



कॉफी बोर्ड

वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार

नं.1, डॉ. बी.आर.अंबेडकर वीथी

बेंगलूरु - 560 001

रिक्ति अधिसूचना

सं. प्र/स्था-1(भ)/अनु-160/2022-23/146

दिनांक: 25.04.2022

कॉफी बोर्ड, वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अधीन एक सांविधिक संगठन है, जो 7 वें केंवेआ के अनुसार वेतन मैट्रिक्स स्तर - 10 ₹56100-177500 (6 वें केंवेआ के अनुसार ₹5,400/- के ग्रेड वेतन) में पाँच साल के लिए हिंदी में काम करने के अनुभव के साथ किसी भी केंद्र सरकार के कार्यालय के राजभाषा स्कंध में काम करने वाले पात्र अधिकारियों से वेतन मैट्रिक्स स्तर - 11 ₹67700-208700 में प्रतिनियुक्ति के आधार पर उप निदेशक (राजभाषा) के पद के लिए आवेदन आमंत्रित करता है।

आवेदन पत्र, पात्रता मानदंड, निर्धारित शैक्षिक योग्यता और अनुभव, सामान्य नियम एवं शर्तें आदि कॉफी बोर्ड की वेबसाइट - www.indiacoffee.org से डाउनलोड किया जा सकता है। भरे हुए आवेदन पत्र संयुक्त निदेशक (विस्तार/प्रभारी प्रशासन), कॉफी बोर्ड, बेंगलूरु को व्यक्तिगत रूप से या स्पीड पोस्ट द्वारा भेजा जाना चाहिए।

भरे हुए आवेदन पत्र प्राप्त करने की अंतिम तिथि 26.05.2022 (गुरुवार) है।

मुख्य कार्यकारी अधिकारी व सचिव
कॉफी बोर्ड



COFFEE BOARD
MINISTRY OF COMMERCE & INDUSTRY
GOVERNMENT OF INDIA
NO.1, Dr. B.R. AMBEDKAR VEEDHI
BENGALURU – 560 001

VACANCY NOTIFICATION

No.ADM/EB.I(R)/MIN-160/2022-23/146

Date: **25.04.2022**

Coffee Board, a Statutory Organization under the Ministry of Commerce & Industry, Government of India, invites applications from eligible officers working in Official Language Wing of any Central Government Offices holding post with working experience in Hindi for five years in the Pay Matrix Level -10 ` 56100-177500 as per 7th CPC (Grade Pay of ` 5400/- as per 6th CPC) for the post of Deputy Director (Official Language) in Pay Matrix Level – 11 ` 67700-208700, on deputation basis.

The application form, eligibility criteria, prescribed educational qualification and experience, general terms and conditions etc., may be downloaded from the Coffee Board's Website – www.indiacoffee.org. The filled-in applications to be sent to the Joint Director (Extn./Admin.i/c), Coffee Board, Bengaluru either personally or by speed post.

Last date for receipt of filled-in applications is 26.05.2022 (Thursday).

CEO & SECRETARY
COFFEE BOARD

Note: Hindi version is available in Board's website www.indiacoffee.org.



काँफी बोर्ड : बेंगलूरु COFFEE BOARD : BENGALURU
Ministry of Commerce & Industry, Government of India
No.1, Dr. B. R. Ambedkar Veedhi, Bengaluru - 560 001
Website: www.indiacoffee.org

APPLICATION FOR THE POST OF DEPUTY DIRECTOR (OFFICIAL LANGUAGE) ON DEPUTATION BASIS

Please affix latest
passport size self-attested
Photograph

1	Name of the candidate (in Block Letters)	
2	Gender	
3	Date of Birth (Day-Month-Year)	
4	Age as on the closing date of receipt of Application (Years/Months/Days)	
5	Category (SC/ST/OBC/General)	
6	Do you belong to Person with Disability? If yes, whether VH/HH/OH and indicate the percentage of disability.	
7	Father's Name	
8	Present employment particulars	
(a)	Post held on substantive basis	
(b)	Pay Level Matrix and present basic pay (on substantive basis)	
(c)	Name and address of the Organization/ Institution / Department along with contact details viz., Telephone / Mobile Number / E-mail ID of the in-charge of Administration.	
9	Communication details of the candidate	
(a)	Permanent Address	

(b)	Postal Address					
(c)	Contact details of the candidate	Mobile No.				
		Tel. No.				
		E-mail ID				
10	Are you a citizen of India?					
11	Have you ever been punished or debarred from service of Government or other Organizations? If so, furnish details.					
12	Whether any disciplinary case is contemplated/pending/disposed of against you? If so, furnish details of major/minor penalties, imposed, if any.					
13	Academic Qualifications: (Fill up the applicable columns only) (Enclose separate sheet, if space is not sufficient, strictly in the following format)					
	Level	Institute / University	Year of Passing	Subjects Studied	Maximum Marks	Marks Obtained
a)	Graduation with Hindi as main subject					
b)	Graduation with English as main subject					
c)	Post-Graduation in Hindi					
d)	Post-Graduation in English					
e)	Doctorate Degree					
f)	Other Qualification/s					

14. Employment Record & Experience:					
Employment record and experience in Hindi on substantive basis only (in chronological order) (If space is not sufficient, enclose separate sheet strictly in the following format):					
Sl. No.	Name of the post held on substantive basis	Pay Level Matrix and Basic pay on substantive basis	Nature of work	Name of the Organization and place of working	Period (From -To) in dd/mm/yyyy format
(i)					
(ii)					
(iii)					
(iv)					
(v)					

Signature of the candidate

Place:

Date:



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**MANDATORY CHECK LIST FOR THE POST OF DEPUTY DIRECTOR (OFFICIAL LANGUAGE) IN
COFFEE BOARD ON DEPUTATION BASIS**

NAME OF THE CANDIDATE	
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✓ Tick in the appropriate box:

Sl. No.	Mandatory Enclosures	Enclosed	Not enclosed
1	a) SSLC / Matriculation/10 th Marks Card		
	b) Any other document (specify)		
2	Proof of Educational Qualification - (self-attested copies of)		
	a) Bachelor's Degree		
	b) Master's Degree		
	c) Doctorate degree		
3	Proof of Experience:		
	a) In Central Government service		
	b) In State Government service		
	c) Any other (Specify)		
4	Other information:		
	a) Have you used the appropriate application format?		
	b) Have you affixed recent passport size photograph?		
	c) Have you furnished your contact details viz., Telephone / Mobile Number / E-mail ID		
	d) Have you applied through proper channel?		
	e) Have you enclosed copies of certificates required?		

Signature of the candidate

Place:

Date:



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CERTIFICATE OF VERIFICATION BY THE PRESENT EMPLOYER

1. The entries made in the application of Shri/Smt. _____ for the post of Deputy Director (Official Language) on deputation basis have been verified and found correct.
2. There is no disciplinary case contemplated/pending against him/her.
3. The details of minor/major penalties imposed during the last ten years against him/her, if any, are enclosed.
4. Certified that the work and conduct of Shri/Smt. _____ is satisfactory for the last five years.

The gradings awarded in the APAR of the Officer for the last five/six years are as follows:

Year	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Grading Awarded						

Office File Ref: No. _____

Signature:

Name:

Designation with official seal:

Date:

* The applications of only those officers may be forwarded who, in the event of selection, would be available to join the post on deputation basis and to whom the concerned authorities would be in a position to relieve immediately.

* Strike out whichever is not applicable.



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GENERAL INSTRUCTIONS TO CANDIDATES FOR APPLYING TO THE POST OF DEPUTY DIRECTOR (OFFICIAL LANGUAGE) IN COFFEE BOARD ON DEPUTATION BASIS.

- 1) The candidate must be a citizen of India
- 2) The recruitment is on deputation basis of a suitable officer from Official Language Wing of any Central Government Offices holding post with working experience in Hindi for five years in Pay Matrix Level -10 ` 56100-177500 as per 7th CPC (Grade Pay of ` 5400/- as per 6th CPC) possessing the qualification of Post-Graduation in Hindi or English with English or Hindi as a main subject respectively in Degree.
 - a) Pay Level / Matrix of the Post: Pay Matrix Level – 11 ` 67700-208700 (7th CPC).
 - b) Tenure of the post: For a period of 3 years and extendable up to 5 years.
 - c) Location/place of posting at present: Coffee Board, No.1, Dr. Ambedkar Veedhi, Bengaluru – 560 001, Karnataka.
 - d) Selection Procedure: Selection will be made on the basis of educational qualifications, experience and other relevant guidelines that are required to assess the suitability and eligibility of the candidates and performance in the interview etc., as could be prescribed by the Appointing Authority / Selection Committee.
 - e) Reservation of the Post: Reservation orders are not applicable.
- 3) The candidates who are willing to serve in Coffee Board for not less than a minimum of three years on deputation can only apply.
- 4) Application Form can be downloaded from Board's website **www.indiacoffee.org**
- 5) **The last date for submission of application is 26.05.2022.**
- 6) The candidates should use only the prescribed Application Form downloaded from Coffee Board's website. Applications submitted by the candidate in any other format will summarily be rejected.
- 7) Before applying, candidates are advised to ensure that they fulfil the stipulated eligibility criteria for the post. Candidates not meeting the prescribed eligibility criteria will not be considered for selection.
- 8) A recent, recognizable passport size photograph should be firmly pasted at the place indicated in the Application Form and must be signed across the photograph, so that a part of the signature spreads over the application form beyond the photograph.
- 9) The application shall be filled-up in English (Capital Letters) only. Corrections, if any, should be legible and attested by the candidate. Candidates shall ensure that the particulars once submitted by them will be final and no further changes will be allowed thereafter.

- 10) The candidates are advised to fill the Application Form carefully and each and every column of application should be filled up accurately. Incomplete applications are liable to be rejected.
- 11) Self-Attested copies of documents in support of age, educational qualification/s, experience and caste/disability certificate (if applicable) shall be enclosed along with application.
- 12) The candidates must submit an advance copy of the application along with mandatory check list and self-attested copies of relevant documents in support of age, educational qualification, experience to the Joint Director (Extension/Administration i/c), Coffee Board, No.1, Dr. B.R. Ambedkar Veedhi, Bengaluru- 560 001, so as to reach on or before 6.00 P.M. on the closing time and date for receipt of filled-in applications i.e., **26.05.2022.(Thursday)**. In no case, the application received after the closing time and date will be considered. The original application duly forwarded by the employer of the parent department shall reach the above addressee within a fortnight after the closing date for receipt of filled in application.
- 13) Any attempt by the candidate, either directly or indirectly to influence the Selection Committee or other authorities of Coffee Board, will disqualify his/her candidature.
- 14) The prescribed essential qualifications are the minimum and possessing the same does not entitle for the candidates to be called for interview / other selection process. Coffee Board reserves the right to short list the candidates to call for interview / other process.
- 15) In case, it is detected at any stage of the selection process that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information / certificate / documents or has suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings are detected even after appointment on deputation basis, he /she is liable to be repatriated to his/her parent department.
- 16) Coffee Board is a Statutory Organization under the Ministry of Commerce & Industry, Department of Commerce, Government of India. The service conditions are regulated as per CCS Rules/ orders/instructions issued from the Government of India from time to time.
- 17) The deputation terms and conditions would be as per the norms of the Government of India issued from time to time.
- 18) The decision of Coffee Board with regard to eligibility or otherwise of any candidate based on evaluation of the application and particulars/records submitted along with application by the candidate shall be final. Coffee Board will not make any correspondence with the candidates regarding their non-selection for appointment on deputation basis.
- 19) All communications and queries in respect of applications for the post of Deputy Director (Official Language) on deputation should be addressed to the Joint Director (Extn/Admn.i/c), Coffee Board, No.1, Dr B.R. Ambedkar Veedhi, Bengaluru- 560 001 at email **jointdirector.coffeeboard@gmail.com**.

- 20) Signature (with date) of the candidate is essentially required at appropriate place in the Application Form as well as on all pages of the application.
- 21) Any disputes arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the *Courts of Law* situated in Bengaluru, Karnataka only.
- 22) Candidates are advised to check their emails / remain in touch with the Board's website i.e., www.indiacoffee.org for any information/s, which may be hosted for further guidance from time to time.

Secretary
Coffee Board

Place: Bengaluru.
Date: 25.04.2022.