



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, SRV Road, Kochi - 682 011, India
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Vacancy Circular

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

Sl.No	Name of Post	Level in the pay matrix	No. of Posts
1.	Deputy Director (Development)	Level - 11 (Rs.67,700-2,08,700)	4 Posts [2 Posts - Deputation and 2 Posts - Direct Recruitment (UR-1 & OBC-1)]
2.	Deputy Director (Marketing)	Level - 11 (Rs.67,700-2,08,700)	1 Post - Deputation

1 A) Deputy Director (Dev.) (Level - 11 in the pay matrix) - 2 posts on deputation basis

Officers in the Central/State Governments/Indian Council for Agricultural Research/Research institutions under Central/State Governments/Agricultural Universities/Autonomous/Statutory Bodies and Public Sector undertakings holding

- (a) (i) analogous post on a regular basis;
- (ii) with 5 years regular service in the Level-10 Rs.56,100-1,77,500 of pay matrix or equivalent; or
- (iii) with 8 years regular service in the Level-7 Rs.44,900-1,42,400 of pay matrix or equivalent; and
- (b) possessing educational qualifications and experience as under :
 - (i) Post Graduate Degree in Horticulture/Agriculture/Plant Sciences (with working experience of plantation tree crops) from a recognized University or equivalent.
 - (ii) Seven years experience in a responsible capacity (out of which 5 years experience in a Group A post under the Central Government or equivalent) in agriculture development with particular reference to coconut crop.

Contd...2....

Period of deputation including the period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organization shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of the receipt of application.

Note:- Officers in the establishment of the Coconut Development Board shall not be eligible for deputation.

1 B) Deputy Director (Dev.) (Level – 11 in the pay matrix) – 2 posts under direct recruitment [1-UR & 1-OBC (backlog vacancy)]

Qualifications and Experience

- (i) Post Graduate Degree in Horticulture / Agriculture/Plant Sciences (with working experience of plantation tree crops) from a recognized University or equivalent.
- (ii) Seven years experience in a responsible capacity (out of which 5 years experience in a Group A post under the Central Government or equivalent) in agriculture development with particular reference to coconut crop.

Age limit : Not exceeding 45 years (Relaxable for Government servants and employees of the Coconut Development Board up to 5 years in accordance with the instructions / orders issued by the Central Government. The upper age limit is also relaxable for OBC candidates upto 3 years.)

Note:- The crucial date for determining the age-limit shall be the normal closing date for receipt of applications. (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of Jammu and Kashmir State, Lahual and Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).

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. Women candidates are exempted from payment of fee.

2) Deputy Director (Mktg.) (Level – 11 in the pay matrix) - 1 post on deputation basis

Officers in the Central/State Governments/Indian Council for Agricultural Research/Research institutions under Central/State Governments/Agricultural Universities/Autonomous/Statutory Bodies and Public Sector undertakings holding-

- (a) (i) analogous post on a regular basis;
- (ii) with 5 years regular service in the Level-10 Rs.56,100-1,77,500 of pay matrix or equivalent; or
- (iii) with 8 years regular service in the Level-7 Rs.44,900-1,42,400 of pay matrix or equivalent; and

Contd..3..

- (b) possessing educational qualifications and experience as under :

Essential:

- (i) Post Graduate Degree in Agriculture / Horticulture from a recognized University or equivalent.
- (ii) Seven years experience in a responsible capacity (out of which 5 years should be in a Group A post under the Central Government or equivalent) in Marketing/Processing of Agricultural commodities and in Market Intelligence/Market Surveys and Market Promotion activities.

Desirable:

- (i) Experience in Market Development and organizing marketing surveys.
- (ii) Degree or P.G. Diploma in Marketing.

Period of deputation including the period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organization shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of the receipt of application.

Note:- Officers in the establishment of the Coconut Development Board shall not be eligible for deputation.

General Conditions for Deputation

The officers selected on deputation basis will have the option to draw his existing basic pay plus deputation (duty) allowance or to have his pay fixed in the scale of the post in accordance with DOPT OM No.6/8/2009-Estt. (Pay II), dated 17.06.2010, as amended from time to time.

The willing and eligible officers may send their applications (in triplicate) through proper channel in the prescribed performa (**Annexure I**) along with complete and up to date APAR for the last 5 years duly attested by an officer, integrity and vigilance clearance certificates to the Chairman, Coconut Development Board, Kera Bhavan, S.R.V. Road, Kochi-682 011 within 30 days from the date of appearance of the advertisement in the Employment News. (The first date of publication of this advertisement in the Employment News will be taken into account for calculation of 30 days.) In the event of selection, the officer shall be relieved for reporting for duty in the Board within fifteen days of intimation.

While forwarding the applications, the concerned authority is requested to verify and certify that the particulars furnished by the officers are correct and that no vigilance case is either pending or contemplated against them and no major/minor penalty has been imposed on the officers during the last 10 years of their service. Applications received after due date or without the APAR, vigilance clearance or integrity certificates or otherwise found incomplete will not be considered.

Contd..4..

General Conditions for Direct Recruitment

Candidates desirous of applying for the above post may send their applications in the format given below (**Annexure-II**) with a passport size photograph affixed thereon along with self attested copies of certificates in support of date of birth, qualifications, experience and caste. **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. (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).

Place : Kochi-11

(R. Madhu)

Date : 14.06.2019

Secretary

CURRICULUM VITAE PROFORMA

1. Name and Address (IN BLOCK LETTERS) (Photo)
2. Date of Birth (In Christian Era)
3. Date of retirement under Central/
State Govt. Rules
4. Educational Qualifications
5. Whether Educational and other
qualifications required for the post are satisfied.
(If any qualification has been treated as
equivalent to the one prescribed in the rules,
state the authority for the same)

	Qualifications/Experience required	Qualifications/Experience possessed by the officer
Essential	(i)	
	(ii)	
	(iii)	
Desired	(i)	
	(ii)	

6. Please state clearly whether in the light
of entries made by you above, you meet the
requirements of the post
7. Details of employment, in chronological order
(enclose a separate sheet, duly authenticated by
your signature, if the space below is insufficient)

Office/ Instt./ Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties

8. Nature of present employment, i.e., ad-hoc
or temporary or permanent

Contd..... P-2

9. In case the present employment is held on deputation/ contract basis, please state: -
 - (a) The date of initial appointment
 - (b) Period of appointment on deputation/contract
 - (c) Name of the parent office/organization to which you belong
10. Additional details about present employment:
Please state whether working under (indicate the name of your employer against the relevant column)
 - (a) Central Government
 - (b) State Government
 - (c) Autonomous Organizations
 - (d) Government Undertakings
 - (e) Universities
 - (f) Others
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale
13. Total emoluments per month now drawn
14. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy circular/ advertisement) (Note: Enclose a separate sheet, if the space is insufficient)
15. Whether belongs to SC/ST/OBC
16. Remarks (The candidate may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/ Scholarship / Official appreciation (iii) Affiliation with the professional bodies / institutions/ societies and (iv) any other information) (Note: Enclose a separate sheet, if the space is insufficient)

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Date:.....

Address.....

Tel. No.....

e-mail :

Certificate to be furnished by the Employer/Head of the Office/Forwarding authority

Certified that the particulars furnished by Shri/Smt./Kum._____ are correct and he/she possesses the required educational qualifications and experience mentioned in the advertisement.

Also certified that:

- a) There is no vigilance case pending/contemplated against him/her.
- b) Copies of his/her APAR for the last 5 years duly attested (on each page) by an authorised officer are enclosed.
- c) His/her Integrity is beyond doubt.
- d) No major/minor penalty has been imposed on him/her during the last 10 years/ list of major/minor penalties imposed on him/her during the last 10 years is enclosed.

Date:.....

Place.....

Signature.....

Name & Designation.....

With seal.....

Proforma for Application**Application for the post of.....**

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

8. Details of employment in chronological order:

	Office / Institute / Organization	Post held	From	To	Scale of pay	Nature of duties

9. Address for communication with
contact No. and e-mail id :

10. Permanent address :

11. Details of Demand Draft (application fee) :

12. Additional information if any :

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