



Tea Board
14, Biplabi Trailokya Maharaj Sarani,
Kolkata-700 001

Dated : 03.08.2023

OFFICE MEMORANDUM NO. 86/2023

The undersigned is directed to state that in accordance with the letter No. K-57023(19)/1/2021-PLANT A-Part (1) dated 18.07.2023 issued by the Ministry of Commerce & Industry, Department of Commerce, Govt. of India, Tea Board is going to organise departmental examination amongst eligible candidates in feeder cadre shortly for filling up of the following posts on promotion, followed by the Tea Board (Recruitment, Promotions and Conditions of Service of officers and staff) By-Laws, 2015 :-

Sl. No.	Details of posts	Number of vacant posts to be filled up by promotion
1.	Director (Research)	01
2.	Deputy Director of Tea Development	02
3.	Assistant Director of Tea Development	02
4.	Accounts Officer	01
	Total	06

The centres of such examination will be at Tea Board, Kolkata, Coonoor, Guwahati, New Delhi and Siliguri and no TA/DA will be paid to the concerned eligible candidates for appearing in the said examination. The Syllabus of the respective posts mentioning the feeder cadre for such examination/promotion with other details are enclosed herewith for ready reference.

Date of examination will be notified in due course.

Encl : As stated.


(Asish Deb)

Assistant Secretary (I/C)

Copy to :-

1.	The Executive Directors, Tea Board, Coonoor & Guwahati	With the request to please bring the contents of this Office Memorandum amongst all eligible officials working under them.
2.	DDTD, Siliguri, FAO, Palampur, SO (NWI), New Delhi	
3.	All HoDs in Board's HO, Kolkata (excepting Dy. Chairman/Secretary)	
4.	All Regional/Sub-Regional Offices of the Board	
5.	Director of Tea Development	
6.	FA & CAO	
7.	P.As to Dy. Chairman & Secretary	
8.	IT Cell	With the request to upload in Board's website
9.	TBEA	
10.	Estt. Branch	With spare copies.

File No. 11(1)/Estt/2023

Post	Director (Research)				
Classification	Equivalent to General Central Service, Group-‘A’, Non-Gazetted, Non-Ministerial				
Pay Band and Grade Pay	Pay Band-3 Rs. 15600-39100/- plus grade pay Rs. 6600/- (pre-revised)				
Educational qualification	Masters degree in Agriculture or Botany or Bio-Chemistry from a recognized University of Institute				
Feeder cadre for promotion	Project Director with pay band 3 and grade pay of Rs 6600 with 3 years regular service Soil Scientist with pay band 3 and grade pay of Rs 5400 with 4 years regular service Research Officer with pay band 2 and grade pay of Rs 4600 with 8 years regular service				
Qualifying Marks	50% for unreserved category, 45% for reserved category				
Mode of Exam	Objective and Descriptive				
Syllabi for Examination	Part	Maximum Marks	Type	Syllabus	Duration
	I	20	Objective	Understanding level of OPM	90 minutes
	II	80	Descriptive	Tea research in the country, functioning and research activities of TRA, UPASI-TRF and DTR&DC General concepts on research administration including evaluation and monitoring of research projects, EFC memo, TRLC, funding of tea research Regulatory issues like MRLs of pesticide, CIB&RC, CODEX, FAO-IGG on tea SPS-TBT, IS/ISO and BIS standards of tea, FSSAI regulations, packaging norms, PPC etc.	
General Conditions	a. There shall be four alternatives for the answers to every question. b. For each wrong answer or more than one answer 0.25 mark shall be deducted. c. If a question is left blank there will be no penalty for that question.				

Post	Deputy Director of Tea Development (P)				
Classification	Equivalent to General Central Service, Group-‘A’, Non-Gazetted, Non-Ministerial				
Pay Band and Grade Pay	Pay Band-3 Rs. 15600-39100/- plus grade pay Rs. 6600/- (pre-revised)				
Selection/non selection post	Selection				
Feeder cadre for promotion	From the cadre of Assistant Director of Tea Development with pay band 3 and grade pay of Rs 5400 with 4 years regular service				
Qualifying Marks	50% for unreserved category, 45% for reserved category				
Mode of Exam	Objective and subjective				
Syllabi for examination	Paper	Type	Subject	Marks	Duration
	Paper-I	Objective	Office Procedure Manual, Tea Cultivation and Manufacture, Statistics, Labour Laws, Promotion & Export, Licensing & Regulations/Control Orders, PPC, Tea Board Schemes, Accounts, GFR Rules	50 (Fifty questions of one mark each)	1 Hour
	Paper-II	Subjective	Office Procedure Manual, Tea Cultivation and Manufacture, Statistics, Labour Laws, Promotion & Export, Licensing & Regulations/Control Orders, PPC, Tea Board Schemes, Accounts, GFR Rules, Tea Cultivation on Regional perspective, Report writing	50 (5 questions of 10 marks each)	1 Hour
General Conditions	Paper-I a. There shall be four alternatives for the answers to every question. b. For each wrong answer or more than one answer 0.25 mark shall be deducted. c. If a question is left blank there will be no penalty for that				

Post	Assistant Director of Tea Development				
Classification	Equivalent to General Central Service, Group-‘A’, Non-Gazetted, Non-Ministerial				
Pay Band and Grade Pay	Pay Band-3 Rs. 15600-39100/- plus grade pay Rs. 5400/- (pre-revised)				
Selection/non selection post	Selection				
Feeder cadre for promotion	Development Officer with pay band 2 and grade pay of Rs 4200 with 5 years regular service.				
Qualifying Marks	50% for unreserved category, 45% for reserved category				
Mode of Exam	Objective and subjective				
Syllabi for examination	Paper	Type	Subject	Marks	Durati
	Paper-I	Objective	Office Procedure Manual, Tea Cultivation and Manufacture, Statistics, Labour Laws, Promotion & Export, Licensing & Regulations/Control Orders, PPC, Tea Board Schemes, Accounts, GFR Rules	50 (Fifty questions of one mark each)	1 Hour
	Paper-II	Subjective	Office Procedure Manual, Tea Cultivation and Manufacture, Statistics, Labour Laws, Promotion & Export, Licensing & Regulations/Control Orders, PPC, Tea Board Schemes, Accounts, GFR Rules, Tea Cultivation and Regional perspective, Report writing	50 (5 questions of 10 marks each)	1 Hour
General Conditions	Paper-I a. There shall be four alternatives for the answers to every question. b. For each wrong answer or more than one answer 0.25 mark shall be deducted. c. If a question is left blank there will be no penalty for that				

Post	Accounts Officer, Pay Band-2 Rs. 9300-34800/- plus grade pay Rs. 4600/- (pre-revised)				
Education	Essential :- Bachelors Degree from a recognized University or Institute.				
Feeder Cadre	Name of the Post		Qualifying Service		
	Assistant Accounts Officer		Pay Band 2 and Grade pay of Rs 4200 with 2 years regular Service.		
Qualifying Marks	50% for unreserved category, 45% for reserved category				
Mode of Exam	Paper/Subject General Awareness & General Knowledge, General English Quantitative Aptitude, Reasoning, General Knowledge about Tea, Tea Growing States, Accounts, Audit, Purchase, Relevant Taxing Law, Establishment and Administration		Type	Marks	Duration 3 Hours
			Objective (Multiple Choice)	100	
				100 Total—200 (Two Hundred questions of half mark each)	
Syllabi for examination	a.	Questions will also be designed to test knowledge about Percentages, Profit and Loss, Averages, Interest, Discount, Arithmetical Computation, Analytical Functions, Analysis, History, Geography, Culture, General Polity, Economic Scene, Indian Constitution, Tea Board,			
	b.	Questions will also be designed to test knowledge about Tea Board Accounting Manual, Tea Board (Write off Loss), Rules, 1996, Fundamental Rules & Supplementary Rules, TA Rules, LTC Rules, Leave Rules, GPF Rules, Medical Attendance Rules, Retirement, New Pension Scheme, Gratuity, Pay, Pay Fixation, Delegation of Financial Powers, Children Education Assistance, General Financial Rules, House Building Advance, Purchase & Contract, Common Format of Accounting, Internal Audit, Minimum Wages, Contract			
General Conditions	a. There shall be four alternatives for the answers to every question. b. For each wrong answer or more than one answer 0.25 mark shall be deducted. c. If a question is left blank there will be no penalty for that				
Reference	No Books shall be allowed. However, a list reference books/source (which are however not exhaustive) are recommended: - Tea Board Accounting Manual, Tea Board Manual Relevant Swamy’s Publications (Latest Edition) Website of Tea Board, DoPT, MoC& I, Ministry of Finance, Government of India NCERT Books of 10 th Standard on Indian History and Geography, English, Science				