particulars are true and correct to the best of my knowledge and belief. I understand that if any of the information given above is found incorrect or false, my candidature will be cancelled.

Date:
Place:

(Signature of the Applicant)