



TEA BOARD OF INDIA

Ministry of Commerce & Industry, Govt. of India, 14, B. T. M. Sarani, Kolkata 700 001
website www.teaboard.gov.in

Tea Board, a statutory body under the Ministry of Commerce & Industry, Government of India, invites application for the posts of Research Officers with posting in Head Office in Kolkata.

- **Last date for submission of application: 28th February, 2013**
- **How to apply:** Application strictly as per format given in Annexure-B shall be sent to the following address by Regd. Post/Speed Post/Courier Service before the last date.

THE SECRETARY
TEA BOARD
14, B.T.M. SARANI
KOLKATA – 700 001

- The following documents should be attached with the application form:
 - i) Attested copies of testimonials of qualification and experience as mentioned above.
 - 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. 10/-) envelope of size 23 cms x 10 cms
- **General Conditions:**
 1. A candidate should submit one application for one post only. 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 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 cover superscribed as "Application for the post of.....(whichever is applicable) by Registered Post/Speed Post/Courier so as to reach the Tea Board, Kolkata BEFORE DUE DATE.
 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 Kolkata. (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 for receipt of application will summarily be rejected without any communication to the candidate.
9. Selection will be made on the basis of written test, skill test and Interview.
10. Written Tests may be held at Kolkata.
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 send an advance copy of their application so as to reach this office before the due date.
15. Age limit for all posts has been mentioned in the Annexure-A. Age of an applicant will be calculated with reference to the Closing Date for receiving of 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 **28.02.2013**:

| | | |
|----|----|------|
| | | |
| 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. Essential qualification

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

Affix recent passport
size photo duly
signed

10. Desirable Qualification : Experience

| |
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| |
|--|

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

| |
|--|
| |
|--|

11. (b) IF YES, INDICATE THE LENGTH OF EXPERIENCE
AS ON

| | | |
|----|----|------|
| | | |
| DD | MM | YYYY |

11(c) Details of previous employment

| Sl. | Name of Employer | Designation | Length of Service | Reasons for leaving |
|-----|------------------|-------------|-------------------|---------------------|
| | | | | |
| | | | | |
| | | | | |

12. 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 - B (As per 1971 R & P Rules)

| Sl. | Name of the Post | Age Limit | Pay Band & Grade Pay | No. of posts, place of vacancy and reservation position | Essential Qualification/Required experience | Desirable/Other comments |
|-----|-------------------------------|---|---|---|---|---|
| 1. | Research Officer (Statistics) | Not exceeding 35 years on the date of appointment Relaxable for reserved categories as per relevant Govt. order Age relaxation upto 45 years for departmental candidate | Pay Band -3 of Rs.15600-39100/- with Grade Pay of Rs.5400/- | 01 Kolkata UR | (i) Master's Degree in Statistics or Mathematics or Economics. (ii) At least 5 years' experience of statistical work in a supervisory capacity in the field of industry, trade and commerce. | Experience of sample survey work particularly in relation to Market Research. |
| 2. | Research Officer (Economics) | Not exceeding 35 years on the date of appointment Relaxable for reserved categories as per relevant Govt. order Age relaxation upto 45 years for departmental candidate | Pay Band -3 of Rs.15600-39100/- with Grade Pay of Rs.5400/- | 01 Kolkata UR | (i) Master's Degree in Economics or Commerce with training in statistics from the Indian Statistical Institute or similar organization or in Statistics with specialization in Economics and Statistics. (ii) At least 5 years' experience of analysis and interpretation of applied Economic data, including writing of notes, reports and memorandum industrial and commercial topics. | Familiarity with problems and work relating to export promotion would be an additional qualification. |