

Ref. No. JCI/HO/Pers/CBT/DV/2025-26/02

Date: 12.08.2025

**PROVISIONALLY SHORTLISTED CANDIDATES FOR DOCUMENT VERIFICATION TO
THE POST OF JUNIOR ASSISTANT****(Employment Notification No. 02/2024)**

Based on the performance in the Computer Based Test (CBT) held on 25.05.2025 for the post of Junior Assistant, the **following candidates have been provisionally shortlisted for the document verification**. Provisionally shortlisted candidates are advised to report to the office of "The Jute Corporation of India Limited, Patsan Bhavan, Block-CF, Action Area – 1, New Town, Kolkata – 700156".

Sl. No.	Registration Number	Reporting Date	Reporting Time
1	JCIJA5000846	01.09.2025	10:00 AM
2	JCIJA5001165	01.09.2025	10:00 AM
3	JCIJA5001244	01.09.2025	10:00 AM
4	JCIJA5001576	01.09.2025	10:00 AM
5	JCIJA5001704	01.09.2025	10:00 AM
6	JCIJA5002291	01.09.2025	10:00 AM
7	JCIJA5002315	01.09.2025	10:00 AM
8	JCIJA5003354	01.09.2025	10:00 AM
9	JCIJA5003493	01.09.2025	10:00 AM
10	JCIJA5004340	01.09.2025	10:00 AM
11	JCIJA5004545	01.09.2025	10:00 AM
12	JCIJA5004929	01.09.2025	10:00 AM
13	JCIJA5004941	01.09.2025	10:00 AM
14	JCIJA5004942	01.09.2025	10:00 AM
15	JCIJA5006145	01.09.2025	10:00 AM
16	JCIJA5006166	01.09.2025	10:00 AM
17	JCIJA5006356	01.09.2025	10:00 AM
18	JCIJA5006922	01.09.2025	10:00 AM
19	JCIJA5006971	01.09.2025	10:00 AM
20	JCIJA5007402	01.09.2025	10:00 AM
21	JCIJA5007446	01.09.2025	10:00 AM
22	JCIJA5008116	01.09.2025	10:00 AM
23	JCIJA5008192	01.09.2025	10:00 AM
24	JCIJA5008449	01.09.2025	10:00 AM
25	JCIJA5008712	01.09.2025	10:00 AM



भारतीय पटसन निगम लिमिटेड

(भारत सरकार का उपक्रम)

The Jute Corporation of India Limited

(A Government of India Enterprise)

पंजीकृत और प्रधान कार्यालय: पटसन भवन, तीसरी और चौथी मंजिल, एक्शन एरिया I ,

न्यू टाउन, पश्चिम बंगाल - 700156

Head Office: Patsan Bhavan, 3rd & 4th Floor, Block- CF, Action Area I ,

New Town, West Bengal - 700156

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26	JCIJA5008962	01.09.2025	10:00 AM
27	JCIJA5009108	01.09.2025	10:00 AM
28	JCIJA5009183	01.09.2025	10:00 AM
29	JCIJA5009192	01.09.2025	10:00 AM
30	JCIJA5009326	01.09.2025	10:00 AM
31	JCIJA5009637	01.09.2025	10:00 AM
32	JCIJA5009913	01.09.2025	10:00 AM

33	JCIJA5010140	02.09.2025	10:00 AM
34	JCIJA5010272	02.09.2025	10:00 AM
35	JCIJA5011482	02.09.2025	10:00 AM
36	JCIJA5011632	02.09.2025	10:00 AM
37	JCIJA5011692	02.09.2025	10:00 AM
38	JCIJA5012018	02.09.2025	10:00 AM
39	JCIJA5012177	02.09.2025	10:00 AM
40	JCIJA5012782	02.09.2025	10:00 AM
41	JCIJA5013183	02.09.2025	10:00 AM
42	JCIJA5013263	02.09.2025	10:00 AM
43	JCIJA5013368	02.09.2025	10:00 AM
44	JCIJA5013725	02.09.2025	10:00 AM
45	JCIJA5014112	02.09.2025	10:00 AM
46	JCIJA5014144	02.09.2025	10:00 AM
47	JCIJA5014494	02.09.2025	10:00 AM
48	JCIJA5014890	02.09.2025	10:00 AM
49	JCIJA5015301	02.09.2025	10:00 AM
50	JCIJA5015328	02.09.2025	10:00 AM
51	JCIJA5015374	02.09.2025	10:00 AM
52	JCIJA5016167	02.09.2025	10:00 AM
53	JCIJA5016192	02.09.2025	10:00 AM
54	JCIJA5016193	02.09.2025	10:00 AM
55	JCIJA5016433	02.09.2025	10:00 AM
56	JCIJA5016676	02.09.2025	10:00 AM
57	JCIJA5016720	02.09.2025	10:00 AM
58	JCIJA5016807	02.09.2025	10:00 AM
59	JCIJA5017183	02.09.2025	10:00 AM
60	JCIJA5017599	02.09.2025	10:00 AM
61	JCIJA5017954	02.09.2025	10:00 AM
62	JCIJA5018186	02.09.2025	10:00 AM
63	JCIJA5018333	02.09.2025	10:00 AM
64	JCIJA5018463	02.09.2025	10:00 AM



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65	JCIJA5019023	03.09.2025	10:00 AM
66	JCIJA5019080	03.09.2025	10:00 AM
67	JCIJA5019123	03.09.2025	10:00 AM
68	JCIJA5019200	03.09.2025	10:00 AM
69	JCIJA5019280	03.09.2025	10:00 AM
70	JCIJA5019466	03.09.2025	10:00 AM
71	JCIJA5019535	03.09.2025	10:00 AM
72	JCIJA5019674	03.09.2025	10:00 AM
73	JCIJA5020581	03.09.2025	10:00 AM
74	JCIJA5020660	03.09.2025	10:00 AM
75	JCIJA5020832	03.09.2025	10:00 AM
76	JCIJA5020857	03.09.2025	10:00 AM
77	JCIJA5021061	03.09.2025	10:00 AM
78	JCIJA5022238	03.09.2025	10:00 AM
79	JCIJA5022261	03.09.2025	10:00 AM
80	JCIJA5022423	03.09.2025	10:00 AM
81	JCIJA5022910	03.09.2025	10:00 AM
82	JCIJA5022991	03.09.2025	10:00 AM
83	JCIJA5023175	03.09.2025	10:00 AM
84	JCIJA5024010	03.09.2025	10:00 AM
85	JCIJA5024026	03.09.2025	10:00 AM
86	JCIJA5025254	03.09.2025	10:00 AM
87	JCIJA5025285	03.09.2025	10:00 AM
88	JCIJA5025471	03.09.2025	10:00 AM
89	JCIJA5025849	03.09.2025	10:00 AM
90	JCIJA5026050	03.09.2025	10:00 AM
91	JCIJA5026256	03.09.2025	10:00 AM
92	JCIJA5026517	03.09.2025	10:00 AM
93	JCIJA5026649	03.09.2025	10:00 AM
94	JCIJA5027043	03.09.2025	10:00 AM
95	JCIJA5027943	03.09.2025	10:00 AM
96	JCIJA5028288	03.09.2025	10:00 AM

97	JCIJA5029098	04.09.2025	10:00 AM
98	JCIJA5029391	04.09.2025	10:00 AM
99	JCIJA5029492	04.09.2025	10:00 AM
100	JCIJA5030615	04.09.2025	10:00 AM
101	JCIJA5030677	04.09.2025	10:00 AM
102	JCIJA5030773	04.09.2025	10:00 AM
103	JCIJA5030981	04.09.2025	10:00 AM
104	JCIJA5031807	04.09.2025	10:00 AM



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105	JCIJA5031916	04.09.2025	10:00 AM
106	JCIJA5031998	04.09.2025	10:00 AM
107	JCIJA5032199	04.09.2025	10:00 AM
108	JCIJA5032401	04.09.2025	10:00 AM
109	JCIJA5032745	04.09.2025	10:00 AM
110	JCIJA5032749	04.09.2025	10:00 AM
111	JCIJA5033082	04.09.2025	10:00 AM
112	JCIJA5033338	04.09.2025	10:00 AM
113	JCIJA5033682	04.09.2025	10:00 AM
114	JCIJA5033730	04.09.2025	10:00 AM
115	JCIJA5033842	04.09.2025	10:00 AM
116	JCIJA5033960	04.09.2025	10:00 AM
117	JCIJA5034335	04.09.2025	10:00 AM
118	JCIJA5034399	04.09.2025	10:00 AM
119	JCIJA5034503	04.09.2025	10:00 AM
120	JCIJA5034614	04.09.2025	10:00 AM
121	JCIJA5035364	04.09.2025	10:00 AM
122	JCIJA5035660	04.09.2025	10:00 AM
123	JCIJA5035749	04.09.2025	10:00 AM
124	JCIJA5036080	04.09.2025	10:00 AM
125	JCIJA5036612	04.09.2025	10:00 AM
126	JCIJA5036975	04.09.2025	10:00 AM
127	JCIJA5037402	04.09.2025	10:00 AM
128	JCIJA5037453	04.09.2025	10:00 AM
129	JCIJA5037669	04.09.2025	10:00 AM
130	JCIJA5037672	04.09.2025	10:00 AM
131	JCIJA5038234	04.09.2025	10:00 AM
132	JCIJA5038791	04.09.2025	10:00 AM
133	JCIJA5039399	04.09.2025	10:00 AM

General Instructions to the candidates appearing for the document verification.

- 1) Candidates shall be called for document verification in the ratio of 1:5 in order of merit (i.e., for one vacancy, a maximum of five candidates shall be called, subject to the availability of CBT-qualified candidates). In case of a tie in CBT marks, all such candidates will be called for document verification, irrespective of the ratio, as per clause No. 5.2.4 of Employment Notification No. 02/2024.
- 2) The final result will be based on the merit list, which shall comprise of the total marks secured in Computer Based Test (CBT) and clearance in the document verification process, as per Clause No. 5.2.5 & 9 of Employment Notification No. 02/2024.



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- 3) Candidature shall be fully governed as per the terms and conditions mentioned in the Employment Notification No. 02/2024.
- 4) The candidates are being called for the **aforsaid Document Verification on provisional basis**, based on the information furnished by them in their online application. However, if it is found that they have furnished false/fabricated or have concealed any information at the time of verification of certificates/documents or subsequently, at any point of time or at any stage, if it is found that they are not meeting the eligibility criteria as per Employment Notification No. 02/2024, their candidature will be rejected and terminated accordingly at any stage.
- 5) The candidates should ensure their eligibility for the said post before attending document verification process. **In case during verification of documents, it is found that, they are not eligible, then they shall not be allowed for further process, and their candidature will be cancelled.**
- 6) It may be noted that the date, time, and venue of document verification is final. No request for any change in this regard will be entertained, and the Corporation shall not be liable to provide any response on this matter.
- 7) The candidates should also note that, if they fail to appear on the scheduled date and time, their candidature will not be considered for further stages of the examination process under any circumstances, whatsoever and no further opportunity will be accorded to appear in document verification.
- 8) Appended below are the list of documents, which the candidates need to carry in "Original mandatorily along with one set of self – attested Photostat copies" on the day of Document Verification:
 - 8.1) Copy of the online application form.
 - 8.2) All academics certificates/testimonials along with semester wise mark sheets.
 - 8.3) Certificates in support of age and date of birth.
 - 8.4) Certificates in support of Schedules Caste/Scheduled Tribe/OBC (Non-Creamy)/EWS/PwBD/Ex- Serviceman (if applicable). Candidates are advised to refer the point no. 4(a) to 4(g) of the JCI's Employment Notification No. 02/2024 for the certificate formats and other terms & conditions).
 - 8.5) Candidates presently working in Govt. / PSUs / Autonomous bodies (including Nationalized Banks and Financial Institutions) must furnish hard copy of the No Objection Certificate (NOC) issued by their current employer. The date of issuing the NOC must be on or after the date of releasing the 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 role.



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8.6) Photo id & address proof (Voter ID card, Aadhar Card etc.)

8.7) 2 copies of recent coloured passport size photographs.

9) 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 will be considered, and his/her candidature is liable to be rejected in such a case. In case uploaded documents do not match with the terms & conditions of the employment notification, candidates shall be disqualified from the Document Verification process, even though, if he/she has qualified the CBT and accordingly, his/her candidature shall be rejected, as per clause No. 5.2.4 of Employment Notification No. 02/2024.

10) Document Verification is provisional & subject to meeting all the requirements as laid down in employment notification no. 02/2024 and so, candidates are requested to go through the advertisement thoroughly. During the document verification process, if it is found that the candidate do NOT possess required Qualifications/Documentary proof supporting their claim on candidature, the candidature shall be liable to be rejected. Other terms and conditions are implied as specified in JCI's Employment Notification No. 02/2024.

11) In absence of the mandatory documents and/or during documents verification process, if it comes to the notice that the candidate do not possess the required qualification/and other documents, their candidature shall be rejected.

12) The Document Verification will be held from 01.09.2025 to 04.09.2025 as per the list given above and may get extended subsequent day if needed. Thus, if required, candidates must make their own arrangements for boarding, lodging etc. for a day or more at his/her expense.

13) If any candidate is found guilty of any act of misconduct during the process, he/she will be disqualified.

14) Mere issue of Admit Cards/Emails for the CBT or call for document verification 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. (Refer Clause no. n of point no. 10 of the Employment Notification No. 02/2024)

15) Outstation candidates will be reimbursed AC-III Tier rail fare (to and fro) by the shortest route, subject to submission of a valid ticket as proof of journey for attending the document verification process.

16) Payment of Travel Allowance (TA) shall be made through RTGS/ECS mode after completion of the selection process. Candidates are advised to bring necessary bank details, such as copy of the



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first page of the bank passbook (showing account details)/cancelled cheque and hard copy of the ticket.

17) In the case of air travel, only the equivalent AC-III Tier train fare by the shortest route shall be reimbursed. Candidates holding waitlisted train tickets are not eligible for TA reimbursement.

NOTE: JCI will not provide photocopies or printouts of any documents. Candidates are required to make their own arrangements to obtain the same.

HR Department
The Jute Corporation of India Limited, Kolkata