



TEA BOARD OF INDIA

Ministry of Commerce & Industry, Govt. of India,
NORTH EASTERN ZONAL OFFICE
CINNAMARA, (NEAR TOCKLAI)
JORHAT-785008
ASSAM

website : www.teaboard.gov.in & www.teaboardguwahati.com

Tea Board, a statutory body under the Ministry of Commerce & Industry, Government of India, invites application for various categories of posts for its offices at different places as mentioned in details in the **Annexure-A**.

Details such as Pay Structure, number of posts to be filled up for each office, required qualification etc. are given in the Tea Board's website www.teaboard.gov.in and www.teaboardguwahati.com

- **Last date for receipt of applications is on or before: 31.01.2013 (5 P.M.)**
- **How to apply:** Application should strictly be in the format given in **Annexure-A** The application shall be sent in a sealed cover super-scribing the name of the post applied for to the following address by Regd. Post/Speed Post so as to reach before the last date and the application closing time. :

Shri Rakesh Saini, IDSE

Executive Director (N.E. Zone),
Tea Board N.E. Zonal Office,
Cinnamara (Near Tocklai),
Jorhat-785008
Assam

- The following documents should be attached with the application form:
 - i) Attested copies of testimonials of qualification and experience as mentioned in **Annexure A**
 - ii) One copy of recent passport size photograph pasted (NOT stapled) on the top right hand corner of the application and thereafter sign on it. Another copy of the same photo should be sent separately.
 - iii) One self addressed and stamped (stamps worth Rs. 39/-) envelope of size 23 cms x 10 cms.
 - iv) Any person claiming to belong to SC/ST/OBC must enclose a certificate in the prescribed form signed by any of the prescribed authorities (as applicable for Central Government appointments)

- **General Conditions:**

1. A candidate should submit only one application for one post. Submission of more than one application may lead to rejection of all the applications submitted.
2. One envelope should contain one application of one applicant only.
3. Mere submission of the application does not confer any right on the applicant to be called for written examination.

4. Application should be submitted strictly in the prescribed format only and all columns should be filled up in block/capital letters by the candidates' own handwriting.
5. Application should be sent in a sealed cover super scribed as " Application for the post of _____" (Whichever is applicable) by Registered Post/ Speed Post so as to reach the Tea Board , Jorhat before due date and time.
6. The competent authority reserves the right to cancel any application/candidature at its own discretion and no correspondence in this regard will be entertained from applicants.
7. Every application should be accompanied by one IPO/Bank Draft of Rs.100/- (Rupees One Hundred only) in favour of Tea Board payable at Jorhat (candidates belonging to SC/ST are exempted from paying the fee subject to production to relevant caste certificate).
8. Incomplete/ unsigned applications received/without signature on the photograph and those received after the prescribed last date and time for receipt of application will summarily be rejected without any communication to the candidate.
9. Selection will be made on the basis of qualifying written test, skill test (if applicable) and followed by Personal Interview.
10. Qualifying written Tests will be held at Jorhat, Assam. and the syllabus will be primarily from Agriculture/ Tea cultivation for Development Officer and Basic Engineering /Tea manufacturing for Factory Advisory Officer. For other categories the syllabus shall be corresponding to the educational qualification and experience requirements stipulated in Annexure A. Knowledge on various functions of the Tea Board, Tea Act and its Regulatory Orders, FSSAI and Basics in Computer will also be tested for all the posts.
11. No TA/DA will be paid to any candidate for appearing in the examination.
12. Wrong declaration/submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
13. No interim correspondence shall be entertained.
14. Those candidates who are employed in Govt./Semi-Govt./Autonomous Bodies etc. should apply through proper channels and should send an advance copy of their application so as to reach this office before the due date and time.
15. Age limit for all posts has been mentioned in the Annexure. Age of an applicant will be calculated with reference to the Closing Date for receiving the application.

CAUTION: Canvassing in any form will be disqualification and shall lead to cancellation of the candidature.

FORMAT OF APPLICATION

1. Name of the post applied for: _____

2. Name in Full (in block letters): _____

3.(a) Date of Birth:
(in figures)

DD	MM	YYYY

3. (b) Date of Birth : _____
(in words)

4. Age as on 31st Jan 2013

DD	MM	YYYY

5. Sex (Tick ✓ Appropriate Box) : Male Female

6. Name of Father/Husband: _____

7. Address for communication (in block letters with Pin code)

City: _____ Pin code _____

Phone/Mobile No. _____ Email ID: _____

8. Whether belongs to:

(Tick ✓ appropriate box)

Gen	SC	ST	OBC	Physically Challenged	Ex-Servicemen
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9.

Choice of Centre	JORHAT
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10. Essential qualification

Examination Passed	University/Board	Year of Passing	Percentage of Marks (%)

Affix recent passport
size photo duly signed

11. Technical Qualifications:

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12. Desirable Qualifications: Experience if any

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13. (a) DO YOU POSSESS RELEVANT EXPERIENCE FOR THE POST
(Write '1' for Yes, '2' for No and '3' for Not Applicable)

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13. (b) IF YES, INDICATE THE LENGTH OF EXPERIENCE
AS ON 31st Jan 2013

DD	MM	YYYY

13(c) Details of previous employment:

Sl. No.	Name of Employer	Designation	Length of Service	Reasons for leaving

14. Details of fee paid:

IPO/DD No. & Date	Drawn on	Amount (Rs.)

I do hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect or incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected. I shall be bound by the decision of the competent authority.

Place: _____

Date: _____

Candidate's Signature

ANNEXURE-A

Details of Posts to be filled up:

Sl.No.	Name of Post	Age limit	Pay Band & Grade pay	No. of Posts, place of vacancy and reservation position.	Essential Qualification/Required experience	Desirable
1.	Development Officer	Not exceeding 32 years. (Relaxable for reserved categories as per relevant Central Govt. Orders)	PB-2 of Rs.9,300-34,800/- with Grade Pay of Rs.4,200/-	Total :18 Nos. (Eighteen Nos.) Breakup: SC- 03 Nos. ST- 02 Nos. OBC-06 Nos. UR- 07 Nos. Place of Vacancy : In the remote and interior villages in Assam, Tripura, Arunachal Pradesh, Meghalaya and Nagaland for the initial period of Seven to Nine Years. (At the sole discretion of Tea Board). Posts also carry All India Transfer Liability.	Must be a graduate preferably in Science/Agriculture of a recognized University.	1. Practical experience in the methods of cultivation and manufacture of tea/training at the Tocklai Experimental Station/UPASI . 2. Knowledge of any of the local language of North Eastern States. 3. Two wheeler driving license. 4. Knowledge of use of Computers, Microsoft Windows, MS-Office, Excel, Power Point, Internet E Mails etc. 5. Preliminary knowledge on functions of Tea Board, Tea Act, Control Orders etc.
2.	Factory Advisory Officer	Not exceeding 35 years. (Relaxable for reserved categories as per relevant Central Govt. Orders.)	Pay Band-3 of Rs.15,600-39,100/- with Grade Pay of Rs.5,400/-	Total -06 Nos (Six Nos.) Breakup: SC- 01 No. ST-01 No. OBC-03 No. UR-01 No. Place of Vacancy: In the remote and interior towns/villages in	Degree in recognized University in Mechanical or Instrumentation or Agriculture Engineering (four year course) from a recognized university or Institution. Two years'	1. Experience in a Quality tea manufacturing factory, energy conservation, factory automation etc. 2. Knowledge of any of the local language of North Eastern States. 3. Two wheeler driving license. 4. Knowledge of use of Computers, Microsoft Windows, MS-Office, Excel, Power Point, Internet E Mails etc. 5. Preliminary knowledge on functions of Tea Board, Tea Act, Control Orders etc.

				Assam, Tripura, Arunanchal Pradesh, Meghalaya and Nagaland for the Initial period of Seven to Nine Years. (At the sole discretion of Tea Board). Posts also carry All India Transfer Liability.	experience in a tea or coffee factory registered with the Tea or Coffee Board or Government Licensed Food Processing & packaging factory is desirable	
3	Special Grade Stenographer	Not below 27 years. And not exceeding 32 years. (Relaxable for reserved categories as per relevant Central Govt. orders.)	PB-2 of Rs.9,300-34,800/- with Grade Pay of Rs.4,200/-	Total: 1 No. (UR) Place of Vacancy: Initially at Dibrugarh or Jorhat or Guwahati (at the sole discretion of Tea Board). Post also carry All India Transfer Liability.	Graduate from University recognized by UGC. 120 words per minute in shorthand and 40 words per minute in typewriting. Proficiency in Windows 2007 Minimum 03 years experience of working as a Stenographer in any Govt./Semi Govt./Autonomous Body.	1. Excellent knowledge of use of Computers, Microsoft Windows, MS-Office, Excel, Power Point, Internet E Mails etc. 2. Preliminary knowledge on functions of Tea Board, Tea Act, Control Orders etc.
4.	Assistant Accountant	Not exceeding 32 years. (Relaxable for reserved categories as per relevant Central Govt. Orders.)	PB-2 of Rs.9,300-34000/- with Grade Pay of Rs.4,200/-	Total: 1 No.(UR) Place of Vacancy: Initially at Dibrugarh or Jorhat or Guwahati (at the sole discretion of Tea Board). Post also carry All India Transfer Liability.	Graduation in Commerce from a University duly recognized by UGC having proficiency in Tally.	1. Knowledge on maintenance of Accounts, Book keeping and internal audit procedures in Central Govt. Departments, GFR, and Central Govt. Rules and Regulations. 2. Very high level of proficiency in latest version of Tally or other accounting Soft wares. 3. Good knowledge of use of Computers, Microsoft Windows, MS-Office, Excel, Power Point, Internet E Mails etc.

						4. Preliminary knowledge on functions of Tea Board, Tea Act, Control Orders etc.
5.	Assistant	Not exceeding 32 years. (Relaxable for reserved categories as per relevant Central Govt. Orders.)	PB-2 of Rs.9,300-34000/- with Grade Pay of Rs.4,200/-	Total -03 Nos. (UR) Initially at Dibrugarh or Jorhat or Guwahati (at the sole discretion of Tea Board). Post also carry All India Transfer Liability.	Graduation from a University duly recognized by UGC.	1. Good knowledge of use of Computers, Microsoft Windows, MS-Office, Excel, Power Point, Internet E Mails etc. 2. Preliminary knowledge on functions of Tea Board, Tea Act, Control Orders etc.
NOTE	Abbreviations: PB- Pay Band, SC- Scheduled Caste, ST-Scheduled Tribe, OBC- Socially and Educationally Backward Classes, UR-Un Reserved.					