



# नारियल विकास बोर्ड

(कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार)  
केरा भवन, कोची - 682 011, भारत

## COCONUT DEVELOPMENT BOARD

(Ministry of Agriculture & Farmers Welfare, Government of India)  
Kera Bhavan, Kochi - 682 011, India  
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निदेशक Director : 2375237  
सचिव Secretary : 2377737  
कार्यालय Office : 2376265  
2377266  
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### Recruitment Notice

Applications are invited for filling up the following posts in Coconut Development Board on direct recruitment:

Sl. No.	Name of post	Level in pay matrix	No. of vacancies	Educational and other qualification required	Upper age limit not exceeding
1.	Jr. Stenographer	Level - 4 (Rs.25,500-81,100)	3 (UR-2, OBC-1)	<b>Essential:</b> Matriculation or equivalent, preferably graduation with 80 words per minute speed in shorthand and 40 words per minute in typewriting.	30 years *
2.	Lower Division Clerk	Level -2 (Rs.19,900-63,200)	3 (UR-1, SC-1, EWS -1)	<b>Essential:</b> Matriculation or equivalent, preferably graduation with a speed of 40 words per minute in typewriting.	30 years*
3.	Multi-Tasking Staff [#]	Level-1 (Rs.18,000-56,900)	7 (UR-3, OBC-3, EWS-1)	Pass in Matriculation or equivalent or Industrial Training Institute course.	Between 18 and 25 years
		Out of 7, 01 post is reserved for Ex-servicemen & 01 post is reserved for PWBD-HH			

\* Relaxable for Government servants and employees of the Coconut Development Board as per rules applicable.

\*\* Age relaxation by 5 years in the case of Scheduled Castes and Scheduled Tribes and 3 years in the case of OBC candidates for posts reserved for them. Candidates coming under categories viz. Ex-servicemen, Persons with Benchmark Disabilities etc. are eligible for age relaxation as per Govt. of India Orders.

[#] **Multi Tasking Staff (MTS):** The Candidates shall possess good health & should be fit to do hard physical activities. Duties of MTS include upkeep of office & premises, watch & ward, driving of vehicles, if in possession of valid driving licence, Horticultural activities/coconut plantation maintenance including nursery related activities/ maintenance of pump and machinery in Farms.

....2/-

Place of Posting:

Jr. Stenographer	-	Pitapally (Odisha), Kolkata, Chennai
Lower Division Clerk	-	Guwahati (Assam), Palghar (Maharashtra), Mandya (Karnataka)
Multi Tasking Staff	-	Kondagaon (Chattisgarh), Pitapally (Odisha), Vegiwada (Andhra Pradesh) Ernakulam (Kerala).

However, posting can be in any of the offices of the Coconut Development Board as per exigencies of work.

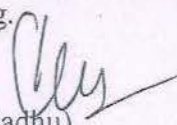
**Application fee:** Rs.100/-(Rupees One hundred only) by way of a crossed demand draft in favour of the Chairman, Coconut Development Board payable at Kochi. SC/ST/ Women candidates are exempted from payment of application fee.

General Conditions

Candidates desirous of applying for the above posts may send their applications in the format given below (**Annexure-I**) with a passport size photograph affixed thereon along with self attested copies of certificates in support of date of birth, caste, qualifications and experience, if any. **Candidates applying for more than one post in different States shall furnish separate applications for each post/place of posting. Candidates belonging to SC/ST/OBC/PwBDs/EWS etc. must submit latest certificate in the prescribed format issued by the competent authority.**

Applications complete in all respects together with a Crossed Demand Draft for Rs.100/- towards the prescribed application fee drawn in favour of the Chairman, Coconut Development Board payable at Kochi should reach the Chairman, Coconut Development Board, Kera Bhavan, SRV Road, Kochi - 682 011 within 30 days from the date of appearance of this advertisement in the Employment News. Application may be sent either in English or in Hindi. Name of the post applied for should be super-scribed on top of the envelope. (The first date of publication of this advertisement in the Employment News will be taken into account for calculation of 30 days.).

Candidates working in Central/State Governments, Research Institutions, Public Sector Undertakings, Autonomous Bodies etc. should apply through proper channel. Incomplete applications/ applications received after the due date and applications of serving candidates not forwarded by the controlling authorities shall not be entertained. The Chairman, Coconut Development Board reserves the right to reject any or all the applications without assigning any reason(s). Only shortlisted candidates based on eligible & desirable qualification will be called for further process. Knowledge of local language is preferred for the place of posting.

  
(R. Madhu)  
Secretary

Place: Kochi-11  
Date: 22.06.2019

Proforma for Application

Application for the post of.....in the CDB .....(place of posting)

Photo

1. Name (in Block letters) :
2. Father's/Husband's name :
3. Date of birth (in Christian era) :
4. Sex :
5. Whether belongs to SC/ST/OBC :
6. Are you seeking age relaxation,  
if so, under which category? :
7. Educational qualifications:

Examination passed	Board/Institute	Year of passing	Optional subjects	Percentage of marks obtained
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8. Details of employment in chronological order:

Office/Institute/Organization	Post held	From	To	Scale of pay	Nature of duties
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9. Address for communication :
10. Permanent address :
11. Mobile Number \* :
12. E-mail id :
13. Details of Demand Draft (application fee) :
14. Additional information if any :
- (a) Languages known :
- (b) Particulars of Driving Licence if any,  
(applicable for MTS)

I do hereby certify that the facts stated above are true and correct to the best of my knowledge and belief.

Place :

Date :

Signature of the applicant

\*(mandatory)