



COFFEE BOARD
MINISTRY OF COMMERCE & INDUSTRY
GOVERNMENT OF INDIA
#1, Dr. B.R. AMBEDKAR ROAD, BANGALORE – 560 001

TERMS AND CONDITIONS OF APPOINTMENT ON DIRECT RECRUITMENT -
'OTHERWISE THAN BY OPEN COMPETITION ON ALL INDIA BASIS' AND OTHER
INSTRUCTIONS TO CANDIDATES

1. The recruitment is open to all (Male/Female) eligible Indian Nationals / Citizens* only.

*(*A candidate must be either (i) a Citizen of India or (ii) a subject of Nepal or (iii) a subject of Bhutan or (iv) a Tibetan Refugee who came over to India before 1st Jan. 1962 with the intention of permanently settling in India or (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Govt. of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/interview but on final selection the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India).*

2. a) Application Forms can be obtained from the **SENIOR LIAISON OFFICER (RESEARCH) –CUM– OFFICER ON SPECIAL DUTY (ADMN.), COFFEE BOARD, NO.1, Dr. B.R. AMBEDKAR ROAD, BANGALORE – 560 001, on requisition during all working days (Monday to Friday), between 10.00 AM & 5.00 PM** in person. Application forms can also be obtained by post on requisition along with a self addressed envelope [30 x 25 cms size] duly affixing Indian Postal Stamp for `70/- (Rupees seventy only) for each application.
- b) Application forms along with detailed terms & conditions can also be downloaded from the Coffee Board's website www.indiacoffee.org **[click on Direct Recruitment-2011].**

3. CRUCIAL DATES FOR ISSUE / SUBMISSION OF APPLICATION

Particulars	Important Dates
Opening Date for issue / submission of Application	10.00 AM From 06/06/2011
Closing Date for issue / submission of filled in Application	5.00 PM on 12/07/2011

- The candidates should use only the prescribed Application Form obtained in person **OR** by post **OR** downloaded from the Coffee Board's website. Please note that, application submitted by the candidate in any other format will summarily be rejected.
- Before applying, candidates are advised to ensure that they fulfil the stipulated eligibility criteria for the post. They should note that application fee, postal charges (postage stamps) once deposited will neither be refunded nor be adjusted against any other purpose.
- A recent, recognizable passport size photograph should be firmly pasted at the place indicated in the **Application Form Part - 'A' & Part - 'B'** and must be signed across the photograph so that a part of the signature spreads over the application form beyond the photograph. Additional copies may also be retained for future use.
- THE APPLICATION MAY BE FILLED-UP IN ENGLISH (CAPITAL LETTERS) ONLY and must be filled up by the candidate in his / her own handwriting. Correction, if any should be legible and attested by the candidate.** Candidates should ensure that particulars once submitted by them will be final and no further change will be allowed thereafter.
- The duly filled in application/s (**Part 'A' & 'B'**) along with requisite documents as per list of enclosures may be submitted with the required fee of ₹ 150/- [Rupees one hundred & fifty only (which is not refundable)] per application by way of ***crossed Demand Draft (DD) / Indian Postal Order (IPO)*** drawn in favour of **COFFEE BOARD GENERAL FUND NON-PLAN ACCOUNT, PAYABLE AT BANGALORE**, to the **SENIOR LIAISON OFFICER (RESEARCH) -CUM- OFFICER ON SPECIAL DUTY (ADMN.), COFFEE BOARD, NO.1, Dr. B.R. AMBEDKAR ROAD, BANGALORE - 560 001**. The SC / ST / Physically Challenged and Women Candidates need not pay any fee if the application is submitted with self attested Xerox copy of the Caste / Community / Disability - Physically Challenged (PC/PH) Certificate etc., issued by the Competent Authority.

9. Persons already in service (Central / State Government / Quasi Government / Autonomous Bodies / Universities or Private etc.), on permanent (regular basis) or temporary, must submit an advance copy of the application along with the **prescribed application fee** directly to the **SENIOR LIAISON OFFICER (RESEARCH) -CUM- OFFICER ON SPECIAL DUTY (ADMN.), COFFEE BOARD, NO.1, Dr. B.R. AMBEDKAR ROAD, BANGALORE - 560 001, so as to reach on or before 5.00 PM on the Closing Date i.e., 12.07.2011.** In no case the application received after the closing date will be considered. **The original application duly forwarded by the parent office must reach the above addressee within a fortnight after the closing date.**
10. The applicants, who wish to apply for more than one post, must submit separate application in duplicate for each post(s). Accordingly, they must also submit the requisite documents as per the list of enclosures.

NOTE:

- i. Application fee is to be remitted by way of **crossed Demand Draft (DD) / Indian Postal Order (IPO)** only. The candidate should, on the back of the Crossed Demand Draft / Indian Postal Order, indicate his/her name, address, name of the post, advertisement number and post code. It may be noted that the other means of payment of the application fee [i.e., the application fee paid by way of Cheque / Money Order etc.,] is not acceptable. The application form not accompanied with the prescribed application fee will be rejected. The date of Demand Draft (DD) should not be prior to the date of the advertisement in the Newspapers and it should be valid for a period of six months.*
- ii. The application fee so paid will not be refunded under any circumstances.*
- iii. SIX copies of Part-'B' of the application form should be produced at the time of personal interview for appraisal by the Selection / Interview Committee Members.**
11. Any attempt by the candidate, either directly or indirectly to influence the Selection / Interview Committee or other authorities of the Board, will disqualify the candidature.

12. The prescribed essential qualifications are the minimum and possessing of same does not entitle for the candidates to be called for interview. The Board reserves the right to short list the candidates for calling for interview. As such, the candidates are advised to fill '**Part 'A' & B'**' of the Application Form carefully and each and every column of application should be filled up accurately. Incomplete applications are liable to be rejected.
13. Interview call letters will be sent by ordinary post / e-mail to all the eligible and shortlisted candidates to the correspondence address, given by the candidates in their application. An eligible candidate, whose name appears in the list of short listed candidates, which will be placed in the Coffee Board's website, does not receive the call letter, can download the call letter from the Coffee Board's website.
14. For any queries, the candidates may contact the **SENIOR LIAISON OFFICER (RESEARCH) -CUM- OFFICER ON SPECIAL DUTY (ADMN.), COFFEE BOARD, NO.1, Dr. B.R. AMBEDKAR ROAD, BANGALORE - 560 001, Telephone No. 080 - 22267148**, along with a copy of the Application submitted and a copy of the proof for payment of prescribed application fee, on all working days (Monday to Friday) between 10.00AM and 5.00 PM.
15. Short-listed candidates must appear for personal interview at such place and time as may be fixed by the Coffee Board. Further, calling of candidates for interview will not be an assurance of whatsoever that they will be selected. Appointment orders to selected candidate(s) will be issued by the Appointing Authority, Coffee Board, Bangalore.
16. Evidence of Degree / Diploma /Community/Date of Birth/ Nativity Certificate & other Certificates / Testimonials etc., should be brought in **ORIGINAL** at the time of interview.
17. The Coffee Board reserves the right to fill up or not to fill up any of the vacancies now advertised.
18. The number of vacancies may increase / decrease depending upon the position at the time of final selection without any notice.

- 19. Travelling Allowance (TA):** Single to and fro Sleeper Class Train / Actual Bus Fare, by the shortest route from the correspondence address furnished by the candidate in the application form or the place of actual travel, whichever is nearer to the place of interview, will be reimbursed on production of evidence of travel ticket number/ticket. The candidates may fill up, sign and submit the prescribed TA form which will be sent along with the call letters (also available in the Board's website), before entering the interview hall, for speedy reimbursement of the same without delay. In case the interview spills over to the next day owing to unavoidable circumstances, no halting and / or accommodation or local conveyance expenses thereof will be payable.
- 20.** The selected candidates should not have been involved in any of the criminal activities. Hence, the Board will verify the antecedents of the selected candidates before their entry in to the services of the Coffee Board.
- 21.** Appointment of selected candidates is subject to their being declared medically fit by the Government District Medical Officer (s). Hence, the candidates will have to appear for a Medical Test as and when directed by Coffee Board.
- 22.** In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
- 23.** The Coffee Board cannot advise candidates as to their eligibility for any particular post. It is for the candidates themselves to judge whether they satisfy the prescribed requirements, and whether it is worthwhile to apply.
- 24.** The Coffee Board is an Autonomous Body, functioning under the Ministry of Commerce & Industry, Department of Commerce, Government of India. The service conditions of officers and establishments in the service of the Board are, regulated in accordance with the relevant rules/ instructions issued by the Coffee Board/ Ministry of Commerce & Industry/Government of India, from time to time.

25. All communications, in respect of applications for recruitment against the posts advertised by the Coffee Board of India, should be addressed to the **SENIOR LIAISON OFFICER (RESEARCH) -CUM- OFFICER ON SPECIAL DUTY (ADMN.), COFFEE BOARD, NO.1, Dr. B.R. AMBEDKAR ROAD, BANGALORE – 560 001** and should contain the following particulars:

- a) Advertisement Number & Date / Post Code
- b) Name of the post applied for
- c) Applicant's name and address for correspondence as given in the application form

[Communications not giving these particulars are liable to be ignored]

26. Signatures (with date and place) of the candidate are essentially required at appropriate places in both **Part- 'A' and Part-'B'** of the Application Form as well as on all pages of the application. The Coffee Board, in any circumstance will not consider unsigned application.

27. The decision of the Coffee Board, with regard to eligibility or otherwise of any candidate based on evaluation of the application and particulars/records submitted with the application by the candidate shall be final. The Board will not make any correspondence with the candidates regarding their non-selection for interview / appointment.

28. The selected candidates are liable to serve at anywhere in the Board's Research Station / Extension Centres' / Offices, located across India, depending on the requirement and would have no choice of posting. The selected candidates will also be governed by the transfer policy adopted by the Board from time to time.

29. The candidates who are willing to serve in the Coffee Board for not less than a minimum of **FIVE YEARS** can only apply and they have to execute a Bond to that effect, if selected.

30. The date for determining the Age Limit / Educational Qualifications / Experience etc., in respect of the candidates is as on the closing date of receipt of application (inclusive of closing date for receipt of filled in application).

31. The candidates appointed against vacancies advertised now will come under the purview of New Pension Scheme (NPS) introduced by the Government of India (w.e.f. 2004). However, those who are already in the pensionable service of Govt. of India will come under the relevant scheme applicable to them.
32. The normal age of retirement depends on the decisions of the Government of India, from time to time. However, at present, the age of retirement is **SIXTY** years.
33. Any disputes arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the **Courts of Law** situated in Bangalore, Karnataka only.
34. Candidates are advised to remain in touch with the Board's website i.e., www.indiacoffee.org [click on **Direct Recruitment-2011**], for any information/s which may be hosted for further guidance from time to time.

SECRETARY

PLACE: BANGALORE

DATE: 01/06/2011.

LIST OF ENCLOSURES: The following documents/ certificates should be submitted along with the application in the order given below:

(i) Crossed Demand Draft (DD) / Indian Postal Order (IPO) to be enclosed in horizontal position towards prescribed fee of application i.e., ₹150/- (Rupees one hundred and fifty only) per application, drawn in favour of **"Coffee Board General Fund Non-Plan Account"**, payable at Bangalore.

(ii) One self addressed envelope (27 cm X 12cms Size) duly affixing Indian Postal Stamp for ₹25/- (Rupees twenty-five only) there on to be enclosed in vertical position. On the Envelope, Name of the Post with Advertisement No. & Post Code may be given on the top of the envelope while name of the candidate and his/her address for correspondence (residential address) may be given in the middle of the envelope.

Persons already in service [Central / State Government / Quasi Government / Autonomous Bodies / Universities or Private etc.], on permanent (regular basis) should enclose a **Second Envelope** of the same size duly affixing a stamp of ₹25/- (**Rupees twenty-five only**), on which, Name of the Post with Advertisement Number & Post Code may be superscribe on the top of the envelope, Name and address of the Forwarding Authority may be given in the middle of the envelope.

(iii) **Self attested copies** of Date of Birth, Educational Qualifications, and Experience Certificate. In addition, SC / ST / OBC / Disabled - Physically Challenged (PC) candidates need to enclose self attested copies of the Caste / Disability – Physically Challenged (PC) certificates also.

(iv) **Photographs** at the appropriate space(s) in the application form duly signed by the candidate across the photograph.

(v) In-service candidates should ensure to furnish the "Certificate of Verification by the Employer" as given in the application form while sending the application **'Through Proper Channel'** - failing which his/her candidature for the post(s) concerned is liable for rejection.

ELIGIBILITY CRITERIA FOR THE POST OF SUBJECT MATTER SPECIALISTS (RESEARCH):

1. Name & Classification of Post: SUBJECT MATTER SPECIALISTS -'Scientific' Group 'A' [Subject to approval of Ministry of Commerce & Industry, Govt. of India; otherwise, it will be Group 'B' only].

2. Scale of Pay: `2200-4000/- (in terms of 4th CPC), `8000-13500/- (in terms of 5th CPC) & Pay Band: PB-3, `15600-39100/- Plus Grade Pay `5400/- (in terms of 6th CPC). The Pay Band, PB-3, indicated is provisional and is subject to the approval by the Ministry of Commerce & Industry, Government of India otherwise it will be in Pay Band: PB-2, `9300-34800/- Plus Grade Pay `5400/-

3. Method of Recruitment:

Direct Recruitment on all India Basis OTHERWISE THAN BY open competition.

4. Location / Place of Postings:

Across Research Institute / Stations –Anywhere in India.

5. Number of Posts : 8* (Provisional)

*Discipline wise ensuing provisional vacancies (subject to change) are as under;

Post Code	Specialization	Posts
CBA-30 / 001	Agronomy	7
CBA-30 / 002	Dy. Director (QC)–[CBA-27] [re-designated as Coffee Quality Specialist]	1
TOTAL		8

6. Qualifications **:

(i) Qualifications for the Post Code - CBA-30/001 :

I Class Post Graduate Degree in the concerned subject.

Desirable: Doctorate in the concerned subject.

(ii) Qualifications for the Post Code - CBA-30/002:

M.Sc., I Class in Food Technology / Biological Science.

** [The Educational Qualifications prescribed for the post is the minimum. Candidates must possess this Qualification. Educational Qualification should be from a recognized University / Institute].

7. Experience:

(i) For Post Code – CBA-30/001:

FIVE year's research experience in the concerned field, authorship of technical papers published in recognized scientific journals.

Desirable: Experience of Research on perennial crops.

(ii) For Post Code – CBA-30/002:

THREE years experience in Quality Control / Cup tasting desirable.

8. Age in Years:

(i) For Post Code – CBA-30/001:

40 Years

(ii) For Post Code – CBA-30/002:

30 Years

(As on the closing date of receipt of application)

*[Relaxation in upper age limit in case of **SC/ST/OBC/Ex-Servicemen/PC** etc., – as per the guidelines issued by the Govt. of India, from time to time].

9. Probation Period:

Selected candidates will be on probation for a period of **TWO** years

10. Confirmation: The confirmation of the newly recruited Group 'A' Scientific Personnel will be subject to satisfactory completion of **TWO** years probation period.

11. Selection Procedure:

The selection will be made on the basis of Educational Qualifications, Experience & performance in the interview as could be prescribed by the Appointing Authority / Selection Committee of the Board.

ELIGIBILITY CRITERIA FOR THE POST OF ASSISTANT SPECIALISTS (RESEARCH):

1. Name & Classification of Post:

Assistant Specialist - 'Scientific' Group 'B'.

2. Scale of Pay:

Scale of Pay `2000-3200/- (in terms of 4th CPC), `6500-105000/- (in terms of 5th CPC), Pay Band: PB-2, `9,300-34,800/- Plus Grade Pay `4600/- (in terms of 6th CPC).

3. Method of Recruitment:

Direct Recruitment on all India Basis OTHERWISE THAN BY open competition.

4. Location / Place of Postings:

Across Research Institute/Stations –Anywhere in India.

5. Number of Posts : 8* (Provisional)

*Discipline wise ensuing provisional vacancies (subject to change) are as under;

Post Code	Specialization	Posts
CBB-5 / 001	Agronomy	2
CBB-5 / 002	Agricultural Chemistry	3
CBB-5 / 003	Entomology	2
CBB-5 / 004	Plant Pathology	1
TOTAL		8

6. Qualifications:

I Class Post Graduate degree in the concerned subject preferably with a Ph. D. Knowledge of statistics is desirable.

[The Educational Qualification prescribed for the post is the minimum. Candidates must possess this qualification. Educational Qualification should be from a recognized University / Institute].

7. Experience:

3 years Research experience in the concerned subject.

8. Age in Years:

30* Years (As on the closing date of receipt of application)

* [Relaxation in upper age limit in case of **SC/ST/OBC/Ex-Servicemen/PC** etc., – as per the guidelines issued by the Govt. of India, from time to time].

9. Probation Period:

Selected candidates will be on probation for a period of **TWO** years

10. Confirmation: The confirmation of the newly recruited Group 'B' Scientific Personnel will be subject to satisfactory completion of **TWO** years probation period.

11. Selection Procedure:

The selection will be made on the basis of Educational Qualifications, Experience & performance in the interview as could be prescribed by the Appointing Authority / Selection Committee of the Board.

ELIGIBILITY CRITERIA FOR THE POST OF RESEARCH ASSISTANT GRADE - II (MERGED & RE-DESIGNATED AS RESEARCH ASSISTANT GRADE-I):

1. Name & Classification of Post:

Research Assistant Grade – II (Merged & re-designated as Research Assistant Grade-I) - Group 'B'.

2. Scale of Pay:

Scale of Pay `1640-2900/- (in terms of 4th CPC), `5500-9000/- (in terms of 5th CPC), Pay Band: PB-2, `9,300-34,800/- Plus Grade Pay `4200/- (in terms of 6th CPC).

3. Method of Recruitment:

Direct Recruitment on all India Basis OTHERWISE THAN BY open competition.

4. Location / Place of Postings:

Across Research Institute/Stations – Anywhere in India.

5. Number of Posts : 16* (Provisional)

*Discipline wise ensuing provisional vacancies (subject to change) are as under;

Post Code	Specialization	Posts
CBC-6 / 001	Agronomy	2
CBC-6 / 002	Plant Breeding & Genetics	4
CBC-6 / 003	Agricultural Chemistry	5
CBC-6 / 004	Entomology	3
CBC-6 / 005	Plant Pathology	1
CBC-6 / 006	Plant Physiology	1
TOTAL		16

6. Qualifications:

M.Sc., OR I Class B.Sc., in the concerned subject.

[The Educational Qualification prescribed for the post is the minimum. Candidates must possess this qualification. Educational Qualification should be from a recognized University / Institute].

7. Experience:

3 years Research experience

8. Age in Years:

28* Years (As on the closing date of receipt of application)

* [Relaxation in upper age limit in case of **SC/ST/OBC/Ex-Servicemen/PC** etc., – as per the guidelines issued by the Govt. of India, from time to time].

9. Probation Period:

Selected candidates will be on probation for a period of 2 years

10. Confirmation:

The confirmation of the newly recruited Group 'B' Scientific Personnel will be subject to satisfactory completion of **TWO** years probation period.

11. Selection Procedure:

The selection will be made on the basis of Educational Qualifications, Experience & performance in the interview as could be prescribed by the Appointing Authority / Selection Committee of the Board.

ELIGIBILITY CRITERIA FOR THE POST OF JUNIOR LIAISON OFFICER (EXTENSION)

1. Name & Classification of Post:

Post Code No. CBB-7:

JUNIOR LIAISON OFFICER, -'Technical', 'Group 'B'. The Direct Recruitment process is subject to the outcome of the **Writ Petition WP (C) No.37074 OF 2010-H Dated: 10.12.2010** pending before the Hon'ble High Court of Kerala.

2. Scale of Pay:

Scale of Pay ` 2000-3200/- (in terms of 4th CPC), ` 6500-10500/- (in terms of 5th CPC), Pay Band: PB-2, ` 9,300-34,800/- Plus Grade Pay ` 4600/- (in terms of 6th CPC).

3. Method of Recruitment - (Direct Recruitment Quota):

Direct Recruitment on all India Basis OTHERWISE THAN BY open competition.

4. Location / Place of Postings:

Across Offices of the Board - Anywhere in India.

5. Number of Posts: 5 (Provisional - Subject to change)

6. Qualifications:

I Class Graduate in Agriculture or Horticulture. Preferably with specialization in Agricultural Extension, Preferably M.Sc. (Ag.) in Agricultural Extension.

[The Educational Qualification prescribed for the post is the minimum. Candidates must possess this qualification. Educational Qualification should be from a recognized University / Institute].

7. Age in Years:

30* Years (As on the closing date of receipt of application)

*[Relaxation in upper age limit in case of **SC/ST/OBC/Ex-Servicemen/PC** etc., – as per the guidelines issued by the Govt. of India, from time to time].

8. Probation Period:

Selected candidates will be on probation for a period of **TWO** years

9. Confirmation:

The confirmation of the newly recruited Group 'B' Technical Personnel will be subject to satisfactory completion of **TWO** years probation period.

10. Selection Procedure:

The selection will be made on the basis of Educational Qualifications, Experience & performance in the interview as could be prescribed by the Appointing Authority / Selection Committee of the Board.

ELIGIBILITY CRITERIA FOR THE POST OF ASSISTANT EXTENSION INSPECTOR (MERGED AND RE-DESIGNATED AS EXTENSION INSPECTOR) - 'TECHNICAL' GROUP - 'C'.

1. Name & Classification of Post:

Post Code No. CBC-23:

ASSISTANT EXTENSION INSPECTOR
[Merged and re-designated as **EXTENSION INSPECTOR**] - **Technical' Group 'C'**.

2. Scale of Pay:

Scale of Pay ` 1400-2300/- (in terms of 4th CPC),
` 4500-7000/- (in terms of 5th CPC), Pay Band:
PB-1, ` 5200-20200/- Plus Grade Pay ` 2800/- (in
terms of 6th CPC).

3. Method of Recruitment:

Direct Recruitment on all India Basis
OTHERWISE THAN BY open competition.

4. Location / Place of Postings:

Across Offices of the Board - Anywhere in
India.

5. Number of Posts : 52
(Provisional - Subject to change)

6. Qualifications:

I Class Graduate in Agricultural or
Biological Sciences.

[The Educational Qualification prescribed for
the post is the minimum. Candidates must
possess this qualification. Educational
Qualification should be from a recognized
University / Institute].

7. Age in Years:

25* Years (As on the closing date of
receipt of application)

*[Relaxation in upper age limit in case of
SC/ST/OBC/Ex-Servicemen/PC etc., –
as per the guidelines issued by the
Govt. of India, from time to time].

8. Probation Period:

Selected candidates will be on
probation for a period of **TWO** years

9. Confirmation:

The confirmation of the newly recruited
Group 'C' Technical Personnel will be
subject to satisfactory completion of
TWO years probation period.

10. Selection Procedure:

The selection will be made on the basis
of Educational Qualifications,
Experience & performance in the
interview as could be prescribed by the
Appointing Authority / Selection
Committee of the Board.



COFFEE BOARD
MINISTRY OF COMMERCE & INDUSTRY
GOVERNMENT OF INDIA
1, Dr. B.R. AMBEDKAR ROAD, BANGALORE – 560 001

APPLICATION FORM FOR 'OTHERWISE THAN BY OPEN COMPETITION ON ALL INDIA BASIS' RECRUITMENT - 2011

Please affix your latest
passport size photograph
duly signed on the front
side in such a way that
half of the signature is on
the application

To be filled in by the candidate

Post applied for		
Advertisement No.		
Post Code		
Demand Draft / IPO Number and Date of Issue	Name of the Issuing Bank / Post Office	Amount of fee remitted

Signature of the Candidate

NAME:

For Official Use Only

Checked by	Dealing Assistant	Section Officer

Remarks, if any: _____



COFFEE BOARD

#1, Dr. B.R. AMBEDKAR ROAD, BANGALORE - 560 001

PART - 'A' OF APPLICATION FORM (TO BE SUBMITTED IN DUPLICATE)

1	Name of the candidate (in Block Letters) First name-middle name-Surname.	
2	Sex (Male / Female)	
3	Date of birth (Day-Month-Year) (Enclose Self attested copy of Age Proof)	
4	Age as on the closing date of receipt of Application (Years/Months/Days)	
5	Are you a citizen of India by birth/domicile?	
6	Father's Name	
7	Educational Qualifications possessed : (a) Essential (b) Desirable	
8	If employed : (i) Name & Address of the Institution / Organization.	
	(ii) Designation of the candidate	
	(iii) Actual place of working	
	(iv) Present Pay Scale / Pay Band + Grade Pay / Gross Salary	

Signature of the Candidate

9	Full postal address for correspondence with Pin Code										
10	Permanent address										
11	Contact details : Telephone with Area Code and Mobile No., Fax No. with area code and E-mail ID	<table border="1"> <tr> <td data-bbox="991 734 1206 813">Mobile No.</td> <td data-bbox="1206 734 1497 813"></td> </tr> <tr> <td data-bbox="991 813 1206 891">Tel. No.</td> <td data-bbox="1206 813 1497 891"></td> </tr> <tr> <td data-bbox="991 891 1206 969">Fax No.</td> <td data-bbox="1206 891 1497 969"></td> </tr> <tr> <td data-bbox="991 969 1206 1048">E-mail ID</td> <td data-bbox="1206 969 1497 1048"></td> </tr> </table>	Mobile No.		Tel. No.		Fax No.		E-mail ID		
Mobile No.											
Tel. No.											
Fax No.											
E-mail ID											
12	Community (SC/ST/OBC/General)										
13	Have you ever been convicted by a court of law for any offence? If so, furnish details										
14	Whether any disciplinary case is either pending or disposed of against you? If so, furnish details on Major/ Minor Penalty imposed if any?										
15	Any other information you wish to furnish.										
Place : Date :		Signature of the Candidate NAME:									
<i>Application Form for Direct Recruitment-2011</i>		<i>Page 3 of 8</i>									



COFFEE BOARD

#1, Dr. B.R. AMBEDKAR ROAD, BANGALORE – 560 001.

CERTIFICATE OF VERIFICATION BY THE EMPLOYER*

1. The entries made in the application of Dr. /Shri. /Smt. /Ms.for the post ofhave been verified and are correct.
2. There are no circumstances rendering him/her unsuitable for appointment to the post applied for.
3. There is no Vigilance/Disciplinary case pending against him/her.
4. The official has been imposed with minor / major penalties during the last **FIVE Years** **[YES / NO]**
If yes, enclose details.
5. Certified that the work and conduct of Dr./Shri/Smt./Ms..... is satisfactory.
6. The gist of **APAR Grading/Ratings** for the last **FIVE** years are as follows:

YEAR	2006-07	2007-08	2008-09	2009-10	2010-11
Grading/Rating by Reporting Officer					
Grading/Rating by Reviewing Officer					

Office File Ref: No.

Address for Communication

Signature

Name:

Designation with Office Seal

Date:

-
- * The applications of only those officers/officials may be forwarded who, in the event of their selection, would be available to join the services of the post immediately and whom the concerned authorities would be in a position to relieve immediately.
 - * In-service candidates should get the above endorsement signed by his / her Head of Organization.
 - * Strike out whichever is not applicable.



COFFEE BOARD

#1, Dr. B.R. AMBEDKAR ROAD, BANGALORE - 560 001

Please affix your latest passport size photograph duly signed on the front side in such a way that half of the signature is on the application

PART-'B' OF APPLICATION FORM

Name of the Candidate			
Post Applied for			
Advt. No. & Date		Post Code	

A. Academic Qualifications [Enclose separate sheet if space is not sufficient, strictly in the following format] :

Level	Degree	Institute/ University	Year of Passing	Subject(s) With major field	Class / Division	Grade/ Marks & Percentage*
Graduation						
Masters						
Ph. D						
Others						

Note: Please enclose self-attested photocopies of (i) Date of Birth Certificate (ii) Educational Qualification Certificates etc., as proof of marks.

* For the overall period of course covering all subjects

Signature of the Candidate with date

B. Employment Record & Experience (Starting from the present position):

[Enclose separate sheet if space is not sufficient, strictly in the following format]

Designation	Pay Scale/Pay Band	Nature of work	Name of the Organization & Present Place of Working	Period (From - To)

Note : While filling entries for this attribute, the candidates should give details about the service rendered in a regular capacity only, and not about the service rendered in officiating capacity or in temporary capacity or as In-charge.

Signature of the Candidate with date

Any other post(s) applied in this Advertisement, if any:

Note: If required, additional information not exceeding 1000 words only in separate sheet(s), may be enclosed.

I hereby declare that, the information furnished in the application (Part-'A' & Part-'B') are true to the best of my knowledge & belief. Should there be any incorrect or false information having been furnished or that may come to light in due course, I, bind myself for such action as the Coffee Board, may decide.

Signature of the Candidate

Place :

Date :



COFFEE BOARD

1, Dr. B.R. AMBEDKAR ROAD, BANGALORE - 560 001

MANDATORY CHECK LIST

FOR APPOINTMENT BY DIRECT RECRUITMENT OTHERWISE THAN BY OPEN COMPETION

Name of the Candidate	
Post Applied for	
Post Code	

Tick [√] in the appropriate box:

Sl. No.	Mandatory Enclosures	Enclosed	Not Enclosed
1	Proof of Age (Self Attested)		
	1) SSLC / Matriculation Marks Card		
	2) Any other document (Specify)		
2	Proof of Educational Qualification (Self Attested)		
	1) Degree		
	2) Masters'		
	3) Doctorate		
3	Prescribed Application Fee:		
	1) Demand Draft		
	2) Indian Postal Order		
4	Attached a requisite Caste Certificate: (Self Attested)		
	1) SC		
	2) ST		
	3) OBC		
5	Other information:	YES	NO
	1) Have you used the appropriate Application Format (Part -'A' & 'B')		
	2) Have you correctly indicated the Post Applied for & Post Code indicated in the Advertisement etc.,		
	3) Have you pasted recent pass port size photograph?		
	4) Have you attached a requisite NOC from the Competent Authority in case serving in Central / State Govt. / PSU / etc.,		
	5) If employed, have you applied through proper channel?		

Signature of the Candidate with Date