

**LAST DATE FOR RECEIPT OF FILLED-IN  
APPLICATIONS – 6.00 pm on 15.04.2015**



**COFFEE BOARD**

**MINISTRY OF COMMERCE & INDUSTRY, GOVERNMENT OF INDIA**

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

**Phone: 080 – 22266991 – 4 Fax: 080 – 22255557**

**Website: [www.indiacoffee.org](http://www.indiacoffee.org)**

**Advertisement No. ADM/EBI/DR-RES/2014-15/4617 Date: 02.03.2015**

The Coffee Board of India, a statutory organization under the Ministry of Commerce and Industry, Department of Commerce, Government of India, invites applications from the Indian citizens **belonging to North Eastern Region only** for filling up of the posts in the cadre of Extension Inspector by direct recruitment **exclusively for the North Eastern Region**.

The application form, eligibility criteria, general terms and conditions etc., may be downloaded from the Coffee Board's **website – [www.indiacoffee.org](http://www.indiacoffee.org)** or can be obtained in person or by post from the Deputy Secretary (SR), Coffee Board, No.1, Dr. B. R. Ambedkar Veedhi, Bengaluru – 560 001 on all working days.

The filled-in application in the prescribed format completed in all respects shall be submitted to the Deputy Secretary (SR), Coffee Board, No.1, Dr. B. R. Ambedkar Veedhi, Bengaluru – 560 001 either in person or by post so as to reach on or before **6.00 pm on 15.04.2015**.

Sl. No.	Post	Pay Band	Pay Scale and Grade Pay	Number of posts and classification				
				SC	ST	OBC	UR	Total
1.	Extension Inspector	PB-1	5200-20200 plus Grade Pay of 2800	1	1	2	5	<b>9</b>

**Note:**

1. The Board reserves the right to fill up or not to fill up any of the vacancies advertised without assigning any reasons.
2. The number of vacancies and the rosters indicated are provisional.
3. The Board also reserves the right to fill up the required number of vacancies depending on the need even after the selection process is completed.

Secretary, Coffee Board



**COFFEE BOARD**  
**#1, Dr. B. R. AMBEDKAR VEEDHI, BENGALURU – 560 001**

**Certificate of Verification by the Present Employer\***

1. The entries made in the application of Dr. /Shri. /Smt. /Ms. ....  
..... for the post of  
..... have been verified and are correct.
2. There is no Vigilance / Disciplinary case pending 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 above average for the last five years.

The gist of APAR Gradings / Ratings for the last five years is as follows:

Year	2009-10	2010-11	2011-12	2012-13	2013-14
Grading / Rating by Reporting Officer					
Grading / Rating by Reviewing Officer					

Office File Ref: No. ....

Signature

Address for Communication

Name:

Designation with Office Seal

Date:

- 
- \* The applications of only those officers may be forwarded who, in the event of selection, would be available to join the post immediately and to 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 the Organization.
  - \* Strike out whichever is not applicable.



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

Application for the Post of .....

Please affix your  
latest  
passport size self-  
attested  
photograph

(To be filled in by the candidate)

Post applied for		
Advertisement No. and Date		
Demand Draft / Indian Postal Order No. and date of issue	Name of the issuing Bank / Post Office	Amount of fee remitted

Name & Signature of the Candidate with date

For Official Use Only

Dealing Assistant	Checked by	Section Officer
	1 <sup>st</sup> level officer	2 <sup>nd</sup> level officer

Remarks, if any; .....



**COFFEE BOARD**  
**#1, Dr. B. R. AMBEDKAR VEEDHI, BENGALURU – 560 001**

**PART - ‘A’ OF APPLICATION FORM**

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 Name									
6	Designation of the candidate, if employed									
7	Name and address of the office / Institution / Organization, if employed									
8	Actual place of posting									
9 (a)	Permanent Address									
9 (b)	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										
10	Are you a citizen of India by birth/domicile?									
11	Have you ever been convicted by a court of law for any offence? If so, furnish details									
12	Have you ever been punished or debarred from service of Government or other organizations? If so, furnish details									
13	Whether any disciplinary case is either pending or disposed-off against you? If so, furnish details on Major/ Minor Penalty imposed if any?									

**Signature of the Candidate with date**

**COFFEE BOARD**

#1, Dr. B. R. AMBEDKAR VEEDHI, BENGALURU – 560 001

Please affix your  
latest  
passport size self-  
attested photograph

**PART- 'B' OF APPLICATION FORM**

Name of the Candidate	
Date of Birth (Date/Month/Year)	
Age as on closing date of receipt of filled-in application (Day/Month/Year)	
Present designation of the candidate on substantive basis	
Present Pay Scale / Pay Band on substantive basis	
Present pay in Pay Band or Basic Pay on substantive basis	
Grade Pay on substantive basis	
Post applied for	
Advt. No. & Date	

**1. Academic Qualifications**

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

Level	Name of the 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	
----------------------	--

Note: Please enclose self-attested photocopies of (i) Date of Birth Certificate (ii) Educational Qualification Certificates viz., Marks cards, degree certificates etc.

**Signature of the Candidate with date**

**2. Employment Record & Experience in Relevant Field****2. (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 and the Basic Pay or Pay in Pay Band and Grade Pay on substantive basis	Nature of work	Name of the Organization & Place of Working	Period (From - To)
--	--	----------------	---	--------------------

**In the field of Agricultural Research**


**In the field of Agricultural Extension**


**In the field of Agricultural Teaching**


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


Note: Strike out whichever is not applicable.

**Signature of the Candidate with date**



**COFFEE BOARD**  
**# 1, Dr. B.R. AMBEDKAR VEEDHI, BENGALURU – 560 001**  
**Mandatory Check List for the post of Extension Inspector**

**Name of the Candidate**

Tick [✓] in the appropriate box:

Sl. No.	Mandatory Enclosures	Enclosed	Not Enclosed
1	<b>Proof of Age (Self Attested)</b>		
	1) SSLC / Matriculation Marks Card		
	2) Any other document (Specify)		
2	<b>Proof of Educational Qualification viz., Marks Cards, Degree certificates etc. (Self-Attested)</b>		
	1) Degree		
	2) Masters		
	3) Doctorate		
	4) Any other (Specify)		
3	<b>Prescribed Application Fee:</b>		
	1) Demand Draft		
	2) Indian Postal Order		
4	<b>Proof of caste / community / PwD</b>		
	1) SC		
	2) ST		
	3) OBC		
	4) PwD		
5	<b>Proof of Publications</b>		
	1) Research Papers		
	2) Research Articles		
	3) Other publications		
6	<b>Justification for suitability of your candidature for the post (as mentioned at Sl. No. 2 (iv) of Page No. 5</b>		
7	<b>Other information:</b>	<b>Yes</b>	<b>No</b>
	1) Have you used the appropriate Application Format (Part –‘A’ & ‘B’)		
	2) Have you correctly indicated the Name of the Post Applied for		
	3) Have you pasted recent passport 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**



**COFFEE BOARD**  
MINISTRY OF COMMERCE & INDUSTRY  
GOVERNMENT OF INDIA

#1, Dr. B.R. AMBEDKAR VEEDHI, BENGALURU – 560 001

Phone: 080 – 22265944 Fax: 080 – 22255557

**Website: [www.indiacoffee.org](http://www.indiacoffee.org)**

**General instructions to candidates for applying to the post of Extension Inspector in Coffee Board**

1. The candidate must be a citizen of India **belonging to North Eastern Region only.**
2. The recruitment is **exclusively for North Eastern Region only.**
3. Application Forms can be obtained in the following manner:
  - a) In person from the Deputy Secretary (SR), Coffee Board, No.1, Dr. B.R. Ambedkar Veedhi, Bengaluru - 560 001, on submission of a requisition during all working days (Monday to Friday), between 09.30 AM and 6.00 PM.
  - b) By post by submission of a requisition along with a self-addressed envelope (30 x 25 cms size) duly affixing Indian Postal Stamp for ` 100 (Rupees one hundred only) for each application, from the Deputy Secretary (SR), Coffee Board, No.1, Dr. B.R. Ambedkar Veedhi, Bengaluru - 560 001.
  - c) Can be downloaded from the Coffee Board's website [www.indiacoffee.org](http://www.indiacoffee.org)
4. Crucial dates for issue / submission of application:

Particulars	Dates
Opening date and time for issue of application	09.30 AM from 14.03.2015
Closing date and time for receipt of filled-in application	06.00 PM on 15.04.2015

5. The candidates should use only the prescribed Application Form obtained in person or by post or downloaded from the Coffee Board's website. Applications submitted by the candidate in any other format will summarily be rejected.
6. Before applying, candidates are advised to ensure that they fulfil the stipulated eligibility criteria for the post.
7. A recent, recognizable passport size photograph should be firmly pasted at the place indicated in the Application Form Part – 'A' and Part – 'B' and must be signed across the photograph so that a part of the signature spreads over the application form beyond the photograph.
8. The application shall be filled-up 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.



9. The candidates are advised to fill '**Part 'A' and 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.
10. The duly filled in application/s (Part 'A' and 'B') along with requisite documents as per the list of enclosures shall be submitted with the required non-refundable fee of `500 (Rupees five hundred only) by way of crossed Demand Draft (DD) / Indian Postal Order (IPO) drawn in favour of "**Coffee Board General Fund Non-Plan Account**" payable at **Bengaluru**, and sent to **the Deputy Secretary (SR), Coffee Board, No.1, Dr. B.R. Ambedkar Veedhi, Bengaluru – 560 001.**

Note: (i). The candidate shall furnish his / her name and address, advertisement number and date on the back side of the Demand Draft or Indian Postal Order.

- (ii). The other means of payment of application fee (i.e., Cheque / Money Order etc.,) is not acceptable.
- (iii). The application form not accompanied with the prescribed application fee will summarily be rejected.
- (iv). 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 three months.
- (v). The candidates belonging to Scheduled Caste (SC) / Scheduled Tribe (ST) / Person with Disability (PwD) and Women Candidates are exempted from payment of fee, provided the application is submitted with self-attested photo copies of the Caste / Community / Person with Disability (PwD) certificate etc., issued by the Competent Authority.
11. **Persons already in service** (Central / State Government / Quasi Government / Autonomous Bodies / Universities / Private Organizations etc.,) shall submit an **advance copy** of the application directly to the Deputy Secretary (SR), 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 & date for receipt of filled-in applications i.e., 15.04.2015. In no case the application received after the closing time & date will be considered. **The original application duly forwarded by the employer of the parent office shall reach the above addressee within a fortnight after the closing date for receipt of filled-in application.**
12. 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.
13. 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.
14. 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.
15. For any queries, the candidates may contact the **Deputy Secretary (SR), Coffee Board, No.1, Dr. B.R. Ambedkar Veedhi, Bengaluru – 560 001, Telephone No. 080 – 22375925**, on all working days (Monday to Friday) between 09.30AM and 6.00 PM.
16. The candidates called for interview must appear for personal interview at such place 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.

17. Proof of prescribed educational qualifications viz., Marks Cards, Degree Certificates etc. / date of birth and other certificates / testimonials etc., in **ORIGINAL** should be brought at the time of interview.
18. The Coffee Board reserves the right to fill up or not to fill up the vacancies advertised.
19. The number of vacancies may increase / decrease depending upon the situation at the time of final selection without any notice.
20. 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 shall submit the prescribed TA form 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.
21. 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.
22. The appointment of selected candidates is subject to their being declared medically fit by the Government District Medical Officer. Hence, the candidates shall have to produce Medical Certificate at the time of joining the services of the Coffee Board.
23. 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.
24. The Coffee Board cannot advise the candidates about their eligibility for the post. It is the responsibility of the candidates to judge as to whether they satisfy the prescribed requirements, and whether it is worthwhile to apply.
25. The Method of recruitment, educational qualification, experience, age criterion etc., are as per the C & R Rules, 2014 placed in the Board's website [www.indiacoffee.org](http://www.indiacoffee.org) under "About Us".
26. The 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.
27. All communications, in respect of applications for recruitment against the post advertised by the Coffee Board of India, should be addressed either by post to the Deputy Secretary (SR) Coffee Board, No.1, Dr. B.R. Ambedkar Veedhi, Bengaluru – 560 001 **or by E-mail to [asstsecycb@gmail.com](mailto:asstsecycb@gmail.com)**
28. 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.

29. 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.
30. The selected candidates are liable to serve anywhere in the Board's Research Station / Extension Centres' / Offices located in 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.
31. The candidates who are willing to serve in the Coffee Board for not less than a minimum of **5 (Five) years** can only apply and they have to execute a Bond to that effect, if selected.
32. 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).
33. The candidate appointed against the vacancy 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.
34. 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.
35. 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.
36. Candidates are advised to remain in touch with the Board's website i.e., **www.indiacoffee.org** for any information/s which may be hosted for further guidance from time to time.

**Secretary**

**Place: Bengaluru.**

**Date : 02.03.2015.**

**List of Enclosures to the Application:**

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

1. Crossed Demand Draft / Indian Postal Order for a sum of ` 500 (Rupees five hundred) only towards fee per application (Exempted to the candidates belonging to SC / ST / PwD / women candidates)
2. Self-attested copies of the certificates of Date of Birth, Educational Qualifications viz., Marks Cards, Degree Certificates, Experience etc.
3. Photographs at the appropriate space(s) in the application form duly signed by the candidate across the photograph.
4. 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 Extension Inspector:

### 1. Name of the Post

Extension Inspector – **Applications are invited from candidates belonging to North Eastern Region only.**

### 2. Pay Band and Grade Pay

Pay Band PB-1 ` 5200-20200 plus Grade Pay ` 2800.

### 3. Method of recruitment:

Direct recruitment.

### 4. Location / place of postings:

In the Board's offices located in North Eastern Region.

### 5. Number of vacancies:

9 [SC – 1, ST – 1, OBC – 2 and UR – 5].

### 6. Educational Qualification :

Graduation in Agricultural or Horticultural Sciences or Graduation in Science with Botany or Zoology as one of the subjects.

**Note:** Educational qualifications prescribed for the post is the minimum. Candidates must possess this qualification.

### 7. Age in Years:

Between 18 and 27 years.

**Note:** 1. Relaxation in upper age limit in case of SC / ST / OBC / Ex-Servicemen / Person with Disability (PwD) etc., as per the guidelines issued by the Government of India, from time to time.

2. Relaxation of upper age limit for in-service or departmental candidates is up to forty years in accordance with the instructions or orders issued by the Government of India, from time to time.

### 8. Probation Period:

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

### 9. Duties and Responsibilities of the Post:

Field visits to the Coffee Plantations, rendering technical advisory on various aspects of coffee cultivation, assisting the Extension Officers in conducting various extension activities i.e., conducting village level meetings, on-farm training programmes, mass communication campaigns, looking after the Coffee Demonstration Farms / Technology Evaluation Centres, looking after coffee development support activities etc.