



भारतीय पटसन निगम लिमिटेड
(भारत सरकार की संस्था)



The Jute Corporation of India Limited

(A Government of India Enterprise)

आईएसओ 9001:2015 प्रमाणित कंपनी / An ISO 9001:2015 Certified Company

पंजीकृत और प्रधान कार्यालय: 15एन, नेली सेनगुप्ता सरणी, 7वां तल

Regd. & Head Office: 15N, Nellie Sengupta Sarani, 7th Floor

कोलकाता / Kolkata – 700 087.

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

Ref.No. JCI/Pers./Re-Engagement/2020-21

Date:15.05.2020

CIRCULAR

It is for the information of all concerned that, the Competent Authority has approved the scheme of 'Retention of Services of Retired Employees of the Corporation', purely on contractual basis. All regular employees of the Corporation superannuated in the grades of S3 to E1(both grades included), between 31.01.2017 and 31.03.2020, are eligible to apply for the aforementioned scheme. The detailed terms and conditions of the subject engagement are laid out in **Annexure I**. The procedure for applying for the same is illustrated in **Annexure II**

Interested superannuated employees of the Corporation, satisfying the criterion mentioned above, may submit their applications to the undersigned, by email, at ho.pers@jcmail.in, within 05th June, 2020.

This issues with the approval of Competent Authority.

Debopriyo Sinha
(Deputy Manager-HR)

Copy to:

1. CMD's Secretariat - for information of CMD
2. DGMs
3. Sr. Managers
4. Managers
5. Deputy Managers
6. Assistant Managers
7. All RLDs/ROs- for circulation to DPCs.
8. Notice Board/Guard File/JCI website



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Annexure-I

Terms & Conditions

- a) Employees retired during the period January'17 to March'20 will only be eligible for re-engagement.
- b) Re-engaged employees will be paid a consolidated amount equal to 75% of relevant grade-wise initial gross Pay (Basic +DA) per month.
- c) Security deposit: Leave salary amount equivalent to 200 days (Last Drawn Basic+ DA) needs to be deposited by the interested ex-employee as security deposit (only those employees will be considered for retention who had at least 200 days of En-cashable leave to their credit at the time of retirement) till successful completion of retention period.
- d) An interest at prevailing SBI FD rate (as on the date of engagement) for equivalent period of retention on such held up security deposit amount will be paid at the time of final release of the person on successful completion of retention period (interest will be calculated for the entire period of his retention)
- e) The employee should not have undergone any type of punishment within the last three years' prior his retirement, neither there should be any audit observation against the employee, post his retirement too.
- f) Performance record for the last three years of engagement needs to be satisfactory. The same needs be certified by the concerned Regional Managers/ Reporting officer currently posted in the last working places of the incumbents by going through the records. Further, the concerned Zonal Manager and HoD will concur the same.
- g) Fitness certificate (physical and mental) of the incumbent should be issued by a registered MBBS practitioner.
- h) Character Certificate issued by MP/MLA/Chairman of Municipality/ Panchayat Pradhan/Local Commissioner is mandatory prior to engagement.
- i) Incumbents currently engaged or were erstwhile engaged with JCI including projects, if any, after retirement will not eligible.
- j) The concerned employee once chosen by management needs to provide his consent for retention of his services at given contractual terms.
- k) During the period of retention, the contract can be terminated by either side with one month's notice or pay in lieu of notice.
- l) If found guilty, during the tenure of engagement, the Corporation may take necessary action as may be deemed fit.
- m) The employees so contracted can be posted at or transferred to any location as may be decided by the management.
- n) The designations of the retired persons will be as per Management's decision.
- o) The held back security deposit amount will be refunded only upon receipt of necessary clearance from the HoD of the concerned Section. Further, if any loss or damage is incurred by the Corporation, the same will be recovered from the security deposit amount.



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ANNEXURE II

Procedure for submission of Application

1. Interested superannuated employees should apply by filling up the format enclosed with this circular.
2. The printed format must be filled in writing with signatures wherever necessary.
3. After filling up the form in detail, clear image/ scanned copy of the same should be mailed to the following e-mail id
ho.pers@jcmail.in
4. Necessary enclosures like Fitness Certificate, Character Certificate etc. as mentioned in the engagement criteria should be enclosed with the application and mailed to the aforementioned id along with the filled up application form.
5. Last date of receipt of Application is **5th June'2020**.

APPLICATION PROFORMA

Paste Your Photograph
Here

1	Name (in Block Letters)	
2	Father's/Mother's name	
3	Date of Birth (DD/MM/YYYY)	
4	PAN & AADHAR No	
5	Date of Appointment in JCI	
6	Last Designation Held in JCI	
7	Last Place of Posting (HO/RO/DPC)	
8	Pay Pattern	
9	Retirement Date	
10	Age as on date of application	
11	Responsibilities held for the last three years in JCI (separate sheets may be enclosed, if required)	
12	Present Residential Address with PIN	
13	Mobile No	
14	E-mail ID	

Date: _____

Signature of Applicant

DECLARATION

1. I, the undersigned, do hereby solemnly affirm and declare that the particulars furnished in the Application Format and the enclosures attached with are true and correct to the best of my knowledge. I shall be held responsible for any wrong/incorrect information and that my engagement may be terminated for this wrongful act.
2. I am willing for re-engagement & shall abide by all the terms and conditions enumerated in the given Circular No..... dated.....
3. I am not currently engaged or were erstwhile engaged in JCI including any of its project, after my retirement from the Corporation.

Date:

Place:

Signature of Applicant

Enclosures:

- 1. Fitness Certificate**
- 2. Character Certificate**