

**Atal Incubation Center – Central Coffee Research Institute-
Skill Development Cell
(AIC-CCRI-SDC)**

No. 1, Dr. Ambedkar Veedhi, Coffee Board, 1st Floor, Bengaluru – 560001
www.aicccriced.in

CALL FOR APPLICATION

Ref No: AIC-CCRI-SDC/BLR/2025-26/07

Date: 12/09/2025

The Coffee Board of India, established under the Coffee Act VII of 1942 and functioning under the Ministry of Commerce and Industry, Government of India, plays a pivotal role in the coffee sector. Its core functions include R&D, technology transfer, quality enhancement, sectoral support, and market promotion.

The Skill Development Cell of the Coffee Board, managed by the Atal Incubation Centre – Central Coffee Research Institute – Centre for Entrepreneurship Development (AIC-CCRI-CED), has launched a plan to train 200,000 people across Tier 1, 2, and 3 cities over the next 3–5 years.

The Coffee Board of India, through its Skill Development Cell, invites applications from eligible Indian citizens for the position of **Program Manager** on a purely ad-hoc and contractual basis. The position will be based in Bengaluru, with outstation travel as required. Interested candidates are advised to carefully go through the job notification along with the job description before applying. The last date for submission of applications is **30/09/2025 by 4:00 PM**.

Sl. No.	Name of the Position	Number of vacant positions
1	Program Manager	1
	Total	1

General instructions to candidates / Terms and Conditions for submission of Application for the Position of Program Manager:

1. The position is offered on an ad-hoc, contractual basis for a period of up to twenty-four months and can be extended based on performance review and project requirements.
2. The candidate must be a citizen of India
3. Online Application Forms can be filled via link - <https://forms.gle/sRDguh7jhUZ55dj56>
4. The closing date and time for receipt of filled-in application is **30/09/2025 by 4:00 PM.**
5. Before applying, candidates are advised to ensure that they fulfil the stipulated eligibility criteria for the position as mentioned in the Job Description.
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 online application shall be filled-up in English (Capital Letters) only. 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 Online Application Form carefully. 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 Coffee Board, 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-SDC 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 & Convenor SDC) via email: ceo.aic.ccric@gmail.com
14. The candidates called for interview via email invite 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-SDC. 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 for verification purpose.

16. The AIC-CCRI-SDC 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-SDC reserves the right to verify the antecedents of the selected candidates before their entry in to the ad-hoc positions at AIC-CCRI-SDC.
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-SDC 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-SDC in any circumstance will not consider application without self-attestation of documents.
21. The decision of the AIC-CCRI-SDC, 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-SDC 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 including spam folders/ 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.



**CEO, AIC-CCRI-CED & Convener SDC,
Coffee Board**

**Place: Bengaluru.
Date: 12/09/2025**

Enclosure:
Annexure 1 – Job Description

Annexure 1: Job Description and Eligibility criteria for the position of “Program Manager”

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 under the guidance of CEO, AIC-CCRI-CED & Convenor SDC. 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 & Convenor SDC. 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 & Convenor SDC on all program and operational aspects.
 - i) Any other requirement as specified by the CEO, AIC-CCRI-CED & Convenor SDC.
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 courses are not eligible to apply.
 - Candidates who have applied for this position within the last six months are not eligible to reapply.

Preferrable: Certifications from reputed institutions on HRM/ Skill Development/Leadership
4. **Age Limit:** 33 years and below. A relaxation of 3 years will be provided SC/ST candidates and women, and 2 years to OBC candidates. (Age as on the last date of submission of filled in application).
5. **Experience & Skills required:**
 - Minimum 3 years of hands-on full time work experience in a reputed Corporate Training Academy /Academic institution/ Business entity as- 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.
- Candidates with more than 2 years career gap are not eligible to apply.

6. Benefits:

- a) Salary upto **Rs. 8.40 lakhs per annum** based on the experience and skills of the candidate.
- b) Ample learning and career advancement opportunities.

7. Duration of Employment: The initial contract will be for a period of **twenty-four months**. (subject to performance review after eleven months from commencement of tenure). Based on the project requirements and the candidate's performance, the contract may be extended beyond 24 months, subject to the committee's decision. The position is based in **Bengaluru**, and **outstation travel, as required, is envisaged.**

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