General instructions to candidates / Terms and Conditions for submission of application for various positions:

1. The positions that are being offered are on ad-hoc basis and are contractual in nature.

2. The candidate must be a citizen of India

3. Online Application Forms can be filled via https://forms.gle/UC1gY8MWG9WJSpGH6

   (**The applicant needs to have a Gmail account to fill the form, if they don't have, they are requested to create one). All the documents are to be self-attested, scanned and uploaded (including Photograph). Please read the application form thoroughly and keep the necessary documents ready BEFORE FILLING THE APPLICATION.**

4. The closing date and time for receipt of filled-in application is 04.00 PM on 06/12/2024

5. Before applying, candidates are advised to ensure that they fulfil the stipulated eligibility criteria for the position.

6. A recent, recognizable passport size photograph should be scanned and uploaded in the online Application Form. The photograph must be signed across the photograph so that a part of the signature spreads over the application form beyond the photograph.

7. 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.

8. 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.

9. **Any attempt by the candidates, either directly or indirectly to influence the Selection Committee or other authorities of the AIC-CCRI-CED, will disqualify their candidature.**

10. **The candidates are required to declare if they have any relative in the Coffee Board.**

11. The prescribed essential qualifications are the minimum and possessing the same does not entitle for the candidates to be called for interview test. The AIC-CCRI-CED reserves the right to short list the candidates to call for interview test.

12. Interview call letters will be sent by E-mail to the Email IDs furnished by the shortlisted candidates in their application.

13. For any queries, the candidates may contact (CEO, AIC–CCRI–CED) via email: ceo.aic.ccri@gmail.com

14. 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

interviews would not be reimbursed by AIC-CCRI-CED. Further, calling of candidates for interview will not be an assurance of whatsoever that they will be selected.

15. Proof of prescribed educational qualifications / Work experience viz., Marks Cards, Degree Certificates etc. / date of birth and other certificates / testimonials etc., in **ORIGINAL** should be produced at the time of interview test.

16. The AIC-CCRI-CED reserves the right to fill up or not to fill up any of the positions notified.

17. The selected candidates should not have been involved in any of the criminal activities. The AIC-CCRI-CED reserves the right to verify the antecedents of the selected candidates before their entry in to the ad-hoc positions at AIC-CCRI-CED.

18. 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 candidates to the ad-hoc positions, his / her services are liable to be terminated.

19. The AIC-CCRI-CED cannot advise the candidates about their eligibility for the position. It is the responsibility of the candidates to judge as to whether they satisfy the prescribed requirements, and whether it is worthwhile to apply.

20. Self-attestation Signatures (with date) of the candidate are essentially required to be uploaded appropriate place in the Application Form as well as on all pages of the application. The AIC-CCRI in any circumstance will not consider application without self-attestation of documents.

21. The decision of the AIC-CCRI-CED, 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. The AIC-CCRI-CED will not make any correspondence with the candidates regarding their non-selection for the interview / position.

22. Selected candidates would be required to assume responsibilities within the stipulated date specified in the offer letter.

23. All positions would be based in Bengaluru although outstation travel, as required, is envisaged.

24. 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.

25. Candidates are advised to check their emails / remain in touch with the Board's website i.e., www.coffeeboard.gov.in for any information/s which may be hosted for further guidance from time to time.

List of Enclosures to the Application:

The following documents / certificates should be submitted along with the application:

1. Self-attested copies of the certificates of Date of Birth, Educational Qualifications viz., Marks Cards, Degree Certificates, Experience etc.
2. Latest Passport Photograph at the appropriate space in the application form duly signed by the candidate across the photograph

                                                          Secretary, Coffee Board

Place: Bengaluru.
Date: 18/11/2024.

Enclosure:
Annexure 1 to 4 – Job Description

Annexure 1: **Job Description and Eligibility criteria for the position of Incubation Executive.**

1. **Overview:** The Selected candidate would be the first point of contact for the Startups, aspiring entrepreneurs, training participants and will be working as per the directions from the CEO, AIC-CCRI-CED. The position will be filled purely on Ad-hoc basis.

2. **Functions:**
    a) Coordination of day-to-day activities of Incubation Center along with the other team members.
    b) Arranging and attending meetings along with CEO & Incubation Manager and recording the minutes of the meetings.
    c) Follow up on tasks and deliverables from various entities.
    d) Maintaining all records and documents, circulars, agreements related to the AIC-CCRI-CED.
    e) To independently handle all regular and confidential correspondence.
    f) Preparing presentations for various meetings.
    g) Making recommendations for improvement, presenting findings to CEO & Incubation Manager.
    h) Any other administrative/coordination work as required at various points of time.

3. **Qualifications:**
    Essential: First Class Bachelor's degree in Science/ Commerce or Business Administration or equivalent from a recognized academic institution. Candidates with Distance Education or Online Degree Programs are not eligible to apply.

    Preferrable: Full time MBA/PGDM from a recognized academic institution.

4. **Age limit:** Below 35 yrs. Five years relaxation to be given to SC/ST and women (Age as on the last date of submission of filled in application).

5. **Experience & Skills required:**
    a. At least one year work experience in administrative or technical position in a reputed Startup Incubator/ Business firm / R&D laboratory /Academic institution. Candidates with Internship experience in Startup Ecosystem can also apply.
    b. Knowledge on basic computer skills such as MS Office Tools, Cloud Storage and webinar hosting tools.
    c. Ability in multitasking and complete the tasks in a timely manner.
    d. Excellent organizational, interpersonal and communication (especially writing) skills.
    e. Willingness to travel as needed.

6. **Benefits:**
    a. Annual Salary upto Rs. 3.60 lakhs based on the experience and skills of the candidate
    b. Ample learning opportunities.

7. **Duration of Employment**: Initial contract for a period of Twelve months (subject to performance review after eleven months from commencement of tenure) and this position is based in Bengaluru although outstation travel, as required, is envisaged.

8. **Mode of Selection:** Shortlisting of eligible candidates, documents verification, written test and Personal Interviews.

1. **Overview:** The selected candidate would be managing the Skill Development Cell (SDC) of Coffee Board by Coordinating with stakeholders and will be responsible in end-to-end planning and implementation of the training programs. The role requires a blend of business development as well as project management expertise in skill development and will be working as per the directions of the CEO, AIC-CCRI-CED. The position will be filled purely on Ad-hoc basis.

2. **Functions:**
    a) Develop, implement, and oversee comprehensive learning and development programs aligned with the organization's strategic goals
    b) Conduct in-depth evaluations and assessments of learning requirements on a large scale and formulate effective training strategies
    c) Design content for various learning modes, including physical, virtual, and dynamic training
    d) Identifying and Onboarding of Trainers based on the skill courses
    e) Continuously assess the effectiveness of training programs using appropriate metrics and feedback mechanisms, with a commitment to improving and enhancing learning outcomes.
    f) Recording every transaction (logistic, financial, academic, administrative)
    g) The role involves creating a variety of engaging reports, presentations, proposals, and communication materials; and should be willing to travel within India based on requirement
    h) Report to the CEO, AIC-CCRI-CED on all program and operational aspects.
    i) Any other requirement as specified by the CEO, AIC-CCRI-CED

3. **Qualifications:**
    Essential: First Class Master's Degree in Business Administration (MBA/PGDM) or MSW or equivalent from a reputed academic institution. Candidates with Distance Education or Online Degree Programs are not eligible to apply.
    Preferrable: Certifications from reputed institutions on HRM/ Skill Development/Leadership

4. **Age Limit:** 40 years and below. Five years relaxation to be given to SC/ST and women (Age as on the last date of submission of filled in application).

5. **Experience & Skills required:**
    - Minimum 3 – 5 years of hands-on work experience in a reputed Corporate Training Academy /Academic institution/ Business entity as an administrator/ corporate trainer/ program manager in designing effective training programs that are engaging, informative, and tailored to adult learning principles.
    - Strong organizational skills to plan, execute, and oversee multiple training projects simultaneously while ensuring they are completed on time and within budget.
    - Exceptional verbal and written communication skills to articulate training objectives, deliver presentations, and facilitate discussions.
    - Experience of working on the Learning Management Systems (LMS) for organizing and tracking training activities.
    - Proficiency in M.S Office, Video Conferencing tools, Survey tools.

6. **Benefits:**
    a) Salary upto Rs. 7.5 lakhs per annum based on the experience and skills of the candidate.
    b) Ample learning and career advancement opportunities.

7. **Duration of Employment:** Initial contract for a period of Twelve months (subject to performance review after eleven months from commencement of tenure) and this position is based in Bengaluru although outstation travel, as required, is envisaged

8. **Mode of Selection:** Shortlisting of eligible candidates, documents verification, written test and Personal Interviews.

Annexure 3: **Job Description and Eligibility criteria for the position – "Program Executive"**

1. **Overview:** The selected candidate would be coordinating the programs and activities of the Skill Development Cell (SDC) of Coffee Board and will be working as per the directions of the CEO, AIC-CCRI-CED. The position will be filled purely on Ad-hoc basis.

2. **Functions:**
   a) Work with Program lead and other team members of SDC to Organize the Skill Development Programs in Coordination with all training partners, facilitators, resource persons and participants.
   b) Strategize, implement, and maintain program initiatives that adhere to organizational objectives
   c) Develop program assessment protocols for evaluation and improvement/ Oversee multiple project teams, ensuring program goals are reached
   d) Identify key requirements for cross-functional teams and external vendors

3. **Qualifications:**
   Essential: First Class Bachelor's Degree in Bachelor of Social Service/Business Administration (BBA/BBM) or equivalent from a reputed academic institution. Candidates with Distance Education or Online Degree Programs are not eligible to apply.
   Preferrable: MSW or MBA/PGDM

4. **Age Limit:** 35 years and below. Five years relaxation to be given to SC/ST and women (Age as on the last date of submission of filled in application).

5. **Experience & Skills required:**
   - Minimum 2 years of hands-on work experience in a reputed Corporate Training Academy/Academic institution/ Business entity as a coordinator/ executive
   - Ability to work independently and collaboratively in a dynamic team environment.
   - Creative thinking and problem-solving skills.
   - Proficiency in M.S Office tools like Word, Excel, PowerPoint, Canva and Automation tools. The role involves creating a variety of engaging reports, presentations, proposals, and communication materials; and should be willing to travel within India based on requirements
   - Any certification courses on Training & Development, Leadership and Business Management Tools

6. **Benefits:**
   a) Salary upto Rs. 4.20 lakhs per annum based on the experience and skills of the candidate.
   b) Ample learning and career advancement opportunities.

7. **Duration of Employment:** Initial contract for a period of Twelve months (subject to performance review after eleven months from commencement of tenure) and this position is based in Bengaluru although outstation travel, as required, is envisaged

8. **Mode of Selection:** Shortlisting of eligible candidates, documents verification, written test and Personal Interviews.

Annexure 4: **Job Description and Eligibility criteria for the position "Intern – Business Development"**

1. **Overview:** The selected candidate would execute the day-to-day responsibilities related to the programs and activities of the Atal Incubation Centre and Skill Development Cell of Coffee Board under the guidance of CEO, AIC-CCRI-CED. The position will be filled purely on Ad-hoc basis.

2. **Functions:**
   a) Day to day operations of Business Incubator and Skill Development Centre
   b) Planning and implementation of training programs as per the organization Calander of events
   c) Coordinating with the resource persons and mentors from the industry
   d) Planning and development of Marketing campaigns to promote the services and programs of the Incubator
   e) Coordinating virtual meetings and training sessions
   f) Serve as a first point of contact for the Visitors and guests at the AIC-CCRI-CED
   g) Facilitate the tour of Incubator and its facilities
   h) Documentation work related to programs and activities
   i) Represent the organization during the trade shows and exhibitions
   j) Attend business meetings along with CEO and the team members based on the requirements

3. **Qualification:**
   Final Year or Pre-Final Year Students pursuing UG/PG programs in Science/ Commerce/ Business Management Streams with an interest in exploring business opportunities in the Coffee/Spices/Agriculture sectors. Should be from UGC recognized institute offering full time courses.

4. **Age Limit:** Below 25 years

5. **Skills Required:**
   - Must be a self-starter and able to do multi-tasking
   - Excellent Communication and interpersonal Skills
   - Should be familiar with Basic Computer Skills
   - Self-starter and Result Oriented

6. **Benefits:**
   a) Monthly Stipend upto Rs 10,000/- based on the performance.
   b) Ample learning and career advancement opportunities.

7. **Internship Duration**: Two months (extendable by 1 month based on requirements and performance of the candidate)

8. **Mode of Selection:** Shortlisting of eligible candidates, documents verification, written test and Personal Interviews.