

The Jute Corporation of India Limited

(A Government of India Enterprise)

पंजीकृत और प्रधान कार्यालय: 15एन, नेली सेनगुप्ता सरणी, 7वां तल, कोलकता – 700 087

Regd. & Head Office: 15N, Nellie Sengupta Sarani, 7th Floor, Kolkata – 700 087

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

Apprentice Notification No. 03/2024

Date: 30/09/2024

ENGAGEMENT OF APPRENTICE TRAINEES FOR THE PERIOD 2024-2025
AS PER THE APPRENTICES ACT, 1961 & APPRENTICESHIP RULES 1992
(AS AMENDED FROM TIME TO TIME)

The Jute Corporation of India Limited (JCI), a Government of India Enterprise under Ministry of Textiles, engaged in the MSP operations, invites applications from Indian Nationals as “Procurement of Raw Jute and Grading” Apprentices under the Apprentices Act, 1961 for imparting training as per provisions of the said Act, at its Sub-Stations located at different places across India as given below: -

1. MINIMUM EDUCATIONAL QUALIFICATION:

Sl. No.	Apprenticeship Trade	Number of Apprentices	Required Qualifications*
1	Apprentice (Procurement of Raw Jute and Grading)	20	<p>Passed in Class 12th from any Institute recognized by the Board/State Board.</p> <p><u>Only Candidates who have passed out in the years 2020, 2021, 2022 and 2023 are eligible to apply for the aforesaid post.</u></p> <p>However, post graduate or Engineering graduate or diploma holder who have already undergone training or pursuing Apprenticeship Training or having job experience for a period of one year or more after acquiring required qualifications, shall not be eligible for being engaged as an Apprentice under the Apprentice Act 1961.)</p>

*Result awaited candidates need not apply and Candidates who are pursuing any regular course like Graduation/Post graduation/Engineering or etc are not eligible to apply in the aforesaid post.

2. RESERVATION:

2.1 Reservation will be applied as per the provisions of the Apprentice Act, 1961 and Apprenticeship Rules 1992 & as amended from time to time. The Category wise break-up of the number of Apprentices, to be engaged based on reservation, is as follows:

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Sl. No.	Apprenticeship Trade	Category wise Breakup					Total Number of Apprentices
		SC	ST	OBC(NCL)	EWS	UR	
1	Apprentice (Procurement of Raw Jute and Grading)	01	01	07	02	09	20

2.2 Applicants, belonging to SC, ST & OBC (NCL), shall produce caste certificate in the prescribed format issued by the Competent Authority. Applicants belonging to EWS shall produce the “EWS certificate” in the prescribed format issued by the Competent Authority.

3. AGE LIMIT:

3.1 The minimum age of the candidates should be as follows:

Sl. No.	Discipline	Min. Age (as on 01.09.2024)	Max. Age (as on 01.09.2024) *
1	Apprentice (Procurement of Raw Jute and Grading)	18 years	21 years

*The upper age limit is relatable by 5 years for SC/ST candidates, 3 years for OBC(NCL) candidates.

3.2 Date of Birth will be taken as that mentioned in the Birth Certificate, issued by the Competent Authority or Passing Certificate/Marks Sheet/Admit Card of Class X/10th. No other proof of date of birth shall be accepted.

4. STIPEND:

Monthly stipend will be paid as per the below mentioned prescribed rates governed by the Apprenticeship Act, 1961:

Sl. No.	Discipline	Monthly Stipend
1	Apprentice (Procurement of Raw Jute and Grading)	Rs. 7000/-

No other allowances, including the fooding / lodging facility and medical facility, will be paid to the selected candidates. This stipend will be paid directly into the **bank account of the apprentices through NEFT only.**

5. REGISTRATION OF CONTRACT:

The selected candidates will be required to sign a Contract of Apprenticeship Training with JCI.

6. PLACE OF TRAINING:

The selected candidates may be posted for apprentice training at any Offices of the Company spread across the country.

भारतीय पटसन निगम लिमिटेड
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7. PERIOD OF APPRENTICESHIP TRAINING:

The total period of the training will be for 12 months commencing from the date of execution of the Contract of Apprenticeship.

8. HOW TO APPLY:

STEP 1) Apprenticeship Registration

The interested eligible candidates are required to register themselves in the Apprenticeship India web portal (<https://www.apprenticeshipindia.gov.in>).

After registering online, the candidate must click on the “Apprenticeship Opportunities” and apply for “**The Jute Corporation of India Limited**” from the “Establishment list” in the said portal using their login ID within **21.10. 2024 (up to 23.59 P.M.)**.

The candidates are required to update their details in the web portal, especially the Name, Mobile Number, E-mail ID and all other information.

STEP 2) Candidate Registration: After completing the Step 1,

- a) The candidates should super scribe on the envelop, the Name of the Post and Advertisement Number. Application received without superscription on the envelop shall be “REJECTED” and no communication will be made in this regard.
- b) Duly filled in and signed Application Form (Annexure-I) & Annexure-II along with self-attested copies in support of age, qualification and caste (if applicable) and 2 (two) copies of coloured passport size photographs by REGISTERED/SPEED POST only to following address:

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

IMPORTANT POINTS

- 1) Non-receipt of Hardcopy of the application form along with Annexure I & II and documents shall be treated as “REJECTED” and no communication will be made in this regard.
- 2) Submission of Incomplete Application or Application received by any other mode other than register/speed post or received after the closing date of receipt of the application shall not be considered and treated as “REJECTED” and no communication will be made in this regard.

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9. **SELECTION PROCEDURE:**

- i. The selection/merit list shall be made based on merit (i.e., based on the overall percentage (%) of marks secured in Class XII/12th). Candidates are advised to mention the exact percentage in the application; round-off is not allowed, i.e., a 75.60% percentage will not be considered as 76% or 75%.
- ii. Furnishing the wrong information will lead to the cancellation of your candidature.
- iii. Initial Screening of the candidates will be made based on the details provided by them subject to verification and checking at a later stage.
- iv. Candidates may be asked for submission of any additional documentary evidence in support of eligibility of the applicants.
- v. 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 Apprentice and those candidates will not be considered in further Selection Procedure.
- vi. During the document verification process, the candidates will be required to furnish documents regarding proof of Identity, Date of Birth, Qualification, Caste Category (if applicable).
- vii. Candidates shall be called for Document Verification in the ratio of 1:2 in order of merit (for one vacancy, a maximum of two candidates will be called). In case of tie in the percentage of the candidates in Class 12th, all such candidates will be called for document verification irrespective of the ratio.
- viii. The candidate 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 be considered, and his candidature will be rejected in such a case.
- ix. NOTE: Management reserves the right to change the ratio based on the number of candidates.
- x. Final selection of the candidates in each caste category will be made after verification of documents as per vacancy details mentioned above. Attending the documents verification by a candidate does not construe his/her selection as Apprentice with JCI.
- xi. The Corporation decision will be final and abide.

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10. GENERAL INSTRUCTIONS:

- i. The category of the candidates, claiming reservation in the selection process, will be subject to verification at the time of Document Verification Process and if any discrepancy is detected, the candidature of the candidate will be cancelled.
- ii. Suppression of information / facts will lead to disqualification at any stage of the selection process.
- iii. Corrigendum/Addendum/Updates would be uploaded only on JCI website.
- iv. The decision of JCI 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.
- v. All correspondences with candidates, pertaining to the selection process of the apprentices, shall be made through email or JCI website (www.jutecorp.in/). No hardcopy will be sent by JCI for this purpose. Responsibility of receiving, downloading and printing of any correspondence shall be that of the candidate. JCI will not be responsible for any loss of e-mail sent due to invalid / wrong email ID provided by the candidate or delivery of e-mails to SPAM / BULK mail folder etc.
- vi. Every candidate should have a valid email id & mobile no. and the same has to be registered with the Apprenticeship India web portal (<https://www.apprenticeshipindia.gov.in>). The email id & mobile no. must remain active till the end of the training programme. JCI will not be held responsible for any delay or non-receipt of any communication in case the email id or mobile no, registered with the portal, is non-operational.
- vii. Before registering in the Apprenticeship India web portal (<https://www.apprenticeshipindia.gov.in>), the candidate should ensure that he/she fulfills the eligibility criteria and other norms mentioned in the advertisement.
- viii. Request for change of mailing address / category / discipline / qualification, once declared during registration on the Apprenticeship India web portal (<https://www.apprenticeshipindia.gov.in>), will not be entertained.
- ix. Candidature of candidates is liable to be rejected at any stage of the selection process or even after execution of the Contract of Apprenticeship, if any information provided by the candidate during the registration on the Apprenticeship India web portal (<https://www.apprenticeshipindia.gov.in>) is found to be false or is found not to be in conformity with the eligibility

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- x. 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.
- xi. JCI reserves the right to withdraw/cancelled/suspended/restricted/enlarged/modified/curtail the advertisement/selection process if circumstances so warrant without assigning any reason thereof. The decision of the Management will be final, and no appeal will be entertained.
- xii. The decision of the Company in all matters relating to the selection process shall be final and binding on the candidates.
- xiii. Any proceedings in respect of any matter 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.
- xiv. No TA / DA will be paid to the applicants called for any stage of engagement.
- xv. **Employment:** As per The Apprentices Act, 1961, it shall NOT be obligatory for JCI to employ Apprentices on completion of training. There are no provisions for providing direct employment in JCI on completion of apprenticeship training.
- xvi. Mere fulfillment of eligibility criteria/norms does not entitle a candidate to be considered for engagement as Apprentice. Management reserves the right to reject the application without assigning any reason and to raise the standard of specifications to restrict the number of candidates to be called for engagement as Apprentices. The decision of the Management will be final, and no appeal will be entertained.
- xvii. Any canvassing or personal follow up with an intention of inducing the process of selection of apprentice by and on behalf of any candidate shall lead to immediate cancellation of candidature.
- xviii. The decision of the Company in all matters relating to the selection process shall be final and binding for the candidate.
- xix. Any dispute regarding recruitment against this advertisement will be settled within the jurisdiction of Kolkata only.

SCHEDULE		
1	Cut-off Date for calculating Age	01.09.2024
2	Start Date for receipt Hardcopy application to JCI.	30.09.2024
3	Last date for receipt Hardcopy application to JCI	21.10.2024

APPRENTICE TRAINEES FOR THE PERIOD 2024-2025

APPLICATION FORM

PHOTOGRAPH

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

IMPORTANT INSTRUCTIONS

- A. Use **ONLY** Blue pen for filling this FORM
- B. Tick (✓) in the appropriate box against columns 3, 4, 8 and 9

1. Apprentice ID	
2. Full Name (in Capital Letters)	

3. COMMUNITY (SC/ST/OBC(NCL)/EWS)	
4. GENDER (Female/Male)	
5. DATE OF BIRTH	
6. AGE as on 01.10.2024	
7. NATIONALITY	
8. MARITAL STATUS (Single/Married/ Separated/ Divorced/ Widowed)	
9. Are pursuing any Regular course like Graduation/Post graduation/Engineering or etc*	YES _____ NO _____

***Candidates who are pursuing any regular course like Graduation/Post graduation/Engineering or etc are not eligible to apply in the aforesaid post.**

10. Family Details	NAME	QUALIFICATION	OCCUPATION
FATHER			
MOTHER			
SPOUSE			
Others			

11. EDUCATIONAL QUALIFICATION STARTING FROM 10TH STD

Examination	Name of Board/University	Name of Institute/College	Year of Passing*	Total Marks	Marks Obtained	Percentage
10 th						
12 th *						

***NOTE: Only Candidates who have passed out (class 12th) in the years 2020, 2021, 2022 and 2023 are eligible to apply for the aforesaid post & result awaited candidates need not apply**

12.PERMANET ADDRESS	CURRENT ADDRESS

13.CONTACT NUMBER / MOBILE	
14. EMAIL	
15. Whether any criminal case pending against you in any court If Yes, give details	
16. Is related/ known to any person currently working or worked earlier in the Jute Corporation of India Ltd.	YES _____ NO _____ If yes, please specify the following details:

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.
- I agree with the General Terms & Conditions as mentioned in the advertisement notification no. 03/2024 dt.23/06/2023.

(Signature of the Candidate with Date)

Mandatory Document Checklist

Sl.	Particulars of Document	Whether submitted (Yes/No)
1	Filled up application form as given in Annexure I	
2	Proof of Date of Birth- Mark sheet/ Certificate issued by a Board of Secondary Education for passing Matriculation Examination	
3	Photo Identity Proof (Driving License/Voter Id/ PAN Card/ Aadhaar Card/ Passport)	
4	10th Standard Mark sheet and Pass certificate	
5	12th Standard Mark sheet and Pass certificate	
6	Latest Caste/ Category Certificate (applicable for SC/ST/OBC(NCL) candidates) issued by appropriate authority. (If applicable)	
7	Proof of requisite experience (if applicable) Experience Certificate of previous employers AND/OR Complete appointment Letter and Current employer Latest Salary Slip etc. issued by the employer will be acceptable as valid proof for Experience	
8	EWS Certificate (if applicable)	
9	self-attested copies of all the documents and two copies of coloured passport size photographs.	

Note: Candidates are advised to apply as per the above in chronological manner along with contact details and valid e-mail id.

Application without Annexure I, II & supporting documents will be liable to rejected

(Signature of the Candidate with Date)