



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

VACANCY NOTIFICATION

No. ADM/EB.I(R)/MIN-474/1837

Date: 19.10.2022

Coffee Board invites applications from the eligible Indian Citizens for the position of Project Executive purely on contractual basis to support Coffee Board's existing teams to implement the International Coffee Organization (ICO) Special Fund Project. The role of the project entails hands-on execution and entails extensive networking, liaising travel and delivery of outputs and other related issues. For details of the position, eligibility criterion, prescribed educational qualification & experience, tenure of engagement, terms and conditions etc., can be downloaded from the Coffee Board's Website – www.indiacoffee.org.

The last date for receipt of filled in applications is 02.11.2022 (Wednesday).

CEO & SECRETARY
COFFEE BOARD



ICO SPECIAL FUND PROJECT
PROMOTION OF COFFEE CONSUMPTION IN INDIA

ENGAGING THE SERVICES OF A PROJECT EXECUTIVE

DESIGNATION: PROJECT EXECUTIVE

Overall role description: The Project Executive is expected to support Coffee Board's existing teams to implement all activities of the ICO Special Fund Project. This role entails hands-on execution with extensive networking, liaising, travel and delivery of distinct project outputs.

Scope of work:

1. Liaise with designers, printers, merchandise agents and other businesses to produce books, booklets, posters, merchandise, short films and presentation slides
2. Collaborate with resource persons for the design/preparation, deployment and implementation of online courses
3. Coordinate with resource persons and programme participants to organize offline training programmes across the country
4. Interact with social media promotion experts to carry out campaigns, and monitor their effectiveness
5. Coordinate with manufacturers of coffee products, gift boxes and packaging materials to produce a range of gifting products, trial packs etc.

Eligibility conditions:

(a) Essential:

- i. The Project Executive should possess an undergraduate degree in Business management / Business administration / Mass communication.
- ii. At least one year work experience in marketing / event management / advertising

(b) Desirable: Candidates who possess a Post Graduate Degree in Business Management (MBA) would be preferred. Candidates with demonstrated skills in written English would be preferred.

Place of work: Bengaluru

Duration of engagement: Twelve months (extendable based on requirement and candidate performance)

Remuneration: The selected candidate would be paid a consolidated all-inclusive monthly remuneration of Rs. 40,000. Applicable taxes would be deducted at source.

This position is contractual in nature and does not lead to a regular position in the project or Coffee Board.



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

FORMAT OF APPLICATION FOR THE POSITION OF
PROJECT EXECUTIVE ON CONTRACTUAL BASIS

Please affix your latest
Passport size self-
attested Photograph

(To be filled in by the Candidate)

Notification Number and Date		No. ADM/EB.I(R)/MIN-474/1837	Date: 19.10.2022
1	Name of the candidate (in Block Letters) First Name-Middle Name-Surname		
2	Gender (Male / Female)		
3	Date of birth (DDMMYYYY) (Enclose Self-attested copy of Age Proof)		
4	Age as on the closing date of receipt of Application (Years/Months/Days)		
5	Community to which belong (SC/ST/OBC/UR)		
6	Father's Name		
7	If employed, designation of the post		
8	Name and address of the office / Institution / Organization, if employed		
9 (a)	Permanent Address		

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9 (b)	Postal Address				
9 (c)	Contact Details	Mobile No.			
		Tel. No.			
		Fax No.			
		E-mail ID			

10. Academic Qualification/s:
(Enclose separate sheet, if space is not sufficient, strictly in the following format):

Level	Name of the Course	Institute / University	Year of Passing	Subject (s) With Major Field of Specialization	Class / Division obtained	Grade / Marks & Percentage of Marks
Graduation						
Masters (MBA)						
Ph.D.						
Others						

Title of Ph.D. Thesis |

11. Employment Record & Experience:

(a) Employment Record (In Chronological order). [If space is not sufficient, enclose separate sheet strictly in the following format]

Name of the Post held	Name of the Organization & Place of Working	Nature of work	Remuneration drawn	Period (From - To)

(b) Justification for suitability of your candidature for the position in respect of qualification, experience and other related information.
(To be furnished in not more than 2 pages)

12	Are you a Citizen of India by birth / domicile?	
13	Have you ever been convicted by a court of law for any offence? If so, furnish details	
14	Have you ever been punished or debarred from service of Government or other organizations? If so, furnish details	
15	Whether any disciplinary case is either pending or disposed-off against you? If so, furnish details on Major / Minor Penalty imposed if any?	

Note: Please enclose self-attested photocopies of (i) Date of Birth Certificate (ii) Educational Qualification Certificates viz., Marks Cards, Degree Certificates etc.,

Signature of the Candidate with date

General Instructions to Candidates / Terms and Conditions
for submission of filled in Application for the position of
Project Executive on contractual basis

1. The position that is being offered is purely on contractual in nature. The selection process and the conditions of contractual engagement is in no way related to that of Coffee Board or DoP&T Guidelines.
2. The candidate must be a citizen of India
3. The candidates should use only the prescribed format of the Application Form downloaded from the Coffee Board's website. Applications submitted by the candidate in any other format will summarily be rejected.
4. **Before applying, candidates are advised to ensure that they fulfil the stipulated eligibility criteria for the position. Candidates not meeting the prescribed eligibility criteria will not be considered for selection.**
5. 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.
6. The application shall be filled-up in English (Capital Letters) only. Corrections, if any, should be 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.
7. 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.
8. The duly filled in application/s along with requisite documents shall be sent to **Dr. B.J. Ashwini Kumar, Project Coordinator – ICO Special Fund Project, Coffee Board, No.1, Dr. B.R. Ambedkar Veedhi, Bengaluru – 560 001.**
9. **The last date for submission of duly filled in application is 02.11.2022**
10. Any attempt by the candidates, either directly or indirectly to influence the Selection Committee or other Authorities of the Coffee Board, will disqualify their candidature.
11. The prescribed essential qualifications are the minimum and possessing the same does not entitle for the candidates to be called for interview. Coffee Board reserves the right to short list the candidates to call for interview.
12. Interview test call letters will be sent by E-mail to the shortlisted candidates to the Email IDs furnished by the candidates in their application.
13. The candidates called for interview must appear for personal interview at such place and time as informed in the call letter at their own cost. Expenditure incurred by the candidates to attend the interview would not be reimbursed by Coffee Board. Further, calling of candidates for interview will not be an assurance of whatsoever that they will be selected.
14. Proof of prescribed educational qualifications viz., Marks Cards, Degree Certificates, Experience etc. / date of birth and other certificates / testimonials etc., in **ORIGINAL** should be produced at the time of interview.

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15. The Coffee Board reserves the right to fill up or not to fill up the position notified.
16. The selected candidate should not have been involved in any criminal activities. Coffee Board reserves the right to verify the antecedents of the shortlisted/selected candidates.
17. 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 engagement of the candidate, his / her services are liable to be terminated.
18. It is the responsibility of the candidates to judge as to whether they satisfy the prescribed requirements, and whether it is worthwhile to apply.
19. Signature (with date) of the candidate essentially required at appropriate place in the Application Form as well as on all pages of the application. Unsigned applications will not be considered at any circumstances.
20. The decision of Coffee Board with regard to eligibility or otherwise of any candidate based on evaluation of the application and particulars/records submitted with the application by the candidate shall be final. Coffee Board will not make any correspondence with the candidates regarding their non-selection for the interview / position.
21. Selected candidate would be required to assume responsibilities within the stipulated date specified in the offer letter.
22. The position would be based in Bengaluru although outstation travel, as required, is envisaged.
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.
24. 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.

CEO & Secretary
Coffee Board

Place: Bengaluru.

Date: 19.10.2022.