



TEA BOARD OF INDIA

Ministry of Commerce & Industry, Govt. of India, "SHELWOOD"
COONOOR CLUB ROAD POST BOX NO.6
COONOOR-643 101
NILGIRI, TAMIL NADU
website www.teaboard.gov.in

Tea Board, a statutory body under the Ministry of Commerce & Industry, Government of India, invites application for various categories of posts for its offices at different places as mentioned in details in the Annexure-A. Details such as Pay Structure, number of posts to be filled up for each office, required qualification etc. are given in the Tea Board's website www.teaboard.gov.in

- **Last date for receipt application is on or before : 25.01.2013**
- **How to apply:** Application should strictly be in the format given in Annexure-A. The application shall be sent in a sealed cover superscribing the name of the post applied to the following address by Regd. Post/Speed Post before the last date to

Shri R.Ambalavanan, IAAS,

Executive Director (South Zone),

Tea Board Zonal Office, Club Road, Coonoor-643101, The Nilgiris, Tamil Nadu.

- The following documents should be attached with the application form:
 - i) Attested copies of testimonials of qualification and experience
 - 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 10/-) envelope of size 23 cms x 10 cms
- **General Conditions:**
 1. A candidate should submit only one application for one post. Submission of more than one application may lead to rejection of all the applications submitted.
 2. One envelope should contain one application of one applicant only.
 3. Mere submission of the application does not confer any right on the applicant to be called for written examination.
 4. Application should be submitted strictly in the prescribed format only and all columns should be filled up in block/capital letters by the candidates' own handwriting.
 5. 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.
 6. Every application should be accompanied by one IPO/Bank Draft of Rs.100/- (Rupees One Hundred only) in favour of Tea Board payable at Coonoor

(candidates belonging to SC/ST/ are exempted from paying the fee subject to production to relevant caste certificate).

7. 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.
8. Selection will be made on the basis of Qualifying in written test, skill test (if applicable) and followed by Personal Interview.
9. Qualifying written Tests will be held at Coonoor, The Nilgiris and the syllabus will be primarily from Agriculture/ Tea cultivation for Development Officer and Basic Engineering /Tea manufacturing and for Factory Advisory Officer. Knowledge on Tea Act and its Regulatory Orders, FSSAI and Basics in Computer will also be tested for all the posts.
10. No TA/DA will be paid to any candidate for appearing in the examination.
11. Wrong declaration/submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
12. No interim correspondence shall be entertained.
13. 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.
14. Age limit for all posts has been mentioned in the Annexure. Age of an applicant will be calculated with reference to the Closing Date for receiving the application.

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

FORMAT OF APPLICATION

1. Name of the post applied for _____

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

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

DD	MM	YYYY

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

4. Age as on 18th Jan 2013

DD	MM	YYYY

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

6. Name of Father/Husband: _____

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

City: _____ Pin code _____

Phone/Mobile No. _____ Email ID: _____

8. Whether belongs to:
(Tick ✓ appropriate box)

Gen	SC	ST	OBC	Physically Challenged	Ex-Servicemen

9.

Examination Centre	Coonoor
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10. Essential qualification

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

11. Technical Qualifications :

Affix recent passport
size photo duly
signed

12. Desirable Qualification : Experience if any

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

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

DD	MM	YYYY

13(c) Details of previous employment

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

14. Details of fee paid

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

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

Place: _____

Date: _____

Candidate's Signature

ANNEXURE-A

Sl. No.	Name of Post	Age limit	Pay Band & Grade pay	No. of Posts, place of vacancy and reservation position.	Essential Qualification/Required experience
1.	Development Officer	Not exceeding 32 years. Relaxable for reserved categories as per relevant Govt. order	PB-2 of Rs.9,300-34,800/- with Grade Pay of Rs.4,200/-	SC- 03 ST- 01 OBC-02 UR- 02 Total = 8(Eight)	Must be a graduate preferably in Science/Agriculture of a recognized University. Desirable: Practical experience in the methods of cultivation and manufacture of tea/training at the Tocklai Experimental Station /UPASI
2.	Factory Advisory Officer	Not exceeding 35 years. Relaxable for reserved categories as per relevant Govt. of Order.	Pay Band-3 of Rs.15,600-39,100/- with Grade Pay of Rs.5,400/-	SC- 01 UR- 01 Total= 02	Degree in recognized University in Mechanical or Instrumentation or Agriculture Engineer (four year course) from a recognized university or Institution. Two years' experience in a tea or coffee factory registered with the Tea or Coffee Board or Government Licensed Food Processing & packaging is desirable
3	Special Grade Stenographer	Not below 27 years. And not exceeding 32 years. Relaxable for reserved categories as per relevant Govt. order.	PB-2 of Rs.9,300-34,800/- with Grade Pay of Rs.4,200/-	1 (UR)	Graduate from University recognized by UGC. 120 words per minute in shorthand and 40 words per minute in typewriting. Proficiency in Windows 2007 Minimum 03 years experience of working as a Stenographer in any Govt./Semi Govt./Autonomous Body.
4.	Assistant Accountant	Not exceeding 32 years. Relaxable for reserved categories as per relevant Govt. Order.	PB-2 of Rs.9,300-34000/- with Grade Pay of Rs.4,200/-	UR-01	Graduation in Commerce from a University duly recognized by UGC having proficiency in Tally.