

Notification No. 02/2023

Date: 23/06/2023

**ENGAGEMENT OF APPRENTICE TRAINEES FOR THE PERIOD 2023-2024**  
**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)	15	Passed in Class 12 <sup>th</sup> from any Institute recognized by the Board/State Board.

\*Result awaited candidates need not apply.

**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:

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)	02	01	03	01	08	15

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

**3. AGE LIMIT:**

The minimum age of the candidates should be as follows:

Sl. No.	Discipline	Min. Age (as on 01.05.2023)	Max. Age (as on 01.05.2023)
1	Apprentice (Procurement of Raw Jute and Grading)	18 years	21 years

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

Date of Birth will be taken as that mentioned in the Birth Certificate, issued by the Competent Authority or Passing Certificate/Marks Sheet of Class 10. 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	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.**

5. **REGISTRATION OF CONTRACT:**

The selected candidates will be required to sign 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.

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 **21.07.2023 (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:

**SENIOR MANAGER (HR)**  
**THE JUTE CORPORATION OF INDIA LIMITED,**  
**15N, NELLIE SENGUPTA SARANI, KOLKATA-**  
**700087**

**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.
- 3) THE CORPORATION RESERVES THE RIGHT TO CANCEL THE APPRENTICE PROCESS ENTIRELY AT ANY STAGE

**9. SELECTION PROCEDURE:**

- i. The selection shall be made based on merit (i.e. based on overall percentage (%) of marks secured in the Class XII/12<sup>th</sup> )
- ii. Initial Screening of the candidates will be made based on the details provided by them subject to verification and checking at later stage.
- iii. 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.
- iv. 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).
- v. 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.

**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. All correspondences with candidates, pertaining to the selection process of the apprentices, shall be made through email or JCI website ([www.jutecorp.in/](http://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.
- iii. 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.
- iv. 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.
- v. 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.
- vi. 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 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
- vii. Any form of 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.
- viii. JCI reserves the right to withdraw / cancel/curtail the advertisement / selection process if circumstances so warrant without assigning any reason thereof.
- ix. The decision of the Company in all matters relating to the selection process shall be final and binding on the candidates.
- x. 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.

- xi. No TA / DA will be paid to the applicants called for any stage of engagement.
- xii. **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.
- xiii. 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 standard of specifications to restrict the number of candidates to be called for engagement as Apprentices. The selection process can be cancelled/suspended/restricted/enlarged/modified without assigning any reasons. The decision of the Management will be final and no appeal will be entertained.
- xiv. 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.
- xv. The decision of the Company in all matters relating to selection process shall be final and binding of the candidate.

SCHEDULE		
1	Start Date for Registration through Apprentice portal.	23.06.2023
2	Last date for receipt Hardcopy application to JCI	21.07.2023