



**Tea Board of India**  
Ministry of Commerce and Industry, Govt. of India  
14, B. T. M Sarani,  
Kolkata- 700 001

**WALK IN INTERVIEW**

A walk-in-interview will be held on 17<sup>th</sup> & 18<sup>th</sup> August, 2017 as per following schedule from 11.00 a.m. onward at **Quality Control Laboratory, Tea Board, Tea Park, Siliguri** for engaging

- I. One (1) Scientist – (Microbiologist),
- II. One (1) Field Expert – Capacity Building Centre,
- III. One (1) Office Assistant and,
- IV. One (1) Accountant

on contractual basis to work in Quality Control Laboratory, Tea Park, Siliguri purely on temporary basis initially for a period of one year, which may be extended based on performance.

Sl. No.	Name of the Post	No. of posts	Required Qualifications	Desirable Experience	Consolidated remuneration	Date of walk-in interview
1.	Scientist – (Microbiologist)	1	<b>Ph.D.</b> (Microbiology/ Food Technology/ Life Science/ Agriculture) <b>MSc:</b> 1 <sup>st</sup> class in Microbiology/Food technology/Life Science	Experience in Cell/Tissue Culture, Microbial Analysis, Instrumentation	Rs. 40,000/- per month	17.08.2017
2.	Field Expert – Capacity Building Centre	1	<b>MSc./PhD</b> in Agriculture with thorough knowledge of field activities including Organic Farming	Agricultural field experience including organic cultivation	Rs. 40,000/- per month	17.08.2017
3	Office Assistant	1	Bachelor degree in Science with adequate skill in Office work including Accounts.	Experience in office procedure and working knowledge in office management.	Rs. 20,000/- per month	18.08.2017
4	Accountant	1	Bachelors' degree in Commerce with adequate skill in operation of Tally (trained). Experience in office procedure and working knowledge in office management.	Preparing payments by verifying documentation, disbursements; Tendering; purchase related matters; Preparing financial reports, audit replies, asset, and liability entries by compiling and analyzing account information. Documenting financial transactions etc.	Rs. 20,000/- per month	18.08.2017

- Age:** (a) Not more than 35 years as on 01.07.2017 for Sl. No. 1 & 2  
(b) Not more than 30 years as on 01.07.2017 for Sl. No.3 & 4.

**Note: 1** The candidates need to bring their original certificates at the time of interview. The Candidates shall also submit one set of photocopies of the certificates of educational qualification & experience, and 2 passport size photographs.



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### **Duties and Responsibilities**

<b>Scientist – (Microbiologist)</b>	Analysis of Tea Samples, maintaining the instrumentation facility and other work as assigned from time to time.
<b>Field Expert – Capacity Building Centre</b>	Advisory and training for tea cultivation (including organic) and other work as assigned from time to time.
<b>Office Assistant</b>	Day to day maintenance of office record, processing of the files along with necessary documents and other work as assigned from time to time.
<b>Accountant</b>	Preparing payments by verifying documentation, disbursements; Tendering; purchase related matters; Preparing financial reports, audit replies, asset and liability entries by compiling and analyzing account information. Documenting financial transactions etc.

### **Date & Venue of Interview:**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
<b>17 &amp; 18.08.2017</b>	<b>11:00 a.m onward</b>	<b>Quality Control Laboratory, Tea Board , Tea Park (back side of NJP Railway Station), Siliguri-735135</b>

Interested candidates for the above posts are requested to appear in person directly in the interview with application along with bio-data, attested copies of certificates, mark sheets and testimonials. Registration for appearing in the interview will be allowed up to 10.30 a.m. **No candidate will be allowed for the registration after 10.30 am.** The candidates are also requested to bring all the original testimonials for verification.

If the number of candidates is more, then a short written test will be conducted for preliminary screening of the candidates.

No TA/DA will be paid for attending the interview.

Applicants appearing with incomplete documents will not be entertained for the interview/test.

The candidate, if employed with any autonomous/Government organisation may bring “NOC” from their employer at the time of interview.

The competent authority reserves the right to postpone/cancel the recruitment exercise at any stage.

Interested candidate may also in their own interest ensure that they fulfil the eligibility conditions. Ineligible candidate will not be allowed to appear for interview. Verification of documents will be done before interview/test. Canvassing in any form OR on behalf of a candidate will be a disqualification.

**The above posts are purely temporary/contractual in nature and do not entitle the appointees for any claim, implicit or explicit regarding absorption in the service of the Board.**

**Secretary**  
**Tea Board India**