



कॉफी बोर्ड : COFFEE BOARD
MINISTRY OF COMMERCE & INDUSTRY
GOVERNMENT OF INDIA
NO.1, Dr. B.R. AMBEDKAR VEEDHI
BENGALURU - 560 001.

VACANCY NOTIFICATION

No.ADM/EB.I(R)/27-IV/2020/3349

Date: 16.01.2020

Coffee Board, a Statutory Organization under the Ministry of Commerce & Industry, Department of Commerce, Government of India, invites applications from eligible Indian Citizens for the post of Director of Research in Pay Matrix Level – 13 ` 123100 -215900.

The application form, eligibility criteria, prescribed educational qualification and experience, general terms and conditions etc., may be downloaded from the **Coffee Board's Website** – www.indiacoffee.org or **can be obtained in person or by post from Joint Director (Administration), Coffee Board, Bengaluru – 560 001 on all working days (Monday to Friday) between 9.30 AM to 6.00 PM.** The application should be sent to the **Joint Director (Administration), Coffee Board, Bengaluru both by post and E-mail – jointdirector.coffeeboard@gmail.com**

The last date for receipt of filled in application is 17.02.2020(Monday).

CEO & SECRETARY
COFFEE BOARD



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Please affix your latest
passport size self-attested
photograph

APPLICATION FORM FOR THE POST OF DIRECTOR OF RESEARCH

1	Name of the candidate (in Block Letters) First name-middle name-Surname									
2	Gender (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	Father's / Mother's Name									
6 (a)	Designation of the candidate, if employed									
(b)	Name and address of the office / Institution									
(c)	/ Organization in which working									
	Present Pay Scale / Level & Pay Matrix on substantive basis									
7 (a)	Permanent Address									
(b)	Address for Communication									
(c)	Contact Details	<table border="1"><tr><td>Mobile No.</td><td></td></tr><tr><td>Tel. No.</td><td></td></tr><tr><td>Fax No.</td><td></td></tr><tr><td>E-mail ID</td><td></td></tr></table>	Mobile No.		Tel. No.		Fax No.		E-mail ID	
Mobile No.										
Tel. No.										
Fax No.										
E-mail ID										

8	Are you a citizen of India by birth/domicile?	
9	Have you ever been convicted by a court of law for any offence? If so, furnish details	
10	Have you ever been punished or debarred from service of Government or other organizations? If so, furnish details	
11	Whether any disciplinary case is either pending or disposed of against you? If so, furnish details of Major / Minor Penalty imposed, if any?	

1. Academic Qualifications:

(Enclose separate sheet, if space is not sufficient strictly in the following format):

Qualifications Possessed	Course	Institute/ University	Year of Passing	Subject (s) With Major Field of Specialization	Class / Division obtained	Grade / Marks & Percentage of Marks
Graduation						
Masters						
Ph. D						
Others						
Title of Ph. D Thesis						

2. Employment Record & Experience in Relevant Field:

(i) Employment Record (In chronological order). If space is not sufficient, enclose separate sheet strictly in the following format

Name of the post held on substantive basis	Pay Scale / Pay Band / Level and Pay Matrix	Nature of work	Name of the Organization & place of working	Period (From - To)
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(a) In the field of Agricultural / Horticultural Research:

(b) In the field of Agricultural / Horticultural Extension:

(c) In the field of Agricultural / Horticultural Teaching:

2. (ii) Experience in research on perennial crops in the concerned field:

2. (iii) Justification for suitability of your candidature for the post in respect of qualification, experience and other related information (To be furnished in not more than 2 pages).

3. Publications:

(If space is not sufficient, enclose separate sheet strictly in the following format)

Authors	Year	Title with full reference	Journal with Volume & Page Number
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3. (a) Publication of Research Papers (National / International):

3. (b) Publication of Research Articles (National / International):

3. (c) Other Publications, please specify:

Place:

Name & Signature of the Candidate

Date:

Certificate of Verification by the Present Employer*

1. The entries made in the application of Dr. /Shri. /Smt. /Ms.
..... for the post of Director of Research in Coffee Board have been verified and are found correct.
2. There is no vigilance case / disciplinary case is either pending or contemplated against him / her.
3. Details of the minor / major penalties imposed during the last ten years, if any.
4. Certified that the work and conduct of Dr./Shri./Smt./Ms.....
..... is found for the last five years.
5. The APAR Gradings for the last five years are as follows:

Year	2014-15	2015-16	2016-17	2017-18	2018-19

Office File Ref: No.

Signature of the Head of the Organization / Department

Address for Communication:

Name:

Designation with Office Seal

Date:

- * *The applications of only those officers, who can be relieved immediately to join the post of Director of Research in Coffee Board, in the event of selection may be forwarded.*
- * *In-service candidates should get the above endorsement signed by his / her Head of the Organization / Department.*
- * *Strike out whichever is not applicable.*



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MANDATORY CHECK LIST

APPLICATION TO THE POST OF DIRECTOR OF RESEARCH IN COFFEE BOARD

Name of the Candidate	
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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 relevant document (specify)		
2.	Proof of Educational Qualification (Self Attested):		
	1) Bachelor's Degree		
	2) Masters' Degree		
	3) Doctorate Degree		
	4) Any other (specify)		
3.	Proof of Publications		
	1) Research Papers		
	2) Research Articles		
	3) Other publications		
4.	Have you enclosed justification for suitability of your candidature for the post?		
5.	Other information:	Yes	No
	(a) Have you pasted recent pass port size photograph?		
	(b) Have you attached a requisite NOC from the Competent Authority in case serving in Central / State Government / PSUs / etc.		

Signature of the candidate with date



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**GENERAL INSTRUCTIONS TO THE CANDIDATES FOR APPLYING FOR THE
POST OF DIRECTOR OF RESEARCH IN COFFEE BOARD**

1. The candidate must be a citizen of India.
2. (a) Application form along with detailed terms and conditions can be downloaded from the **Coffee Board's Website www.indiacoffee.org (Click on News)**.
(b) Application form can also be obtained from the Joint Director (Administration), Coffee Board, No.1, Dr. B.R. Ambedkar Veedhi, Bengaluru - 560 001, on requisition during all working days (Monday to Friday), between 09.30 AM and 6.00 PM in person. Application form can also be obtained by post by sending a letter of requisition along with self-addressed envelope duly affixing requisite postal stamp.
3. **The last date for submission of filled in application is 17.02.2020 (Monday).**
4. The candidates should use only the prescribed Application Form obtained in person or by post or downloaded from the **Coffee Board's Website – www.indiacoffee.org**. Application submitted by the candidate in any other format will summarily be rejected.
5. Before applying, candidates are advised to ensure that they fulfil the stipulated eligibility criteria for the post.
6. Recent passport size photograph should be firmly pasted at the place indicated in the Application Form and must be signed across the photograph, so that a part of the signature spreads over the application form beyond the photograph.
7. The application should be filled-in English (Capital Letters) only. Corrections, if any, should be legible and attested by the candidate. Candidates shall ensure that the particulars once submitted by them will be final and no further changes will be allowed thereafter.
8. The duly filled in application along with requisite documents as per the list of enclosures shall reach **the Joint Director (Administration), Coffee Board, No.1, Dr. B.R. Ambedkar Veedhi, Bengaluru – 560 001 on or before 17.02.2020 (Monday)**.
9. Candidates already in service (Central / State Government / Quasi Government / Autonomous Bodies / Universities / Private Organizations etc..) must submit an **advance copy** of the application directly to the Joint Director (Administration), Coffee Board, No.1, Dr. B.R. Ambedkar Veedhi, Bengaluru – 560 001, so as to reach on or before 6.00 PM on the closing time and date i.e.,17.02.2020. **The original application duly forwarded by the present employer must reach the above address within a fortnight after the closing date for receipt of filled in application.**
10. Any attempt by the candidate, either directly or indirectly to influence the Selection / Interview Committee or other Authorities of the Board, will disqualify their candidature.

11. The prescribed essential qualifications are the minimum and possessing the same does not entitle for the candidates to be called for interview. The Board reserves the right to short list the candidates to call for interview.
12. The candidates are advised to fill the application form carefully and each and every column of the application should be filled up accurately. Incomplete applications are liable to be rejected.
13. Interview call letters will be sent by Post / E-mail to the shortlisted candidates to the correspondence address, given by the candidates in their application.
14. For any queries, the candidates may contact the **Joint Director (Administration), Coffee Board, No.1, Dr. B.R. Ambedkar Veedhi, Bengaluru – 560 001, Telephone No. 080 – 2225 9459 / Mobile – 94497 48123** on all working days (Monday to Friday) between 09.30 AM and 6.00 PM (**E-mail: jointdirector.coffeeboard@gmail.com**).
15. The candidates called for the interview must appear for personal interview at such place, date and time as informed in the call letter. Further, calling of candidates for interview will not be an assurance of whatsoever that they will be selected.
16. Proof of prescribed educational qualifications / date of birth and other certificates / testimonials etc., in **ORIGINAL** should be brought at the time of interview.
17. Coffee Board reserves the right to fill up or not to fill up the vacancy advertised and may call off the advertisement at any point of time without assigning any reasons.
18. The selected candidates should not have been involved in any of the criminal activities. The Board reserves the right to verify the antecedents of the selected candidates before their entry in to the services of the Coffee Board.
19. 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.
20. Coffee Board is a Statutory Organization 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.
21. Signature of the candidate is essentially required at appropriate places in the application form as well as on each page of the application. Coffee Board, in any circumstance will not consider unsigned application.
22. 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 along 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.
23. 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).

24. The candidate (excluding in-service candidate appointed prior to 01.01.2004) appointed against the vacancy advertised now will come under the purview of the New Pension Scheme (NPS) introduced by the Government of India with effect from 01.01.2004.
25. 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 **60** years.
26. 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 Bengaluru, Karnataka only.
27. Candidates are advised to remain in touch with the Board's website i.e., **www.indiacoffee.org (Click on News)**, for any information/s which may be hosted for further guidance from time to time.

CEO & SECRETARY

Place: Bengaluru.

Date: 16.01.2020.

List of enclosures to the application:

The following documents / certificates should be submitted along with the application:

1. Self-attested copies of the certificates of date of birth, educational qualifications viz., marks cards / degree certificates, experience and publications etc.,
2. Recent passport size photograph at the appropriate space in the application form duly signed by the candidate across the photograph.
3. 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 is liable for rejection.

ELIGIBILITY CRITERIA FOR THE POST OF DIRECTOR OF RESEARCH IN TERMS
OF COFFEE BOARD (CADRE & RECRUITMENT) RULES, 2014

1. Name of the Post:

Director of Research.

2. Number of Posts: 1 (ONE).

**3. Level / Pay Matrix (7th CPC):
Level – 13 ` 123100 – 215900.**

4. Method of Recruitment:

By Direct Recruitment.

5. Location / Place of Posting:

Central Coffee Research Institute,
Coffee Research Station Post,
Near Balehonnur,
Chikkamagaluru District – **577 117,**
Karnataka – India.

6. Educational and other Qualifications:

Essential:

Doctorate Degree in any branch of Agricultural or Horticultural Sciences or Doctorate Degree in Science with specialization in Botany or Biotechnology or Chemistry or Biochemistry or Analytical Chemistry or Microbiology or Physiology or Pathology or Zoology or Food Technology or Food Science or Post Harvest Technology or Environmental Science or Agricultural Engineering or Agricultural Economics.

Experience:

Twenty years' experience in Agricultural Research or Agricultural Extension or Agricultural Teaching in a recognized institution, of which, at least three years should be in the post carrying Pay Matrix Level - 12 ` 78800 – 209200 (GP ` 7600/- 6th CPC) or ten years in the post carrying Pay Matrix Level - 11 ` 67700 – 208700 (GP ` 6600/- 6th CPC) in senior supervisory level with proven record of work and creative ability preferably in the form of Scientific Papers published in reputed National or International Scientific Journals.

Desirable:

Ability to plan, guide, conduct and direct research and field experiments.

7. Age limit:

Maximum 55 Years.

9. Whether Reservation is applicable?

The post is un-reserved.

10. Period of Probation:

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

11. Confirmation:

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

12. Selection Procedure:

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