



COFFEE BOARD
(Ministry of Commerce & Industry, Govt. of India)
Central Coffee Research Institute
Coffee Quality Division
Bengaluru- 560 001
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www.indiacoffee.org

RES/CQD/YP/2023/285

06.02.2023

Applications are invited from eligible candidates for the position of "Young Professional" purely on temporary basis for a period of 11 months in the Coffee Quality Division of Coffee Board, No.1, Dr. B.R. Ambedkar Veedhi, Bengaluru - 560001.

1. Name of the Position : Young Professional (YP)
2. Number of Position : 1 (One)
3. Type of Employment : Purely contractual in nature for a period of 11 months (extendible based on performance) and does not lead to any regular position in "Coffee Board".
4. Age limit : The Upper Age Limit should not exceed 35 years as on the last date for submission of application
5. Remuneration (per month) : A consolidated amount of Rs.25,000/- (Rupees Twenty Five Thousand) (minus Professional Tax/TDS as applicable) will be paid to the YP selected
6. Application Deadline : 20.02.2023
7. Educational Quantification (Essential) : Graduate Degree in Life Science subjects with Certificate/diploma in Computer Application.
8. Experience & Skills (Desirable)
 - 1 year of experience in data entry.
 - Experience in using MS office applications.
 - Experience in using Laboratory Information Management System (LIMS) software.
 - Experience of working with a Govt. set up. Strong communication, interpersonal and organizational skills.
 - Proficiency in English.
 - Excellent communication and writing skills.
9. Primary Roles & Responsibilities
 - Preparation and dispatch of reports
 - Make necessary arrangements for the quality testing services offered by the Coffee Quality Division.
 - To assist the Coffee Quality Division in the upcoming new projects viz. Know Your Kaapi – Cup quality evaluation drive, NBC 2023 along with routine sensory and roasting laboratory testing services.
 - Performs other tasks assigned by the Competent Authority

Submission of Applications:

10. The interested eligible candidates shall submit the application online using the Google form link given below.
<https://forms.gle/2cvpMmwMVnDeuLEHA>
11. Information submitted in the online application form only will be considered as final and no change / modifications will be permitted after the submission of the online application form. Candidates are, therefore, requested to fill the form with utmost care. Coffee Board will not be responsible for any consequences arising out of furnishing of incorrect and/or incomplete information or omission of any required detail in the application form

Selection Process:

12. **Application screening and shortlisting of candidates:** Applications received from the interested eligible candidates shall be subject to screening and the candidates shall be shortlisted based on the criteria as may be evolved by the Board, which may, inter alia, include consideration of any / all / none / a combination of the following factors:
 - a. Academic performance,
 - b. Relevance of work experience/skills.
 - c. Interview
13. **Interview:** Only shortlisted candidates will be called for the interview
Call letter for interview will be sent to only to the E-mail IDs furnished by the candidates in their application. No TA/DA will be admissible for attending the Interview.
14. Shortlisted candidates shall furnish original documents for verification at the time of the interview. The candidature of an applicant shall be cancelled in the absence of any / all relevant original documents
15. Coffee Board will not make any correspondence with the candidates regarding their non-selection for the interview.
16. In all matters regarding eligibility, application screening, conduct of interviews, assessment of candidates, number of vacancies and communication of result, Coffee Board's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard. Board retains the right to select or reject any eligible candidate under this program without assigning any reason thereof. Board also reserves the right to cancel the advertisement, fully or partly, on any grounds.
17. Face mask is mandatory during the walk-in interview. Covid-19 safety protocols issued by Ministry of Home Affairs (MHA) has to be strictly followed.

Other terms and conditions

18. Before applying, candidates are advised to ensure that they fulfil the stipulated eligibility criteria for the position.
19. The qualification prescribed should have been obtained from recognized Universities / Institutions.
20. The prescribed essential qualifications are the minimum and possessing the same does not entitle for the candidates to be called for interview.
21. The appointment is purely temporary and may be terminated at any time without notice or assigning any reason thereof. The Technical Assistant may also leave the assignment, on their own volition, by giving one month notice.
22. The incumbent shall not have any claim for regular appointment under Coffee Board.
23. Any disputes arising out of this notification including the selection process shall be subject to the sole jurisdiction of the Courts of Law situated in Bengaluru, Karnataka only.

Sd/

Director of Research