



COFFEE BOARD

MINISTRY OF COMMERCE AND INDUSTRY
DEPARTMENT OF COMMERCE, GOVERNMENT OF INDIA

No.1, Dr. B.R. AMBEDKAR VEEDHI

BENGALURU – 560 001, KARNATAKA, INDIA

Phone: 080 – 2225 9459

Website: <https://coffeeboard.gov.in>

GENERAL INSTRUCTIONS




The Coffee Board of India, a statutory organization under the Ministry of Commerce and Industry, Department of Commerce, Government of India, Head Quartered in Bengaluru invites online applications from the Indian citizens for filling up of the following 'Scientific' and 'Technical' posts by Direct Recruitment. The general instructions for the candidates who are willing to apply are as follows:

- 1) All the candidates shall apply online only through Coffee Board Website <https://coffeeboard.gov.in> by clicking the link “Direct Recruitment Notification”.
- 2) The candidates shall click on “Register” button for New User Registration and the page will open, enter their Mobile Number and Email ID and register themselves using the OTP received on their registered Mobile Number. On successful registration, their user ID will be their registered Mobile Number.
- 3) The candidates shall click “Existing User” using login button and page will open. Then enter the registered Mobile Number as USER ID and generate OTP to login. On successful login, the candidates will be taken to the next page (My Account) where they can select respective post.
- 4) Select appropriate post for which the candidate like to apply: -
 - (1) Divisional Head – Plant Tissue Culture and Biotechnology (Group – 'A', 'Scientific')
 - (2) Subject Matter Specialist – Agronomy (Group – 'A', 'Scientific')
 - (3) Subject Matter Specialist – Plant Breeding and Genetics (Group – 'A', 'Scientific')
 - (4) Subject Matter Specialist – Plant Tissue Culture and Biotechnology (Group - 'A', 'Scientific')
 - (5) Subject Matter Specialist – Plant Physiology (Group – 'A', 'Scientific')
 - (6) Subject Matter Specialist – Agricultural Chemistry (Group – 'A', 'Scientific')
 - (7) Subject Matter Specialist – Plant Pathology (Group – 'A', 'Scientific')
 - (8) Subject Matter Specialist – Agricultural Economics (Group – 'A', 'Scientific')
 - (9) Subject Matter Specialist – Coffee Quality (Group – 'A', 'Scientific')
 - (10) Junior Liaison Officer (Group – 'B', 'Technical')
 - (11) Extension Inspector (Group – 'C', 'Technical')

5) FILL ALL THE INFORMATION MANDATORILY BOTH IN PART - I AND PART - II.

(A) Part - I: Personal Information

(B) Part - II: Academic Performance, Experience etc.,

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Part - I: Personal Information:

The following mandatory documents shall be uploaded while applying for the post.

- (a) Proof of Age (Birth Certificate issued by the Competent Authority i.e. Municipality / Panchayat etc., or SSLC / 10th class marks card).
- (b) Category viz., SC / ST / OBC with creamy layer / EWS certificate issued by the Competent Authority, while claiming reservation under any of these categories.
- (c) Passport size Photograph in JPEG format (Less than 2 MB size)
- (d) Provide the disability certificate, if applicable
- (e) Provide the status of employment/ex-serviceman certificate, if applicable
- (f) In-service candidates have to obtain Employment cum No Objection/ Vigilance Clearance certificate from the serving organization. Format for Employment cum No Objection/Vigilance clearance certificate is furnished in the **Annexure**.

Note: Uploading of all the relevant documents is mandatory and the documents shall be uploaded in the PDF format of size less than 2 MB only.

(A) Part - II: Academic Performance, Experience, etc.

(a) Divisional Head – Plant Tissue Culture and Biotechnology:

Mandatory Documents:

- (a) Ph. D Award Certificate.
- (b) Master's Degree Transcript/Marks card.
- (c) Experience certificate issued by the Employer.

Optional:

(Relevant documents have to be uploaded for claiming additional marks):

- (a) National Fellowship Certificate for pursuing Ph.D. if applicable.
- (b) National Eligibility Test (NET) Certificate, if applicable.
- (c) Publications in international and national journals/books/chapter in books / conference proceedings etc., (Front page of all research articles shall be uploaded as a single **pdf document**), if any.

Note: Upload the documents in PDF format (Size less than 2 MB only).

(b) Subject Matter Specialists (All Disciplines):

Mandatory Documents:

- (a) Master's Degree Transcript/Marks card.
- (b) Experience certificate issued by the Employer.

Optional:

(Relevant documents have to be uploaded for claiming additional marks):

- (a) Ph. D Award Certificate (if applicable)
- (b) National Eligibility Test (NET) Certificate if any.
- (c) Publications in international and national journals/books/chapter in books / conference proceedings etc., (Front page of all research articles shall be uploaded as a single pdf document).

Note: Upload the documents in PDF format (Size less than 2 MB only).

Handwritten signatures and initials at the bottom of the page:
kts, P.K.G., P. S. S. S., J. S. S. S., K. S. S. S.

c) Junior Liaison Officer:

Mandatory Document:

Graduation Transcript/Marks card.

Optional:

(Relevant documents have to be uploaded for claiming additional marks)

- (a) Master's Degree Transcript/Marks card, if applicable.
- (b) Publications in research or extension journals/articles in magazines or newspapers (Front page of all articles/papers/journals shall be uploaded as a single pdf document).
- (c) Experience certificate issued by the employer, if any.

Note: Upload the documents in PDF format (Size less than 2 MB only).

d) Extension Inspector:

Mandatory Document:

Graduation Transcript/Marks card.

Optional:

(Relevant documents have to be uploaded for claiming additional marks)

- (a) Publications in research or extension journals/articles in magazines or newspapers (Front page of all articles/papers/journals shall be uploaded as a single pdf document).
- (b) Experience certificate issued by the employer, if any.

Note: Upload the documents in PDF format (Size less than 2 MB only).

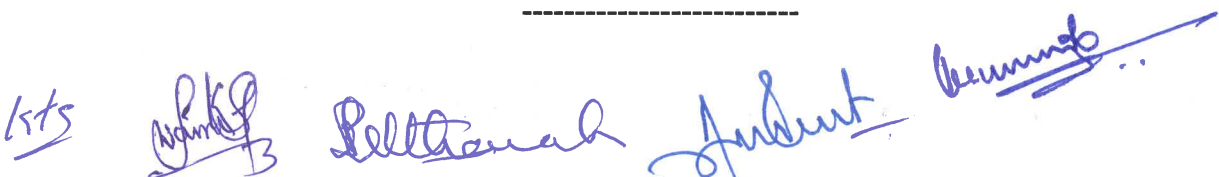
- 6) After filling all the mandatory information, the candidates shall click on **"Print Draft Application for Verification"** and take print out / download the information entered in Part-I and Part-II, verify and correct mistakes, if any, by clicking on draft application in **"My Account Page"** and generate new draft application.

Following declaration shall be made by the candidates:

- a) I hereby declare that all the statements / information made / provided in this application are true, complete & correct to the best of my knowledge and belief. If any information is found to be wrong / incorrect, Coffee Board can reject my application and can hold me responsible at any stage.
 - b) If my application gets rejected due to uploading of unsigned final application (on all pages), I am solely responsible for the same.
 - c) I fully understand that mere submission of application does not entitle me for getting selected for the post.
 - d) I understand that, the Coffee Board reserves the right to fill up or not to fill up any of the vacancies advertised without assigning any reasons and reserves the right to increase or decrease the required number of vacancies at any stage during the recruitment process.
- 7) The candidates shall mandatorily take the print out of the information entered, verify all the details both in Part-I and Part-II. If all the details are found correct, the candidate shall **"tick"** on the check box for **"Declaration"** and **"click"** on the **"Print Final Application"** to take printout of the final application.
- 8) Once the **"Print Final Application"** button is clicked, **no** further corrections can be made to the application.
- 9) Take a final print out, verify the details again, sign on all the pages and upload the same using **"Choose File"** Button.

KTS *Prakash* *Pattanaiah* *Subash* *Devaraj*

- 10) After uploading the signed application form, the candidate shall click "**Submit Application**" button for successful submission of the application to Coffee Board.
- 11) The candidates shall keep a copy of the signed application and produce the same during documents verification/personal interview.
- 12) The candidates will receive confirmatory SMS to the registered Mobile Number for having successfully submitted the application.
- 13) The candidates can view the status of the application any time by logging into the Coffee Board's portal using Mobile Number and OTP.
- 14) The candidates can also finalize the applications in multiple sessions by saving temporarily using the "**Save**" button.
- 15) The candidate may apply for multiple posts with the same User ID and Login.
- 16) In case of any technical difficulty, the candidates may seek clarification through E-mail to **cb-recruitment@gov.in** (**cb[dash]recruitment[at]gov[dot]in**) call on **080 - 2225 9459** on all working days (Monday to Friday) **between 10.00 AM and 5.00 PM**
- 17) **The last date for submission of online application is 09.07.2025.** Once the last date for application is over, Coffee Board will publish the tentative merit list with shortlisted candidates purely based on the information provided by the applicant in the online process.
- 18) In the case of Divisional Head and Subject Matter Specialist, shortlisted candidates in the ratio of **1:10** will be called for documents verification.
 - (a) The candidates should produce originals of all the uploaded documents for verification.
 - (b) After verification of the documents, the candidates shortlisted in the ratio of **1:5** will be called for **Personal Interview**. After the interview, the final list of selected candidates and the wait listed candidates will be published in Coffee Board's Website.
 - (c) Those who failed to appear in-person with original documents on intimated date and time for documents verification/interview will not be considered for selection.
- 19) In the case of Junior Liaison Officers and Extension Inspectors, the short-listed candidates in the ratio of **1:5** will be called for documents verification.
 - a) The candidates should produce Originals of all the uploaded documents for verification.
 - b) After verification of original documents, list of selected candidates and wait listed candidates will be published in Coffee Board website.
 - c) Those who failed to appear in-person with original documents on intimated date and time for documents verification will not be considered for selection.
- 20) Applicants are directed to see the selection criteria for each of the notified post which is uploaded in the portal separately.
- 21) For optimum utilization, candidates are advised to enable the browser pop-ups and notifications.
- 22) All the communications will be made only through the registered Email ID and registered Mobile Number.
- 23) Coffee Board reserves the right to fill or not to fill the advertised vacancies and the CEO & Secretary may adopt a system of shortlisting the candidates and only the shortlisted candidates would be called for document verification.



**Format for Employment/No Objection/Vigilance Clearance
Certificate to be produced by the in-service candidates**

***Name & address of the
Department / Organisation i.e. current employer***

- 1 Name of the employee/ candidate :
- 2 Designation :
- 3 Since when working :
- 4 Present Post and Level of Pay :
- 5 Pay and Allowances :

This organisation has **No Objection** to his/her applying for the post of
..... in Coffee Board.

The official is clear from vigilance angle.

Name & Designation of the
Competent Authority with seal

Office Seal

Place;

Date:

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