

Tea Board (Recruitment, Promotions and Conditions of Service of Officers & Staff) By-Laws 2011

Sl.No.	Name of post	Nature of Duties	Number of posts	Classification	Scale of pay	Whether Selection Post or Non-selection Post	Age limit for direct recruits (in years)	Whether benefit of service admissible under rule 30 of Central Civil Services (Pension) Rules, 1972	Educational and other qualifications acquired for direct recruits/ those on short-term contract	Whether age/ Educational Qualification prescribed for direct recruitment will apply in the case of promotes	Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled up by various methods	In case of promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer to be made	Composition of selection committee	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	Director Tea Promotion Grade-II	To coordinate the activities of the DTPs abroad and other DDTPs, to assist the Board's management in their various policies in Tea Promotion and Marketing.	3	A	Pay Band (3) + Grade Pay Rs.6,600/-	Selection	40		Essential (Short term contract) (i) A Degree in Business/Marketing Management from a recognized university or equivalent. (ii) At least three years experience at executive level in a publicity and/or advertising organization or in exports and sales promotion. Must be capable of undertaking market research and surveys and thoroughly acquainted with the method of utilization of different media for publicity.	Not applicable	2 years	By promotion or transfer of eligible employees within Tea Board failing which transfer on deputation or short term contract through direct recruitment.	For promotion : From the cadre of i) Deputy Director of Tea Promotion having 2 years qualifying service OR ii) Transfer (including lateral transfer): Transfer on deputation. Short term contract: Officer under the Central/State Government holding analogues posts or with at least three years service in the grade pay of Rs.5400 or equivalent having knowledge of tea promotion. (preferred for deputationists and essential for those coming on contract)(period of deputation/contract will be three years) Appointments on contracts would be from the open market. Tea Board with the concurrence of Government may shift the post from station to other or in a new place as per requirement.	For promotion : i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Secretary, iv) FA & CAO For Direct Recruits : i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Two members of the Board iv) One or two technically qualified person(s) from outside, where considered necessary.	Not applicable

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
2	Director (Research)	To maintain liaison with existing Scientific organizations collaborating with Tea Board, to be In-charge of Research Publications and to draw up and examine schemes of Research and to work as Secretary to the Tea Research Liaison Committee of the Board and any other job assigned by competent authority	1	A	Pay Band (3) + Grade Pay Rs.6,600/-	Selection	45		Essential : M.Sc. in Agriculture or Botany or Chemistry or Bio-Chemistry. Adequate Research experience. Desirable : Experience in organization of Research work, Liaison with Scientific Bodies and Publication or Scientific papers.	Not applicable	2 years	By promotion failing which by Direct Recruitment.	For promotion : From the cadre of i) Project Director with 2 years probation period OR ii) Soil Scientist having five years' experience in feeder post.	For promotion : i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Secretary, iv) FA & CAO For Direct Recruits : i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Two members of the Board iv) One or two technically qualified person(s) from outside, where considered necessary.	Not applicable
3	Special Officer for North West India	To liaison with different sections of Ministry of Commerce & Industry and other Ministries of the Govt. of India. To be In-charge of promotional activities in New Delhi and any other job assigned by competent authority.	1 post	A	Pay Band (3) + Grade Pay Rs.6,600/-	Selection	35		<u>Educational Qualification :</u> Post Graduate in Business Administration (Marketing)/ Mass Communication/ Public Relation from a recognized university. <u>Experience :</u> At least 05 years' working experience in a registered reputed company in the Division of Marketing/Sales/Advertisement or as Public Relation Officer	Not applicable	2 years	By promotion failing which by direct recruitment or by deputation.	Promotion : From the cadres of i) Joint Controller of Licensing ii) Supply Officer iii) Welfare Liaison Officer (North) iv) Publicity Officer v) Research Officer (Stats) vi) Research Officer (Econ) having 05 years' regular service in the grade. <u>Deputation :</u> From the Officers of the Govt. of India or Statutory Bodies working as Public Relation/Liaison Officer under the Govt. of India now below the rank of Under Secretary.	For promotion : i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Secretary, iv) FA & CAO For Direct Recruits : i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Two members of the Board iv) One or two technically qualified person(s) from outside, where considered necessary.	Not applicable

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
4	Dy. Director of Tea Development (Plantation)	To assist the Director/Executive Director of Tea Development in implementing Board's schemes for development of Tea Industry/Small Growers.	11	A	Pay Band (3) + Grade Pay Rs.6,600/-	Selection by seniority-cum-merit	40 (Relaxable upto 5 years for employees of the central/state government and autonomous bodies)		Essential: i) A Post Graduate degree in Agriculture/ Economics or MBA in Financial Management ii) Experience : Minimum 5 years' working experience either in a scheduled bank or Financial Institution in the senior position under Govt. of India or as Manager or Asstt. Manager in a Tea Garden	No	2 years	83% posts by promotion and 17% posts by Direct Recruitment	From the cadre of Asstt. Directors of Tea Development having 5 years' qualifying service	For Promotion: i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Secretary, iv) Director Tea Development v) FA & CAO For Direct Recruits: i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Two members of the Board iv) One or two technically qualified person(s) from outside, where considered necessary.	Not applicable
5	Deputy Director (Tea Promotion)	To assist the Director of Tea Promotion in India and to look after his work in his absence on tour or leave	4 posts	A	Pay Band (3) + Grade Pay Rs.6,600/-	Selection by seniority-cum-merit	35		Educational Qualification : Post Graduate in Business Administration (Marketing)/ Mass Communication/ Public Relation from a recognized university. Experience : i) At least 05 years' working experience in a registered reputed company in the Division of Marketing/Sales/Advertisement. ii) Must be capable of undertaking market research and surveys thoroughly acquainted with the method of utilization of different media for publicity ii) Preferences will be given to the candidates having working knowledge of export market or overseas brand promotion.	Not applicable	2 years	50 % of sanctioned strength by Direct Recruitment AND 50% of sanctioned post by promotion.	Promotion : From the cadres of i) Joint Controller of Licensing ii) Supply Officer iii) Welfare Liaison Officer (North) iv) Publicity Officer v) Research Officer (Stats) vi) Research Officer (Econ) having 05 years' qualifying service	For promotion : i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Secretary, iv) FA & CAO v) DTP(HQ) For Direct Recruits : i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Two members of the Board iv) One or two technically qualified person(s) from outside, where considered necessary.	Not applicable

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6	Law Officer	To advise the Board on all legal matters including matters pertaining to various schemes run by the Board as also to prepare legal documents. To undertake such other jobs as would be assigned from time to time	1	A	Pay Band (3) + Grade Pay Rs.6,600/-	Selection	35		Essential : A Post Graduate degree in Law from a recognized university having 5 years' working experience in State Judicial Service/in State or Central Govt. as Law Officer/in a registered reputed Law Firm/in a registered/reputed company/10 years' experience as practicing advocate in a Court of Law	Not applicable	2 years	100% by Direct Recruitment	Not applicable	i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Two members of the Board iv) One or two technically qualified person(s) from outside, where considered necessary.	Not applicable
7	Project Director	Will act as administrative and functional head of the Board's Darjeeling Tea Research & Development Centre at Kurseong, Matigara Extension Centre subject to overall control of Director (Research) Tea Board. He is required to lead Institutions in designing, implementing and monitoring Research Projects for the development of Darjeeling Tea and extending the results of Research Work to the industry.	1	A	Pay Band (3) + Grade Pay Rs.6,600/-	Selection	35		Education Qualification : i) M.Sc. (Bio Chemistry) or M.Sc. (Agriculture) in Plant Breeding or M.Sc. (Agriculture) in Soil Science or M.Sc. (Agriculture) in Entomology/ Plant Pathology with Ph.D in the relevant field. ii) 10 years' experience in research preferably in perennial crops. iii) Preference will be given to the candidates who published Research Paper in National/ International Journals after completing Ph.D degree.	Not applicable	2 years	By promotion failing which by direct recruitment or by deputation.	Promotion : From the cadres of Soil Scientist of the Board's DTR & DC at Kurseong having 05 years' qualifying service.	For promotion : i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Secretary, FA & CAO iv) Director (R) For Direct Recruits : i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Two members of the Board iv) One or two technically qualified person(s) from outside, where considered necessary.	Not applicable

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8	Controller of Licensing	To be In-charge of Licence Department of Tea Board. To implement of different regulatory orders relating to tea industries issued by the Govt. of India from time to time.	1	A	Pay Band (3) + Grade Pay Rs.6,600/-	Selection	Not applicable		Not applicable	Not applicable	2 years	100% by promotion	From the cadres of i) Assistant Secretary ii) Statistician having 2 years probation period OR ii) Joint Controller of Licensing having 05 years' qualifying service	i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Secretary, FA & CAO v) DTD	Not applicable
9	Statistician	In-charge of Statistics Department, to record and process statistical data relating to tea production, tea export, tea consumption, price movement etc.	1	A	Pay Band (3) + Grade Pay Rs.6,600/-	Selection	Not applicable		Not applicable	Not applicable	2 years	100% by promotion	From the cadre of i) Research Officer (Statistics) ii) Research Officer (Econ) having 05 years' qualifying service. Candidates should possess Masters Degree in Statistics/Mathematics/ Economics/ Commerce	i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Secretary, FA & CAO v) DTD	Not applicable
10	Assistant Secretary	To assist the Secretary in his work in Establishment Section and any other job assigned.	1	A	Pay Band (3) + Grade Pay Rs.6,600/-	Selection	Not applicable		Not applicable	Not applicable	2 years	100% by promotion	From the feeder cadres of i) Joint Controller of Licensing ii) Supply Officer iii) Welfare Liaison Officer (North) having 05 years' qualifying service in the grade.	i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Secretary, FA & CAO v) DTD	Not applicable
11	Sr.Accounts Officer	To assist Financial Adviser & Chief Accounts Officer in matters involving financial scrutiny of schemes and proposals as well as to hold charge of the Internal Audit work and to co-ordinate with the work of the various Accounts Officers of the Board.	1	A	Pay Band (3) + Grade Pay Rs.6,600/-	Selection	Not applicable		Not applicable	Not applicable	2 years	100% by promotion	From amongst Accounts Officers having 07 years' qualifying service in the cadre.	i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Secretary, FA & CAO v) DTD	Not applicable

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
12	Dy. Director (Hindi)	To implement the Official Language Act in the Board's office.	1	A	Pay Band (3) + Grade Pay Rs.6,600/-	Selection	35		For Direct Recruits : Post Graduate degree in Hindi with English as a subject	Not applicable	2 years	By promotion failing which by Direct Recruitment	For Promotion : From the cadre of Assistant Director (Hindi) having 7 years' service in the cadre.	For promotion : i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Secretary, iv) FA & CAO v) DTD For Direct Recruits : i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Two members of the Board iv) One or two technically qualified person(s) from outside, where considered necessary.	Not applicable

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1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
13	Asstt. Director of Tea Development	To assist Director of Tea Development in implementing any scheme about the development of tea gardens and examination of problems relating to the tea industry measures for improvement in the working condition of gardens etc.	26	A	Pay Band (3) + Grade Pay Rs.5,400/-	Selection	Not applicable		Not applicable	Not applicable	2 years	100% by promotion	From the cadre of Development Officer with 8 years qualifying service	i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Secretary, iv) FA & CAO v) Director Tea Development	Not applicable
14	Factory Advisory Officer	To assist the Director of Tea Development in implementing the quality upgradation programme aimed at improving the manufacturing standards of tea factories and also implementation of price sharing formula and monitoring the extent of compliance of the regulatory orders to be issued by the Board from time to time	22	A	Pay Band (3) + Grade Pay Rs.5,400/-	Selection	35		Essential : Bachelor's degree from a recognized university in Mechanical, Electrical, Electronics or Civil Engineering and experience at a managerial level in tea factories for a minimum period of 5 years. May be relaxed in the case of otherwise exceptionally suitable candidates	No applicable	2 years	100% by Direct Recruitment	Not applicable	i).Chairman of the Board ii).Dy. Chairman, Tea Board iii)A member of the Executive Committee of the Board iv) Director, Tea Development	Not applicable
15	Supply Officer	To assist the Director of Tea Development in HRD matters and supply of inputs to tea gardens and other related matters.	1	A	Pay Band (3) + Grade Pay Rs.5,400/-	Selection	Not applicable		Not applicable	Not applicable	2 years	100% by promotion	From the cadres of i) Section Officer ii) Security Officer iii) Labour Welfare Officer and iv) Sr. Executive Asst. having 03 years' qualifying service in the cadre.	i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Secretary, iv) FA & CAO v) Director Tea Development	Not applicable
16	Publicity Officer	To oversee all promotional activities through print and electronic media. PR work with trade and industry personnel on behalf of Tea Board	1	A	Pay Band (3) + Grade Pay Rs.5,400/-	Selection	Not exceeding 35 years. Age relaxation may be made up to 45 years for departmental candidates and for persons with exceptional qualification		Educational Qualification : Masters Degree in English Literature/Mass Communication. Experience : 03 years' experience in publicity/ Advertising/ Marketing in advertising agencies or commercial organization or a commodity promotion board.	Not applicable	2 years	100% by Direct Recruitment	Not applicable	i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Two members of the Board iv) One or two technically qualified person(s) from outside, where considered necessary.	Not applicable

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17	Welfare Liaison Officer (North)	To implement welfare schemes of plantation workers adopted by the Tea Board from time to time	1	A	Pay Band (3) + Grade Pay Rs.5,400/-	Selection	Not applicable		Not applicable	Not applicable	2 years	100% by promotion	From the cadres of i) Section Officer ii) Labour Welfare Officer and iii) Sr. Executive Asst having 03 years' qualifying service in the cadre.	i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Secretary, iv) FA & CAO v) DTD	Not applicable
18	Joint Controller of Licensing	To assistant Controller of Licensing and to be responsible for implementation of different regulatory orders relating to the tea industry issued by the Govt. of India from time to time	2	A	Pay Band (3) + Grade Pay Rs.5,400/-	Selection	Not applicable		Not applicable	Not applicable	2 years	100% by promotion	From the cadres of i) Section Officer ii) Labour Welfare Officer and iii) Sr. Executive Asst having 03 years' qualifying service in the cadre.	i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Secretary, iv) FA & CAO v) DTD	Not applicable
19	Research Officer (Statistics)	To assist Chief Statistical Officer in his/her work relating to statistical analysis and survey.	2	A	Pay Band (3) + Grade Pay Rs.5,400/-	Selection	30		For direct recruits: Educational Qualification for Direct Recruits : Post Graduate degree in Statistics/ Mathematics/Economics. Preferences will be given to persons having 03 years' working experience in supervisory capacity in statistical Department under State/Central Govt./ Registered Reputed Company	Yes in the case of promotion	2 years	Normally by promotion failing which by direct recruitment	From the cadre of Asstt. Statistical Officer having 08 years' qualifying service.	For promotion : i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Secretary, iv) FA & CAO v) DTD For Direct Recruits : i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Two members of the Board iv) One or two technically qualified person(s) from outside, where considered necessary	Not applicable
20	Research Officer (Economics)	To assist Chief Statistical Officer in his/her work relating to statistical analysis and survey.	2	A	Pay Band (3) + Grade Pay Rs.5,400/-	Selection	30		For direct recruits: Educational Qualification for Direct Recruits : Post Graduate degree in Statistics/ Mathematics/Economics. Preferences will be given to persons having 03 years' working experience in supervisory capacity in statistical Department under State/Central Govt./ Registered Reputed Company	Yes in the case of promotion	2 years	Normally by promotion failing which by direct recruitment	From the cadre of Asstt. Statistical Officer having 08 years' qualifying service.	For promotion : i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Secretary, iv) FA & CAO v) DTD For Direct Recruits : i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Two members of the Board iv) One or two technically qualified person(s) from outside, where	Not applicable

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21	Soil Scientist	To design Research Project and to conduct research in Plant Nutrition, Soil Fertility and Soil Microbiological work	1	A	Pay Band (3) + Grade Pay Rs.5,400/-	Selection	30		For Direct Recruitment: Educational Qualification : M.Sc. (Agriculture) in Soil Science in Ph.D in the relevant field. Experience : 05 years' research experience in Institute/ Organization under the Govt./ Statutory Bodies/ Universities etc.	Not applicable	2 years	By promotion failing which By Direct Recruitment	For Promotion: From the cadre of Research Officer having requisite qualification with 03 years' qualifying service OR Sr. Scientific Officer (Soil) having M.Sc. (Agriculture) with Ph.D in the relevant field with minimum 08 years' qualifying service in the cadre.	For promotion : i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Secretary, iv) FA & CAO v) DTD For Direct Recruits : i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Two members of the Board iv) One or two technically qualified person(s) from outside, where considered necessary	Not applicable
22	System Analyst	To be In-charge of IT Cell in Tea Board and to initiate digitization of different systems operating in Tea Board, to guide the Programmer in their work etc. and other responsibilities assigned by competent authority	1	A	Pay Band (3) + Grade Pay Rs.5,400/-	Selection	30		Educational Qualification : B.Tech (Computer Science/ Electronics and Communication) and B.E. (Computer Science/ Electronics and Communication) or MCA from institutions accredited by A.I.C.T.E. Experience : 02 years' experience in system design and implementation in real life projects under multi-user and multi-architecture environment.	Not applicable	2 years	By promotion failing which By Direct Recruitment	For Promotion From the cadre of Programmer having 08 years' qualifying with the requisite qualification.	For promotion : i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Secretary, iv) FA & CAO v) DTD For Direct Recruits : i) Chairman, Tea Board ii) Dy. Chairman, Tea Board iii) Two members of the Board iv) One or two technically qualified person(s) from outside, where considered necessary	Not applicable

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23	Section Officer	To assist departmental officer to look after and supervise the work of the respective branches, process cases relating to important subjects, preparation of reports, arranging to convene the meeting of the Board and its sub-committees followed by preparation of its minutes.	5	B	Pay Band (2) + Grade Pay Rs.4,600/-	Non Selection	Not applicable		Not applicable	Not applicable	2 years	100% by promotion	From the cadre of Asstt. Administrative Officer with 5 years qualifying service.	i) Dy. Chairman, Tea Board ii) Secretary, Director, Tea Development iv) Director Tea Promotion (HQ) v) FA & CAO	Not applicable
24	Labour Welfare Officer	To assist Executive Director and to follow up implementation of the welfare schemes sanctioned by the Boar. To scrutinize tea garden Labour Welfare Schemes submitted by State Govts. and other sponsoring agencies.	1	B	Pay Band (2) + Grade Pay Rs.4,600/-	Non Selection	Not applicable		Not applicable	Not applicable	2 years	100% By Promotion	From the cadre of Asstt. Administrative Officer with 5 years qualifying service	i) Dy. Chairman, Tea Board ii) Secretary, Director, Tea Development iv) Director Tea Promotion (HQ) v) FA & CAO	Not applicable
25	Accounts Officer	Maintenance of Accounts relating to receipts and Provident Fund of the Board, scrutinizing of cases/bills and other assistance schemes of the Board etc., compilation of Receipts and Expenditures Accounts and Balance Sheet, preparation of Budget Estimates and control of expenditure.	8	B	Pay Band (2) + Grade Pay Rs.4,600/-	Non Selection	Not applicable		Not applicable	Not applicable	2 years	100% by promotion	From the cadre of Assistant Accounts Officer having 05 years' qualifying service.	i) Dy. Chairman, Tea Board ii) Secretary, Director, Tea Development iv) Director Tea Promotion (HQ) v) FA & CAO	Not applicable

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26	Research Officer	To assist Director (Research)	1	B	Pay Band (2) + Grade Pay Rs.4,600/-	Non Selection	30		Educational Qualification: Post Graduate degree in Agriculture. Persons having Ph.D or working experience in any research project in institutions under State/ Central Govt./Statutory Bodies/ recognized universities.	Not applicable	2 years	By promotion failing which By Direct Recruitment	For promotion : From the cadre of Sr. Scientific Officer (PP), (Bio), (FM) and Farm Supervisor having 05 years' qualifying service in the cadre.	For Promotion : i) Dy. Chairman, Tea Board ii) Secretary, Tea Board iii) Director, Tea Development iv) Director Tea Promotion (HQ) v) FA & CAO For Direct Recruitment i) Dy. Chairman, Tea Board ii) Secretary, Tea Board iii) A Departmental Officer iv) One Member of the Board v) A technically qualified outsiders where considered necessary.	Not applicable
27	Senior Executive Assistant	To work as PA to Chairman	1	B	Pay Band (2) + Grade Pay Rs.4,600/-	Selection	Not applicable		Not applicable	Not applicable	2 years	By Selection on the basis of seniority cum merit	From the cadre of Executive Assistant	i) Dy. Chairman, Tea Board ii) Secretary, Tea Board iii) Director, Tea Development iv) Director Tea Promotion (HQ) v) FA & CAO	Not applicable
28	Executive Assistant	To maintain files and records including noting drafting etc. with a view to provide secretarial assistance. To take dictation and to produce computer printout of dictated material. To receive and send fax message/email etc. as and when necessary.	5	B	Pay Band (2) + Grade Pay Rs.4,600/-	Non Selection	Not applicable		Not applicable	Not applicable	2 years	100% By Promotion	From the cadre of Sr. Secretarial Assistant having 05 years' qualifying service.	i) Dy. Chairman, Tea Board ii) Secretary, Tea Board iii) Director, Tea Development iv) Director Tea Promotion (HQ) v) FA & CAO	Not applicable

Sl. No	Name of post	Nature of Duties	Number of posts	Classification	Scale of pay	Whether Selection Post or Non-selection Post	Age limit for direct recruits (in years)	Whether benefit of service admissible under rule 30 of Central Civil Services (Pension) Rules, 1972	Educational and other qualifications acquired for direct recruits/ those on short-term contract	Whether age/ Educational Qualification prescribed for direct recruitment will apply in the case of promotes	Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled up by various methods	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer to be made	Composition of selection committee	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
29	Security Officer	To be In-charge of security needs of Tea Board's building at Headquarters, to supervise security arrangements, maintenance of building and different equipments installed in HQ viz. Generator, Lift, AC Plant, Fire Preventing arrangements etc. and any other job assigned by competent authority.	1	B	Pay Band (2) + Grade Pay Rs.4600/-	Non Selection	40		Educational Qualification: Must be Graduate from a recognized University of India. Experience: 05 years' experience in the rank of Subedar Major or equivalent in the armed forces of India or Officer Commanding (O.C.)/Inspector of Kolkata Police or Sr. Inspector of BSF/CRPF/ITBP/CISF or West Bengal Police or Para-Military Forces or the Union Territory Police Services of equivalent grade/rank.	Not applicable	2 years	100% By Direct Recruitment	Not applicable	i) Dy. Chairman, Tea Board ii) Secretary, Tea Board iii) FA & CAO iv) One Member of the Board v) A technically qualified outsiders where considered necessary.	Not applicable
30	Assistant Director (Hindi)	To assist Dy. Director (Hindi) to implement the Official Language Act in Board's office, to supervise the work of Hindi Cell at Board's Headquarters and at other offices	1	B	Pay Band (2) + Grade Pay Rs.4,600/-	Non Selection	35		Educational Qualification : (i) Master's degree of a recognized university in Hindi with English as a subject at the degree level. (ii) Master's degree of a recognized university in English with Hindi as a subject at the degree level.	Not applicable	2 years	By promotion or by Direct Recruitment	From the feeder cadre of Hindi Translator with requisite qualification having 05 years' qualifying service	For Promotion: i) Dy. Chairman, Tea Board ii) Secretary, iii) DTD iv) DTP (HQ) v) FA & CAO. For Direct Recruitment i) Dy. Chairman, Tea Board ii) Secretary, Tea Board iii) A Departmental Officer iv) One Member of the Board v) A technically qualified outsiders where considered necessary.	Not applicable

Sl. No	Name of post	Nature of Duties	Number of posts	Classification	Scale of pay	Whether Selection Post or Non-selection Post	Age limit for direct recruits (in years)	Whether benefit of service admissible under rule 30 of Central Civil Services (Pension) Rules, 1972	Educational and other qualifications acquired for direct recruits/ those on short-term contract	Whether age/Educational Qualification prescribed for direct recruitment will apply in the case of promotes	Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled up by various methods	In case of promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer to be made	Composition of selection committee	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
31	Farm Supervisor	To assist Project Director/Project Scientists in the implementation of research plans and other similar responsibilities assigned by Project Director	1	B	Pay Band (2) + Grade Pay Rs.4,200/-	Non Selection	30		Educational Qualification: M.Sc. (Agriculture/ Horticulture) Preference may be given to candidates having 02 years' working in similar position in a reputed organization.	Not applicable	2 years	By promotion failing which by Direct Recruitment	For Promotion: From the cadre of Jr. Scientific Officer (FM) having M.Sc. (Agronomy) degree with minimum 06 years' qualifying service in the cadre.	For Promotion: i) Dy. Chairman, Tea Board ii) Secretary, Tea Board iii) Director, Tea Development iv) Director Tea Promotion (HQ) v) FA & CAO. For Direct Recruitment Dy. Chairman, Tea Board ii) Secretary, Tea Board iii) A Departmental Officer iv) One Member of the Board v) A technically qualified outsiders where considered necessary.	Not applicable
32	Sr. Scientific Officer (Plant Protection)	To assist Project Director/Project Scientists in the implementation of research plan on Chemistry of tea and Tea Technology and similar responsibilities assigned by Project Director	1	B	Pay Band (2) + Grade Pay Rs.4,200/-	Non Selection	30		Educational Qualification : M.Sc. (Agriculture) in Entomology or Plant Pathology. Preference may be given to candidates having 02 years' working experience in Entomological/ Plant Pathological work in any university/ institute	Not applicable	2 years	By promotion failing which by Direct Recruitment	For Promotion: From the cadre of Jr. Scientific Officer (PP) having M.Sc. (Agriculture) in Soil Science with minimum 06 years' qualifying service in the cadre.	For Promotion: i) Dy. Chairman, Tea Board ii) Secretary, Tea Board iii) DTD iv) DTP(HQ) v) FA & CAO. For Direct Recruitment i) Dy. Chairman, Tea Board ii) Secretary, Tea Board iii) A Departmental Officer iv) One Member of the Board v) A technically qualified outsiders where considered necessary.	Not applicable

Sl. No	Name of post	Nature of Duties	Number of posts	Classification	Scale of pay	Whether Selection Post or Non-selection Post	Age limit for direct recruits (in years)	Whether benefit of service admissible under rule 30 of Central Civil Services (Pension) Rules, 1972	Educational and other qualifications acquired for direct recruits/ those on short-term contract	Whether age/Educational Qualification prescribed for direct recruitment will apply in the case of promotes	Period of Probation, if any	Method of recruitment whether by direct recruitment or by deputation/ transfer and percentage of vacancies to be filled up by various methods	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer to be made	Composition of selection committee	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
33	Sr. Scientific Officer (Soil Science)	To assist Project Director/Project Scientists in the implementation of research plan on Chemistry of tea and Tea Technology and other similar responsibilities assigned by Project Director	1	B	Pay Band (2) + Grade Pay Rs.4,200/-	Non Selection	30		Educational Qualification : M.Sc. (Agriculture) in Soil Science. Preference may be given to candidates having 02 years' working experience in any soil testing laboratory/Institute	Not applicable	2 years	By promotion or by Direct Recruitment	For Promotion: From the cadre of Jr. Scientific Officer (Soil Science) having M.Sc. (Agriculture) in Soil Science with minimum 06 years' qualifying service in the cadre.	For Promotion : j) Dy. Chairman, Tea Board ii) Secretary, iii) Director, Tea Development iv) Director Tea Promotion (HQ) v) FA & CAO For Direct Recruitment i) Dy. Chairman, Tea Board ii) Secretary, Tea Board iii) A Departmental Officer iv) One Member of the Board v) A technically qualified outsiders where considered necessary.	Not applicable
34	Sr. Scientific Officer (Bio Chemistry)	To assist Project Director/Project Scientists in the implementation of research plan on Chemistry of tea and Tea Technology and other similar responsibilities assigned by Project Director	1	B	Pay Band (2) + Grade Pay Rs.4,200/-	Non Selection	30		Educational Qualification : M.Sc. in Bio Chemistry or Organic Chemistry. Preference may be given to candidates having 02 years' working experience in Plant Chemistry/ Flavour Chemistry related work	Not applicable	2 years	By promotion or by Direct Recruitment	For Promotion : From the cadre of Jr. Scientific Officer (Bio-Chemistry) having M.Sc. (Bio-Chemistry or Organic Chemistry) with minimum 06 years' qualifying service in the cadre.	For Promotion : i) Dy. Chairman, Tea Board ii) Secretary, iii) Director, Tea Development iv) Director Tea Promotion (HQ) v) FA & CAO For Direct Recruitment i) Dy. Chairman, Tea Board ii) Secretary, Tea Board iii) A Departmental Officer iv) One Member of the Board v) A technically qualified outsiders where considered necessary.	Not applicable

Sl. No	Name of post	Nature of Duties	Number of posts	Classification	Scale of pay	Whether Selection Post or Non-selection Post	Age limit for direct recruits (in years)	Whether benefit of service admissible under rule 30 of Central Civil Services (Pension) Rules, 1972	Educational and other qualifications acquired for direct recruits/ those on short-term contract	Whether age/Educational Qualification prescribed for direct recruitment will apply in the case of promotes	Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled up by various methods	In case of promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer to be made	Composition of selection committee	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
35	Sr. Scientific Officer (Farm Management)	To assist Project Director/Project Scientists in the implementation of research plan on Chemistry of tea and Tea Technology and other similar responsibilities assigned by Project Director	1	B	Pay Band (2) + Grade Pay Rs.4,200/-	Non Selection	30		Educational Qualification: M.Sc. (Agronomy) Preference may be given to candidates having 02 years' working experience in similar position in a reputed organization. Candidates having published research papers in relevant subject/field will be preferred.	Not applicable	2 years	By promotion or by Direct Recruitment	For Promotion: From the cadre of Jr. Scientific Officer (Farm Management) having M.Sc. (Agronomy) degree with minimum 06 years' qualifying service in the cadre.	For Promotion: i) Dy. Chairman, Tea Board ii) Secretary, Tea Development iii) Director, Tea Promotion (HQ) iv) FA & CAO. For Direct Recruitment i) Dy. Chairman, Tea Board ii) Secretary, Tea Board iii) A Departmental Officer iv) One Member of the Board v) A technically qualified outsiders where considered necessary.	Not applicable
36	Sr. Secretarial Assistant	To maintain files and records including noting drafting etc. with a view to provide secretarial assistance. To take dictation and to produce computer printout of dictated material. To receive and send fax message/email etc. as and when necessary.	10	B	Pay Band (2) + Grade Pay Rs.4,200/-	Non Selection	Not applicable		Not applicable	Not applicable	2 years	100% Promotion By	From the cadre of Jr. Secretarial Assistant having 10 years' qualifying service.	i) Dy. Chairman, Tea Board ii) Secretary, Tea Development iii) Director, Tea Promotion (HQ) iv) Director Tea Promotion (HQ) v) FA & CAO.	Not applicable

Sl. No	Name of post	Nature of Duties	Number of posts	Classification	Scale of pay	Whether Selection Post or Non-selection Post	Age limit for direct recruits (in years)	Whether benefit of service admissible under rule 30 of Central Civil Services (Pension) Rules, 1972	Educational and other qualifications acquired for direct recruits/ those on short-term contract	Whether age/Educational Qualification prescribed for direct recruitment will apply in the case of promotes	Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled up by various methods	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer to be made	Composition of selection committee	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
37	Programmer	To assist Executive Director/System Analyst in his/her works in IT Cell of Tea Board, to prepare programmes and other IT related work of the Board.	3	B	Pay Band (2) + Grade Pay Rs.4200	Non Selection	30		Educational Qualification :B.Sc. (Computer Science/Computer Application) or PGDCA with minimum 02 years' programming experience in at least 2(two) programming languages under RDBMS from institutions/University affiliated to A.I.C.T.E. Experience : 02 years' working experience in 3 rd generation programming languages under RDBMS in a registered reputed firm or equivalent experience	Not applicable	2 years	100% by Direct Recruitment	Not applicable	i) Dy. Chairman, Tea Board iii) Secretary, Tea Board iii) A Departmental Officer iv) One Member of the Board v) A technically qualified outsiders where considered necessary	Not applicable
38	Assistant Statistical Officer	To supervise and undertake and co-ordinate field study work, receipt of data, processing of data as per advice of Research Officer (Stats) & Research Officer (Econ).	7	B	Pay Band (2) + Grade Pay Rs.4200/-	Non Selection			For Direct Recruitment: Bachelor's Degree in Mathematics/Statistics/Economics with 02 years working experience in a similar capacity	Yes in the case of promotion	2 years	By Promotion failing which by direct recruitment	From the cadre of Sr. Assistant having 10 years' qualifying service.	i) Dy. Chairman, Tea Board iii) Secretary, Tea Board iii) Director, Tea Development iv) Director Tea Promotion (HQ) v) FA & CAO.	Not applicable
39	Development Officer	To assist Director/Executive Director/Jt. Director, Dy. Director, Asstt. Director (Development) in implementing Board's scheme regarding development of tea plantation and tea processing, to provide extension services to Small Tea Growers and any other job assigned by competent authority.	63	B	Pay Band (2) + Grade Pay Rs.4200/-	Non Selection	27		For Direct Recruitment: B.Sc in Agriculture or Hons. Graduate in Botany having 02 years' working experience in the capacity of Asstt. Manager or equivalent in a tea estate.	Not applicable	2 years	95% by Direct Recruitment and 5% by promotion from 1) Sr.Scientific Officer with 2 years qualifying service and 2)Jr.Scientific Officer possessing 6 years qualifying service.	From the cadre of Sr.Scientific Officer having completed probation period of 02 years or Jr.Scientific Officer having 06 years service	i) Dy. Chairman, Tea Board iii) Secretary, Tea Board iii) A Departmental Officer iv) One Member of the Board v) A technically qualified outsiders where considered necessary.	Not applicable
40	Assistant Accounts Officer	To audit accounts relating to receipt and expenditure of the Board and maintenance of accounts etc.	37	B	Pay Band (2) + Grade Pay Rs.4200/-	Non Selection	Not applicable		Not applicable	Not applicable	2 years	100% promotion by	From the cadre of Sr. Assistant having 10 years' qualifying service.	i) Dy. Chairman, Tea Board iii) Secretary, Tea Development iv) Director Tea Promotion (HQ) v) FA & CAO.	Not applicable

Sl. No	Name of post	Nature of Duties	Number of posts	Classification	Scale of pay	Whether Selection Post or Non-selection Post	Age limit for direct recruits (in years)	Whether benefit of service admissible under rule 30 of Central Civil Services (Pension) Rules, 1972	Educational and other qualifications acquired for direct recruits/ those on short-term contract	Whether age/Educational Qualification prescribed for direct recruitment will apply in the case of promotes	Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled up by various methods	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer to be made	Composition of selection committee	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
41	Hindi Translator	To translate text, documents etc. from Hindi to English and vice-versa	6	B	Pay Band (2) + Grade Pay Rs.4200/-	Non Selection	30		Educational Qualification : Bachelor's degree from a recognized university with Hindi and English as subject. An Honours Graduate in Hindi will be preferable Experience : At least 03 years' experience from English to Hindi vice versa or teaching experience in Hindi in an educational institution.	Not applicable	2 years	By 100% direct recruitment	Not applicable	i) Dy. Chairman, Tea Board ii) Secretary, iii) Director, Tea Development iv) Director Tea Promotion (HQ) v) FA & CAO.	Not applicable
42	Protocol Officer	In-charge of Protocol Department	1	B	Pay Band (2) + Grade Pay Rs.4200/-	Selection	Not applicable		Not applicable	Not applicable	2 years	By Selection	From the cadre of Sr. Assistants having 10 years' qualifying service	i) Dy. Chairman, Tea Board iii) Secretary, i iii) Director, Tea Development iv) Director Tea Promotion (HQ) v) FA & CAO.	Not applicable
43	Assistant Administrative Officer	To guide and supervise Assistants, Sr. Assistants in office work, to take initiatives in updating/completing all work of the section in due time.	72	B	Pay Band (2) + Grade Pay Rs.4200/-	Non Selection	Not applicable		Not applicable	Not applicable	2 years	100% promotion by	From the cadre of Sr. Assistants having 10 years' qualifying service	i) Dy. Chairman, Tea Board ii) Secretary, Tea Board iii) Director Tea Development iv) Director Tea Promotion (HQ) v) FA & CAO.	Not applicable
44	Library Information Officer	In-charge of the Library of the Board, to provide senior officers of the Board with inputs available in Library	1	B	Pay Band (2) + Grade Pay Rs.4200/-	Non Selection	27 years		Educational Qualification : A degree of a recognized university with a Diploma in Librarianship.	Not applicable	2 years	100% by Direct Recruitment	Not applicable	i) Dy. Chairman, Tea Board ii) Secretary, Tea Board iii) A Departmental Officer iv) One Member of the Board v) A technically qualified outsiders where considered necessary.	Not applicable

Sl. No	Name of post	Nature of Duties	Number of posts	Classification	Scale of pay	Whether Selection Post or Non-selection Post	Age limit for direct recruits (in years)	Whether benefit of service admissible under rule 30 of Central Civil Services (Pension) Rules, 1972	Educational and other qualifications acquired for direct recruits/ those on short-term contract	Whether age/Educational Qualification prescribed for direct recruitment will apply in the case of promotes	Period of Probation, if any	Method of recruitment whether by direct recruitment or by deputation/ transfer and percentage of vacancies to be filled up by various methods	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer to be made	Composition of selection committee	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
45	Jr. Scientific Officer (Plant Protection)	To assist Project Director/Project Scientist in connection with laboratory studies in scientific work of basic research and for routine analytical work as well as experiments connected with ad-hoc enquiries of technical nature.	1	C	Pay Band (1) + Grade Pay Rs.2800/-	Non Selection	27		Educational Qualification : i) B.Sc.(Agriculture) ii) Preference may be given to candidates having 02 years' working experience in any reputed laboratory/institute carrying out analytical work.	Not applicable	1 year	100% by Direct Recruitment	Not applicable	i) Dy. Chairman, Tea Board ii) Secretary, Tea Board iii) A Departmental Officer iv) One Member of the Board v) A technically qualified outsiders where considered necessary	Not applicable
46	Jr. Scientific Officer (Soil Science)	To assist Project Director/Project Scientist/Sr. Scientific Asstt. in the implementation of Research Plans in plan nutrition and soil analysis and other similar responsibilities assigned by Project Director.	1	C	Pay Band (1) + Grade Pay Rs.2800/-	Non Selection	27		Educational Qualification : i) B.Sc.(Agriculture) ii) Preference may be given to candidates having 02 years' working experience in any soil testing laboratory/institute	Not applicable	1 year	100% by Direct Recruitment	Not applicable	i) Dy. Chairman, Tea Board ii) Secretary, Tea Board iii) A Departmental Officer iv) One Member of the Board v) A technically qualified outsiders where considered necessary	Not applicable
47	Jr. Scientific Officer (Bio Chemistry)	To assist Project Director/Soil Scientist/Sr. Scientific Asstt. in the implementation of Research Plans on Chemistry of Tea, Tea technology and other similar responsibilities assigned by Project Director.	1	C	Pay Band (1) + Grade Pay Rs.2800/-	Non Selection	27		Educational Qualification : i) B.Sc.(Hons) degree in Chemistry. ii) Preference may be given to candidates having 02 years' working experience in any reputed laboratory/institute carrying out analytical work.	Not applicable	1 year	100% by Direct Recruitment	Not applicable	i) Dy. Chairman, Tea Board ii) Secretary, Tea Board iii) A Departmental Officer iv) One Member of the Board v) A technically qualified outsiders where considered necessary	Not applicable
48	Jr. Scientific Officer (Farm Management)	To assist Project Director/Project Scientist in connection with laboratory studies in scientific work of basic research and for routine analytical work as well as experiments connected with ad-hoc enquiries of technical nature.	1	C	Pay Band (1) + Grade Pay Rs.2800/-	Non Selection	27		Educational Qualification : i) B.Sc. (Agriculture). ii) Preference may be given to candidates having 02 years' working experience in Agronomy/Soil Science in a reputed organization. iii) Preference may be given to candidates with M.Sc. (Agronomy)	Not applicable	1 years	By promotion failing which by Direct Recruitment	From the cadre of Laboratory Assistant having B.Sc. (Agriculture) degree with minimum 13 years' qualifying service in the cadre.	For Promotion : i) Dy. Chairman, Tea Board ii) Secretary, iii) DTD iv) DTP (HQ) v) FA & CAO. For Direct Recruitment i) Dy. Chairman, Tea Board ii) Secretary, Tea Board iii) A Departmental Officer iv) One Member of the Board v) A technically qualified outsiders	Not applicable

Sl. No	Name of post	Nature of Duties	Number of posts	Classification	Scale of pay	Whether Selection Post or Non-selection Post	Age limit for direct recruits (in years)	Whether benefit of service admissible under rule 30 of Central Civil Services (Pension) Rules, 1972	Educational and other qualifications acquired for direct recruits/ those on short-term contract	Whether age/ Educational Qualification prescribed for direct recruitment will apply in the case of promotes	Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled up by various methods	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer to be made	Composition of selection committee	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
49	Jr.Secretarial Assistant	To maintain files and records including noting drafting etc. with a view to providing secretarial assistance, to take dictation and to produce its computer printout, to receive and send fax message, email etc. as and when necessary.	12	C	Pay Band (1) + Grade Pay Rs.2400/-	Non Selection	27		Essential: Graduate from any recognized university with a speed of 80 words per minute in Shorthand and Data Entry Capacity @ 40 words per minute. The candidate must have knowledge in MS Office and operation of Fax machine and knowledge of e-governance etc.	Not applicable	1 year	100% by Direct Recruitment	Not applicable	i) Secretary, Tea Board ii) A Departmental Officer iii) One Member of the Board iv) One or Two technically qualified person(s) from outside where considered necessary.	Not applicable
50	Secretarial Assistant (Hindi)	To maintain files and records including noting drafting etc. with a view to providing secretarial assistance, to take dictation in Hindi/English and to produce its computer printout, to receive and send fax message, email etc. as and when necessary	1	C	Pay Band (1) + Grade Pay Rs.2400/-	Non Selection	27		Essential : Higher Secondary from any Govt. recognized Board or equivalent, Shorthand speed with 80 words per minute and Data Entry Capacity @ 40 words per minute in Hindi and having knowledge in MS office, operation of fax machine etc. Desirable : i) A graduate degree from any recognized university. ii) Basic knowledge of computer	Not applicable	1 year	100% by Direct Recruitment	Not applicable	i) Secretary, Tea Board ii) A Departmental Officer iii) One Member of the Board iv) One or Two technically qualified person(s) from outside where considered necessary.	Not applicable
51	Sr. Assistant	File processing, Data Entry and File Transfer using E-Connectivity etc.	92	C	Pay Band (1) + Grade Pay Rs.2400/-	Non Selection	Not applicable		Not applicable	Not applicable	1 year	100% by Promotion	From the cadres of Assistants/Assistants (Hindi)/Assistants (Digitization) having 08 years qualifying service	i) Dy. Chairman, Tea Board ii) Secretary, iii) Director, Tea Development iv) Director Tea Promotion (HQ) v) FA & CAO.	Not applicable

Sl. No	Name of post	Nature of Duties	Number of posts	Classification	Scale of pay	Whether Selection Post or Non-selection Post	Age limit for direct recruits (in years)	Whether benefit of service admissible under rule 30 of Central Civil Services (Pension) Rules, 1972	Educational and other qualifications acquired for direct recruits/ those on short-term contract	Whether age/Educational Qualification prescribed for direct recruitment will apply in the case of promotes	Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled up by various methods	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer to be made	Composition of selection committee	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
52	Assistant	File Processing, Data entry, Computer typing and other functions as and when allotted by competent authority	80	C	Pay Band (1) + Grade Pay Rs.1900/-	Non Selection	27		Essential : (i) 12 th class pass or equivalent qualification from a recognized Board or University; (ii) Should pass type writing in English with a minimum speed of 35 words per minute, on computer (35 words per minute correspond to 10500 KDPH on an average of 5 key for each word) Desirable: Preference will be given to candidates having graduation degree from a recognized University	Not applicable	1 year	80% of sanctioned post by Direct Recruitment, 15% by promotion from departmental examination qualified Job Assistants and 5% departmental candidates possessing requisite qualification having completed 3 years of service	For Promotion : From the categories of Job Assistant having 05 years' qualifying service with the qualification of Madhyamik/ School Final Examination/ School Leaving Certificate or equivalent examination from Board recognized by the Govt. or departmental passed candidates	For Direct Recruitment: i) Secretary, Tea Board iii) A Departmental Officer iii) One Member of the Board iv) One or Two technically qualified person(s) from outside where considered necessary For Promotion i) Dy. Chairman, Tea Board iii) Secretary, iii) Director, Tea Development iv) Director Tea Promotion (HQ) v)FA & CAO.	Not applicable
53	Assistant (Hindi)	File processing, data entry and other functions mainly in Hindi and other job as and when assigned by the competent authority.	3	C	Pay Band (1) + Grade Pay Rs.1900/-	Non Selection	27		Educational Qualification: Essential : (i) 12 th class pass or equivalent qualification from a recognized Board or University; (ii) Should pass type writing in Hindi with a minimum speed of 30 words per minute, on computer (30 words per minute correspond to 9000 KDPH on an average of 5 key for each word) Desirable: Preference will be given to candidates having graduation degree from a recognized University	Not applicable	1 year	100% by Direct Recruitment	Not applicable	i) Secretary, Tea Board ii) A Departmental Officer iii) One Member of the Board iv) One or Two technically qualified person(s) from outside where considered necessary	Not applicable
54	Assistant (Digitization)	Data entry, File Managing, File Processing etc. and other functions as and when allotted by competent authority	6	C	Pay Band (1) + Grade Pay Rs.1900/-	Non Selection	27		Educational Qualification : B.Sc. from any recognized university. Data entry capacity should be at least 40 words per minute and knowledge of computer applications like MS Office etc.	Not applicable	1 year	100% by Direct Recruitment	Not applicable	i) Secretary, Tea Board ii) A Departmental Officer iii) One Member of the Board iv) One or Two technically qualified person(s) from outside where considered necessary	Not applicable

Sl. No	Name of post	Nature of Duties	Number of posts	Classification	Scale of pay	Whether Selection Post or Non-selection Post	Age limit for direct recruits (in years)	Whether benefit of service admissible under rule 30 of Central Civil Services (Pension) Rules, 1972	Educational and other qualifications acquired for direct recruits/ those on short-term contract	Whether age/Educational Qualification prescribed for direct recruitment will apply in the case of promotes	Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled up by various methods	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer to be made	Composition of selection committee	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
55	Driver	To drive Office Car and to maintain the car.	18	C	Pay Band (1) + Grade Pay Rs.1900/-	Non Selection			Essential The candidate must possess a valid Driver's License for Driving Car/Heavy Vehicles with at least 02 years' experience. Desirable : Studied up to Class VIII (Middle School Standard)	Not applicable	1 year	100% by Direct Recruitment	Not applicable	i) Secretary, Tea Board ii) A Departmental Officer iii) One Member of the Board iv) One or Two technically qualified person(s) from outside where considered necessary.	Not applicable
56	Laboratory Assistant	To assist Scientists in the Laboratory work.	2	C	Pay Band (1) + Grade Pay Rs.1900/-	Non Selection	27		Graduate Degree in Bio-Science /Agriculture etc.	Not applicable	1 year	100% by Direct Recruitment	Not applicable	i) Secretary, Tea Board ii) A Departmental Officer iii) One Member of the Board iv) One or Two technically qualified person(s) from outside where considered necessary	Not applicable
57	Electrician	To work as an Electrician under the supervision of the Security Officer of the Board to work on 440 volts main lines distribution boxes and 220 volts (L.T. Lines). To operate LT Switch gears. To fix up Gadgets, fuses, cut out including minor repairing within office premises and staff residential quarters, to look after electrical wirings including motor.	1	C	Pay Band (1) + Grade Pay Rs.1900/-	Non Selection	27		Pass at least Madhyamik Standard and also should pass the prescribed trade test in the trade of electrician from Industrial Training Institute.	Not applicable	1 year	100% by Direct Recruitment	Not applicable	i) Secretary, Tea Board ii) A Departmental Officer iii) One Member of the Board iv) One or Two technically qualified person(s) from outside where considered necessary	Not applicable

Sl. No	Name of post	Nature of Duties	Number of posts	Classification	Scale of pay	Whether Selection Post or Non-selection Post	Age limit for direct recruits (in years)	Whether benefit of service admissible under rule 30 of Central Civil Services (Pension) Rules, 1972	Educational and other qualifications acquired for direct recruits/ those on short-term contract	Whether age/Educational Qualification prescribed for direct recruitment will apply in the case of promotes	Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled up by various methods	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer to be made	Composition of selection committee	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
58	Multi Copier Operator	To operate Multi -copier machine and also similar machine of the Board in Head Office.	1	C	Pay Band (1) + Grade Pay Rs.1900/-	Non Selection	Not applicable		Not applicable	Not applicable	1 year	100% by Promotion	From the cadres of Job Assistant having qualification of Madhyamik standard with 05 years' qualifying service in the cadre.	i) Secretary, ii) Director, Tea Development iii) Director Tea Promotion (HQ) iv) FA & CAO.	Not applicable
59	Building Supervisor	To supervise the maintenance of the Board's Building.	1	C	Pay Band (1) + Grade Pay Rs.1900/-	Non Selection	Not applicable		Not applicable	Not applicable	1 year	100% by Promotion	From the cadres of Job Assistant having qualification of Madhyamik standard with 05 years qualifying service in the cadre.	i) Secretary, ii) Director, Tea Development iii) Director Tea Promotion (HQ) iv) FA & CAO.	Not applicable
60	Generator Operator	To work as a Generator Operator under the supervision of the Security Officer of the Tea Board	2	C	Pay Band (1) + Grade Pay Rs.1900/-	Non Selection	27		a) Passed at least Madhyamik or equivalent examination and should have a workmen's permit issued by the Licensing Board, of the state government in parts II & III b) Passed workmen's trade from any Industrial Training Institute and should have workmen's permit in part III only issued by the Licensing Board of the state government Experience: Should have at least 02 years experience in operation and maintenance of Generator.	Not applicable	1 year	100% by Direct Recruitment	Not applicable	i) Secretary, Tea Board ii) A Departmental Officer iii) One Member of the Board iv) One or Two technically qualified person(s) from outside where considered necessary	Not applicable

Sl. No	Name of post	Nature of Duties	Number of posts	Classification	Scale of pay	Whether Selection Post or Non-selection Post	Age limit for direct recruits (in years)	Whether benefit of service admissible under rule 30 of Central Civil Services (Pension) Rules, 1972	Educational and other qualifications acquired for direct recruits/ those on short-term contract	Whether age/Educational Qualification prescribed for direct recruitment will apply in the case of promotes	Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled up by various methods	In case of recruitment by promotion/ deputation/ transfer to be made	Composition of selection committee	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
61	Plumber	To attend minor repair and maintenance of sanitary fitting of Board's HQ and other buildings of Board at Kolkata and any other job assigned by competent authority	1 post	C	Pay Band (1) + Grade Pay Rs.1900/-	Non Selection	27		Essential: Passed at least Madhyamik or equivalent examination. Person should be trained in I.T.I and should possess hold National Trade Certificate in plumbing issued by Director General, Training & Employment, Govt. of India.	Not applicable	1 year	100% by Direct Recruitment	Not applicable	i) Secretary, Tea Board ii) A Departmental Officer iii) One Member of the Board iv) One or Two technically qualified person(s) from outside where considered necessary	Not applicable
62	Liftman	To operate the lifts and to attend to minor repairing and maintenance of lift.	3 posts	C	Pay Band (1) + Grade Pay Rs.1900/-	Non Selection	27		a) Passed at least Madhyamik or equivalent examination b) Should possess a valid Licence issued by the recognized government authorities authorizing the license to operate lift as well as to attend to minor repairing/ maintenance c) Lift operating Certificate is renewable from year to year	Not applicable	1 year	100% by Direct Recruitment	Not applicable	i) Secretary, Tea Board ii) A Departmental Officer iii) One Member of the Board iv) One or Two technically qualified person(s) from outside where considered necessary	Not applicable
63	Mate to Electrician	To assist the Electrician of the Board in day to day electrical work		C	Pay Band (1) + Grade Pay Rs.1900/-	Non Selection	27		Passed at least Madhyamik or equivalent examination with having certificate about knowledge of handling/ repair of electrical appliances from a reputed institute	Not applicable	1 year	100% by Direct Recruitment	Not applicable	i) Secretary, Tea Board ii) A Departmental Officer iii) One Member of the Board iv) One or Two technically qualified person(s) from outside where considered necessary	Not applicable

Sl. No	Name of post	Nature of Duties	Number of posts	Classification	Scale of pay	Whether Selection Post or Non-selection Post	Age limit for direct recruits (in years)	Whether benefit of service admissible under rule 30 of Central Civil Services (Pension) Rules, 1972	Educational and other qualifications acquired for direct recruits/ those on short-term contract	Whether age/Educational Qualification prescribed for direct recruitment will apply in the case of promotes	Period of Probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of vacancies to be filled up by various methods	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer to be made	Composition of selection committee	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
64	Job Assistant	As may be assigned by the competent authority from time to time	180	C	Pay Band -1S of Rs.4,440/- to Rs.7,440/- with Grade Pay of Rs.1,300/- To be placed in PB-1 GP 1800 after qualifying the departmental test	Non Selection	27		Study upto Class VIII (Middle School Standard)	Not applicable	1 year	100% by Direct Recruitment	Not applicable	i) Secretary, Tea Board ii) A Departmental Officer iii) One Member of the Board iv) One or Two technically qualified person(s) from outside where considered necessary	Not applicable
65	Safai Karmachari	Cleaning, Sweeping etc.	8	C	Pay Band -1S of Rs.4,440/- to Rs.7,440/- with Grade Pay of Rs.1,300/- To be placed in PB-1 GP 1800 after qualifying the departmental test	Non Selection	27		Study upto Class VIII (Middle School Standard)	Not applicable	1 year	100% by Direct Recruitment	Not applicable	i) Secretary, Tea Board ii) A Departmental Officer iii) One Member of the Board iv) One or Two technically qualified person(s) from outside where considered necessary	Not applicable