

# Coconut Development Board

(Ministry of Agriculture & Farmers Welfare, Govt. of India)

Kera Bhavan, SRV Road, Kochi-682011

## VACANCY CIRCULAR

Applications are invited for filling up the following posts in Coconut Development Board on deputation basis from:

Sl. No.	Name, Group & Pay Level of the Post	No. of Vacancies	Requisite Qualifications
1.	<b>Audit Officer</b> Group 'A', Level-10 (Rs. 56,100-1,77,500)	1	Officers under the Central or State Governments or Universities or recognized research institutes or public sector undertakings or semi-Government or statutory or autonomous organisations: (a) (i) holding analogous posts on regular basis in the parent cadre or department; <b>or</b> (ii) two years service on a regular basis in level-8 (Rs. 47,600-1,51,100) in the pay matrix or equivalent in the parent cadre or department; <b>or</b> (iii) three years service on a regular basis in level-7 (Rs. 44,900-1,42,400) in the pay matrix or equivalent in the parent cadre or department; <b>and</b> (b) <b>possessing the following educational qualifications and experience:</b> <b>Essential:</b> i) Associate of the Institute of Chartered Accountants of India with two years' experience in auditing; <b>or</b> ii) Associate of the Institute of Cost Accountants of India with three years' experience in auditing; <b>or</b> iii) Master degree in Commerce with seven years' experience in auditing in a Government office or recognised research institutes or universities or public sector undertakings or statutory or autonomous bodies. <b>Desirable:</b> i) Fellow of the Institute of Chartered Accountants of India; <b>or</b> ii) Fellow of the Institute of Cost Accountants of India with one year experience.
2.	<b>Systems Analyst</b> Group 'A', Level-10 (Rs. 56,100-1,77,500)	1	Officers under the Central or State Governments or Universities or recognized research institutes or public sector undertakings or semi-Government or statutory or autonomous organisations: (a) (i) holding analogous posts on regular basis in the parent cadre or department; <b>or</b> (ii) three years service on a regular basis in level-7 (Rs. 44,900-1,42,400) in the pay matrix or equivalent in the parent cadre or department; <b>or</b> (iii) eight years service on a regular basis in level-6 (Rs. 35,400-1,12,400) in the pay matrix or equivalent in the parent cadre or department; <b>and</b>

			<p><b>(b) possessing the following educational qualifications and experience:</b></p> <p><b>(i)</b> Master degree in Computer Applications or equivalent with Bachelor's degree in Science from a recognized University or institute; or Bachelor degree in Computer Engineering or Electronics and Communication or Information Technology or equivalent from a recognized University or institute; <b>and</b></p> <p><b>(ii)</b> two years post qualification experience as system analyst in an institute of repute.</p>
3.	<p><b>Administrative Officer</b> Group 'B', Level 7 (Rs. 44,900-1,42,400)</p>	2	<p>Officers under the Central or State Governments or Universities or recognized research institutes or public sector undertakings or semi-Government or statutory or autonomous organisations:</p> <p><b>(a) (i)</b> holding analogous posts on regular basis in the parent cadre or department; <b>or</b></p> <p><b>(ii)</b> five years service on a regular basis in level 6 (Rs. 35,400-1,12,400) in the pay matrix or equivalent in the parent cadre or department; <b>and</b></p> <p><b>(b) possessing the following educational qualifications and experience</b></p> <p><b>Essential:</b> Master degree from a recognised University or institute with five years experience in administration and establishment matters in level 6 (Rs. 35,400- 1,12,400) in the pay matrix in a Government office or autonomous body or statutory body or public sector undertaking.</p> <p><b>Desirable:</b> Master degree in Business Administration with specialization in Human Resource Management or Postgraduate diploma in Human Resource Management or Personnel Management from a recognised University or institute.</p>
4.	<p><b>Accounts Officer</b> Group 'B' Level 7 (Rs. 44,900- 1,42,400)</p>	1	<p>Officers under the Central or State Governments or Universities or recognized research institutes or public sector undertakings or semi-Government or statutory or autonomous organisations:</p> <p><b>(a) (i)</b> holding analogous posts on regular basis in the parent cadre or department; <b>or</b></p> <p><b>(ii)</b> five years service on a regular basis in level 6 (Rs. 35,400-1,12,400) in the pay matrix or equivalent in the parent cadre or department; <b>and</b></p> <p><b>(b) possessing the following educational qualifications and experience</b></p> <p><b>(i)</b> Associate of the Institute of Chartered Accountants of India; <b>or</b></p> <p>Associate of the Institute of Cost and Management Accountants of India; <b>or</b></p> <p>Master degree in Commerce from a recognized University or institute with pass in the Intermediate Examination of the Institute of Chartered Accountants of India <b>or</b></p> <p>pass in the Intermediate Examination of the Institute of Cost Accountants of India <b>and</b></p> <p><b>(ii)</b> possessing five years experience in accounting work in a Government office or public sector undertaking or autonomous body or statutory body or recognized organisation.</p>
5.	<p><b>Market Promotion Officer</b> Group 'B', Level-7 (Rs. 44,900-1,42,400)</p>	1	<p>Officers under the Central or State Governments or Universities or recognized research institutes or public sector undertakings or semi-Government or statutory or autonomous organisations:</p> <p><b>(a) (i)</b> holding analogous posts on regular basis in the parent cadre or department; <b>or</b></p> <p><b>(ii)</b> five years service on a regular basis in level-6 (Rs. 35,400-1,12,400) in the pay matrix or equivalent in the parent cadre or department; <b>and</b></p>

			<p><b>(b) possessing the following educational qualifications and experience:</b>  Master degree in Business Administration with marketing specialization or equivalent or Master degree in Agriculture or Horticulture with Postgraduate diploma in Marketing Management or equivalent from a recognised University or institute and two years experience in marketing in a recognised institute.</p>
6.	<p><b>Export Promotion Officer</b>  Group 'B', Level-7  (Rs. 44,900-1,42,400)</p>	1	<p>Officers under the Central or State Governments or Universities or recognized research institutes or public sector undertakings or semi-Government or statutory or autonomous organisations:  <b>(a) (i) holding analogous posts on regular basis in the parent cadre or department; or</b>  <b>(ii) five years service on a regular basis in level-6 (Rs. 35,400-1,12,400) in the pay matrix or equivalent in the parent cadre or department; and</b>  <b>(b) possessing a Bachelor degree in any subject with diploma in International Business or Export Promotion or Foreign Trade or equivalent and three years' experience in export promotion work in a Government organisation or public sector undertaking or autonomous body or statutory body.</b></p>
7.	<p><b>Senior Auditor</b>  Group 'B', Level-7  (Rs. 44,900-1,42,400)</p>	1	<p>Officers under the Central or State Governments or Universities or recognized research institutes or public sector undertakings or semi-Government or statutory or autonomous organisations:  <b>(a) (i) holding analogous posts on regular basis in the parent cadre or department; or</b>  <b>(ii) five years service on a regular basis in level-6 (Rs. 35,400-1,12,400) in the pay matrix or equivalent in the parent cadre or department; and</b>  <b>(b) possessing the following educational qualifications and experience:</b>  <b>(i) Master degree in Commerce or Bachelor degree in any discipline from a recognised University or institute with pass in the Intermediate Examination of the Institute of Chartered Accountants of India or pass in the Intermediate Examination of the Institute of Cost Accountants of India; and</b>  <b>(ii) Five years experience in auditing in a Government office or public sector undertaking or autonomous body or statutory body.</b></p>

Sl. No.	Name, Group & Pay Level of the Post	No. of Vacancies	Requisite Qualifications
8.	Senior Chemist Group 'B', Level-7 (Rs. 44,900-1,42,400)	1	Officers under the Central or State Governments or Universities or recognized research institutes or public sector undertakings or semi-Government or statutory or autonomous organisations: (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) five years service on a regular basis in level-6 (Rs. 35,400-1,12,400) in the pay matrix or equivalent in the parent cadre or department; and (b) possessing Master degree in Chemistry or Bio-Chemistry from a recognised University or institute with five years experience in the analysis of edible oils and food products.
9.	Assistant (Store) Group 'B', Level-6 (Rs. 35,400-1,12,400)	1	Officers under the Central or State Governments or Universities or recognized research institutes or public sector undertakings or autonomous or statutory organisations: (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) six years service on a regular basis in level-5 (Rs. 29,200-92,300) in the pay matrix or equivalent in the parent cadre or department; or (iii) ten years service on a regular basis in level-4 (Rs. 25,500-81,100) in the pay matrix or equivalent in the parent cadre or department; and (b) possessing the following educational qualifications and experience: (i) Bachelor degree from a recognized University or institute; (ii) Diploma in Materials Management or Warehousing Management or Purchasing or Logistics or Public Procurement from a recognised University or institute; and (iii) two years experience in handling stores and keeping Accounts in a store or a concern of Central or State Govt. or autonomous or statutory organisation or public sector undertakings or University or Banks or in a Private Sector Organisation listed on the Stock Exchange of India.

The officer selected on deputation basis will have the option to draw his/her existing basic pay plus deputation (duty) allowance or to have his/ her pay fixed in the scale of the post in accordance with DoPT OM No. 6/8/2009-Estt. (Pay-II), dated 17.06.2010, as amended from time to time.

The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 (fifty-six) years as on the closing date of receipt of applications.

receipt of applications:

Applications (in triplicate) in the prescribed proforma (**Annexure - I**) of eligible and willing officers who can be spared immediately in the event of selection may be sent to the **Chief Executive Officer, Coconut Development Board, Kera Bhavan, SRV Road, Kochi - 682011** through proper channel along with the following documents:

- (1) Attested copies of complete and up-to-date APAR for the last 5 years;
- (2) Integrity Certificate; and
- (3) Vigilance Clearance Certificate.

The application complete in all respect should reach the above address within a period of **60 days** from the date of publication of this advertisement in the Employment News. (The first date in the Employment News will be taken into account for calculation of 60 days.)

The vacancies are subject to change. Further, those who have applied earlier in response to the vacancy circular appeared in the Employment News dated 17-23 June, 2023 need not apply again.

While forwarding the application, it may be verified and certified that the particulars furnished by the officials are correct and that no vigilance case is either pending or contemplated against him and no major/minor penalty has been imposed on him during the last 10 years of service. Applications received after due date or without attested copies of APAR, vigilance clearance and integrity certificates or otherwise found incomplete will not be considered.

**(Pramod P. Kurian)**  
**Secretary**

(Pramod P. Kurian)  
Secretary

**Annexure-I**

**Application for the post of ..... (on deputation)  
Bio-Data/Curriculum Vitae Proforma**

Affix passport  
size colour  
photograph

1. Name and Address (in Block Letters), Contact No. and e-mail id					
2. Date of Birth (in Christian era)					
3. (i) Date of entry into service					
(ii) Date of retirement under Central/State Government Rules					
4. Educational Qualifications					
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)					
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular			Qualifications/Experience possessed by the officer		
Essential			Essential		
A) Qualification			A) Qualification		
B) Experience			B) Experience		
Desirable			Desirable		
A) Qualification			A) Qualification		
B) Experience			B) Experience		
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.					
7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
Office/ Institution	Post held on regular basis	From	To	* Level in the Pay Matrix/ Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
* Level in the Pay Matrix/Pay Band and Grade Pay granted under ACP/MACP Scheme are personal to the officer and therefore, should not be mentioned. Only Pay Level / Pay Band and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Level/Pay band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below: -					

Office/ Institution	Pay, Level in the Pay Matrix/Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To
8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contract basis, please state:-			
(a) The date of initial appointment	(b) Period of appointment on deputation / contract.	(c) Name of the parent office / organization to which the applicant belongs.	(d) Name of the post and Pay of the post held in substantive capacity in the parent organization.
9.1 NOTE :- In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/departement along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.			
9.2 NOTE :- Information under Column 9(c) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.			
10. If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.			
14. Total emoluments per month now drawn			
Level in the Pay Matrix	Basic Pay	Total Emoluments	
15. In case the applicant belongs to an organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.			

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Basic Pay with Scale of Pay and rate of Increment	Dearness Pay/Interim relief / other Allowances etc. (with break-up details)	Total Emoluments
<p><b>16. A. Additional information</b>, if any, relevant to the post you applied for in support of your suitability for the post (This among other things may provide information with regard to (i) Additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement).</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient).</b></p>		
<p><b>16.B. Achievements:</b></p> <p>The candidates are requested to indicate information with regard to :</p> <p>(i) Research publications and reports and special projects.</p> <p>(ii) Awards/Scholarships/Official Appreciation.</p> <p>(iii) Affiliation with the professional bodies/institutions /societies and</p> <p>(iv) Patents registered in own name or achieved for the organization.</p> <p>(v) Any research/innovative measure involving official recognition.</p> <p>(vi) Any other information.</p> <p><b>(Note: Enclose a separate sheet if the space is insufficient).</b></p>		
<p><b>17. Please state whether you are applying for Deputation (ISTC)/ Absorption/ Re-employment Basis # (Officers under Central/ State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract).</b></p> <p><b>#(The option of "STC"/ "Absorption"/ Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</b></p>		
<p><b>18. Whether belongs to SC/ST</b></p>		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date : .....

Signature of the Candidate  
Address .....

**Certification by the Employer/Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualification and experience mentioned in the Advertisement. If selected, he/she will be relieved immediately.

**2. Also certified that:**

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt.....

- ii) His/her integrity is certified.
- iii) His/her CR dossier in original is enclosed/photocopies of the ACRs/APARs for the last 5 years duly attested on each page by an Officer of the rank of Under Secretary to the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years Or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Place : .....  
Dated : .....

**Countersigned**  
**(Employer/Cadre Controlling Authority with Seal)**  
**EN 9/25**