



COFFEE BOARD
(MINISTRY OF COMMERCE & INDUSTRY)
DEPARTMENT OF COMMERCE
GOVERNMENT OF INDIA
NO.1, Dr. B.R. AMBEDKAR VEEDHI
BENGALURU - 560 001, KARNATAKA

VACANCY NOTIFICATION

No.ADM/EB.I(R)/27-IV/2023-24/1614

Date: 21.12.2023

Coffee Board, a Statutory Organization under the Ministry of Commerce & Industry, Department of Commerce, Government of India, invites applications from eligible Indian Citizens for filling up 3 (three) vacant posts in the cadre of Driver – Ordinary Grade in Pay Matrix Level – 2 ` 19900 – 63200. Of the three vacancies, one vacancy is reserved for appointment on compassionate ground.

The application form, eligibility criteria, prescribed educational qualification and experience, general terms and conditions etc., may be downloaded from the Coffee Board's Website – <https://coffeeboard.gov.in/>. The filled-in applications to be sent to the Joint Director (Extension/Admin.i/c), Coffee Board, No.1, Dr. B.R. Ambedkar Veedhi, Bengaluru – 560 001 either by 'Speed Post' / 'Registered Post'.

The last date for receipt of filled-in applications is 22.01.2024 (Monday).

CEO & SECRETARY
COFFEE BOARD



काँफी बोर्ड : COFFEE BOARD
MINISTRY OF COMMERCE & INDUSTRY
DEPARTMENT OF COMMERCE (GOVERNMENT OF INDIA)
No.1, Dr. B. R. AMBEDKAR VEEDHI
BENGALURU – 560 001

APPLICATION FORM FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE)
(TO BE FILLED IN BLOCK LETTERS ONLY)

(Space for office use only)

Affix Self-attested recent passport size (4cm x 5cm) coloured photograph with white background which should not be prior to three months from the date of advertisement

1.	Name of the applicant	:	
2.	Father's name	:	
3.	Does the candidate belong to Schedule Caste/ Schedule Tribe/ Other Backward Class/Economically Weaker Section (EWS)? IF so, please state the category and enclose documentary proof.	:	
4.	Date of Birth (DD/MM/YYYY) in Christian Era (Please enclose 10 th Class mark sheet/ certificate)	:	
5.	Gender	:	
6.	Nationality	:	
7.	Religion	:	
8.	Does the candidate belong to Ex-Serviceman, if Yes, length of Service. (YY/MM/DD)	:	
9.	Does the candidate belong to Home Guard / Civil Volunteer, if Yes, length of Service (YY/MM/DD)	:	

10.	Educational Qualification (Please enclose documents in support)						
	Examination Passed	Board/ University	Year of Passing	Subjects	Total Marks	Marks obtained	Percentage
	10 th /Matriculation						
11.	Professional qualification (Please enclose documents in support)						
	Examination Passed	Board / University	Year of Passing	Subjects	Percentage of marks obtained		
12.	Details of Driving Licence held (Please enclose documents in support)						
	Driving Licence No.	Issuing Authority	Date of Issue	Valid up to	Type (LMV/HMV)	Remarks	

13.	Experience, if any (Please enclose certificate in support)					
	Name of Establishment	Post held	Period		Description of work	Remarks
			From	To		

14.	Details of IPO/DD	:	IPO/DD No. _____ Issue Date: _____ Name of Issuing Post Office/Bank and address : _____ _____ _____ Amount: _____
15.	Present Postal address for correspondence	:	_____ _____ _____ _____ District: _____ State: _____ PIN Code: _____
16.	Permanent address (if same as indicated in column 15 above, please write here 'Same as above').	:	_____ _____ _____ _____ District: _____ State: _____ PIN Code: _____
17.	E-mail ID (Mandatory)	:	_____
18.	Mobile Number (Mandatory)	:	_____

19.	List of documents attached (stating the item for which the document attached)	1.	
		2.	
		3.	
		4.	
		5.	
		6.	
		7.	
		8.	
		10.	
		11.	

I, hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found to be false/incorrect or ineligibility being detected before or after, my candidature for appointment will stand automatically cancelled without any notice.

Date:

Place:

Left thumb impression

Signature of the applicant



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BENGALURU – 560 001

ADMIT CARD FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE)

(To be filled in BLOCK letters and in two copies in original)

To,

Name and correspondence address of the candidate

.....
.....
.....
.....

Affix passport size
coloured photograph
same as used in
Application form
(please do not attest)

(For office use only)

Roll No. _____ Date of Examination: _____
Timing: _____ Centre Code: _____
Name of Centre: _____
Centre address: _____

Authorized Signatory

Signature of Candidate

(To be signed in Examination Hall in front of Invigilator)

Signature of the Invigilator



काँफी बोर्ड : COFFEE BOARD

**MINISTRY OF COMMERCE & INDUSTRY
DEPARTMENT OF COMMERCE, GOVERNMENT OF INDIA
No.1, Dr. B. R. AMBEDKAR VEEDHI, BENGALURU – 560 001**

Applications are invited from eligible Indian Nationals for filling up the post of Staff Car Driver (Ordinary Grade) Central Civilian Service, Group 'C', Non-Gazetted, Non-Ministerial in Pay Matrix Level - 2 ₹ 19,900 - 63,200 (7th Central Pay Commission) in the Coffee Board of India, Head Quarters at Bengaluru. Complete applications in the prescribed format with requisite details, and with supporting documents should reach the following address by the last date of receipt of applications:

The Joint Director (Extn. /Admin.i/c),
Coffee Board (Government of India),
No.1, Dr. B.R. Ambedkar Veedhi,
BENGALURU – 560 001.

Number of posts and reservation status:

Post	Vacancies	Reservation
Staff Car Driver (Ordinary Grade)	Three (3)	(i) One vacancy is reserved for Appointment on Compassionate Ground and (ii) Two (2) vacancies will be filled as Unreserved (UR).

Educational Qualifications:

Qualification (Essential)	(i) Pass in 10 th Standard or equivalent from a recognized Board or University/Institute. (ii) Possession of a valid Driving License for Motor Cars; (iii) Aat least three years' experience in driving motor cars; and (iv) Knowledge of Motor Mechanism (The candidate should be able to remove minor defects in vehicles);
Qualification (Desirable)	(i) Experience as a Mechanic in a Motor Workshop and (ii) Experience of driving a motor car for at least three years in Central / State Government, Public Sector Undertakings, Autonomous Bodies etc.
Pay	Level - 2 ₹19,900 – 63,200 in Pay Matrix of 7 th CPC
Age	Between 18 and 27 years. The crucial date for determining the age-limit shall be the closing date for receipt of filled in applications. Please Note: <i>The notified vacancies earmarked and to be filled as unreserved vacancies. Therefore, SC/ST/OBC/ EWS etc., candidates can also apply and compete provided they fulfill the eligibility criteria of General Category. However, Candidates working in Coffee Board on Temporary/Contractual basis for more than 3 years or Other Departmental Candidates who have rendered at least three years continuous service under the Central Government / State Government / Autonomous Bodies / Universities & Recognized Institutions / Public Sector Undertakings / Ex-Serviceman etc., are allowed the age relaxation up to the age of 45 years in terms of the Coffee Board (Cadre & Recruitment) Rules in force; or and the guidelines / instructions or orders issued by the DoP&T / Government of India, from time to time. subject to production of service certificate issued by the head of such organizations.</i>
Probation	Two years

How to apply:

- (a) **Application Form:** Application Form is available on the Coffee Boards Website <https://coffeeboard.gov.in/> Candidates are required to fill up the application form following the instructions contained therein and to forward the same along with all necessary documents (photocopies duly self-attested) to:

The Joint Director (Extn. /Admin.i/c),
Coffee Board (Government of India),
No.1, Dr. B.R. Ambedkar Veedhi,
BENGALURU – 560 001.

By 'Speed Post/Registered Post' only. Receipt of application through any other mode including by hand will not be entertained.

- (b) **Application Fee:** Each application should be accompanied by a fee as under:

Category	Fee payable
SC/ST/OBC/Ex-Servicemen/Female candidate	₹ NIL
All others (including EWS)	₹100/- (Rupees One hundred only)

- (c) **Mode of payment:** The fee shall be payable in the form of Indian Postal Order (IPO) / Demand Draft (DD). **The IPO/DD should be drawn in favour of -**

COFFEE BOARD IEBR ACCOUNT, PAYABLE AT BENGALURU

The IPO/DD should invariably be issued only after publication of advertisement / Notification. Application Fee, once paid will not be refunded under any circumstances.

- (d) **Last date of submission of application:** The prescribed application form duly filled must reach on or **22nd January, 2024 (22.01.2024 – Monday)**. For candidates residing in Arunachal Pradesh, Assam, Himachal Pradesh (Lahaul and Spiti District and Pangi Sub- Division of Chamba District), Jammu and Kashmir State (Ladakh Division), Manipur, Meghalaya, Mizoram, Nagaland, Sikkim, Tripura and the Union Territory of the Andaman and Nicobar Island or the Union Territory of Lakshadweep the last date is **6th February, 2024 (06.02.2024 - Tuesday)** Applications received after this date will not be considered under any circumstances and no correspondence in this regard will be entertained.
- (e) All candidates, whether already in Government service, Government owned industrial undertakings or other similar organizations should submit their applications 'Through Proper Channel' with a '**NO OBJECTION CERTIFICATE**' from their employer to the effect that the Employer has no objection to the candidate being considered for appointment to a post of Staff Car Driver (Ordinary Grade) in the Coffee Board of India (An Autonomous Body under the administrative control of Ministry of Commerce and Industry, Department of Commerce, Government of India), Head Quarters at Bengaluru. Failure to produce such a certificate will lead to rejection of the candidature summarily.

- (f) The Driving Licence submitted by the candidates should not have been issued within six months of the notification / publication of the advertisement.
- (g) The candidates are required to submit experience certificate. The period of experience mentioned in the experience certificate should be within the period of validity of the Driving Licence. Certificate should be issued by -
- (i) In case of Central/State Government Employees:** By an officer of the rank of Director / Deputy Secretary in Government of India or equivalent.
 - (ii) In case of employee working or worked with Registered Firm(s) / Agencies/ Institution(s):** By the Head of the Registered Firm(s)/ Agencies/ Institution(s) and duly attested by a Gazetted Officer.
 - (iii) Others (Private Individuals i.e. not employed anywhere or self-employed) not covered under (i) and (ii) above:** Certificate duly signed by the individual himself / herself and in case if, he/she is engaged as driver with any individual he should provide contact details of such individual.
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General Instructions

1. Candidates are advised to go through the instructions carefully before filling up the application form.
2. Incomplete applications / applications which are not in conformity with the requirements indicated in the advertisement shall be summarily rejected.
3. Applications will be accepted through '**Speed Post/Registered Post**' only. Applications will not be received through any other mode including by hand.
4. Self-attested passport size (4cm x 5cm) coloured photograph of the candidate with white background and should not have been taken more than three months prior to the date of advertisement/notification, and the candidates are advised to keep at least 10 copies of the same photograph for further reference/ correspondence.
5. Application with illegible/ blurred signature and/ or photograph will be summarily rejected.
6. Change/ correction in any particulars in the Application Form, once submitted will not be entertained under any circumstances. No correspondence in this regard will be entertained.
7. For application pro forma for the post and instructions, the candidates may log on to the website; <https://coffeeboard.gov.in/>. Candidates are also advised to visit the website from time to time for further updates.
8. Place of posting is Across Offices of the Coffee Board Anywhere in India. However, persons selected can be transferred to any office as per the General Transfer Guidelines of the Coffee Board issued from time to time.
9. The selection of candidates will be based on Written (Preliminary) Examination/ Skill/Trade Test and Medical Fitness, verification of antecedents etc.
10. No TA/DA shall be paid for attending the Written (Preliminary) Examination/ Skill/Trade Test.
11. Applications received after due date for whatsoever reason, including postal delays, shall not be entertained.
12. Candidates should send their application in the envelope superscribed with the statement "**Application for the Post of Staff Car Driver (Ordinary Grade)**."
13. Admit Card should be filled in by the candidates in duplicate (both original, photocopies are not allowed).

14. Candidates are required to have valid personal e-mail ID and it should be kept active, at least till the conclusion of recruitment process. The Coffee Board of India will send information including the Call Letter for Written (Preliminary) Examination/ Skill-Trade Test, etc., only through the email provided by the candidate.
15. Written (Preliminary) Examination will be objective type and will be in English.
16. Applicants are also advised to write their Mobile Phone Numbers in the application form to enable communication with them through text messages/calls.
17. Disputes if any, shall be subject to the jurisdiction of the Law Courts located at Bengaluru (Karnataka) only.
18. Centre of examination for Written (Preliminary) Examination and Skill/Trade Test will be Bengaluru (Karnataka). There will be no other Centre of examination.
19. The maximum age limit shall be as on the closing date for receipt of filled in applications.
20. Canvassing in any manner would lead to summary be rejection of application.
- 21. The Coffee Board of India reserves the right to fill or not to be filled the vacancies advertised and the CEO & Secretary of the Coffee Board, if considered necessary, may adopt a system of short-listing of candidates and only the short- listed candidates would be called for 'Preliminary Examination' and 'Skill/Trade Test'.**

**EXAMINATION SCHEME FOR RECRUITMENT TO THE POST OF STAFF CAR DRIVER
(ORDINARY GRADE) IN THE SERVICES OF THE COFFEE BOARD OF INDIA**

The Examination for recruitment to the post of Staff Car Driver (Ordinary Grade) will consist of two stages:

(i) Written (Preliminary) Examination (Objective Type - Multiple Choice Questions):

(a) The Written (Preliminary) Examination is a Screening Test for shortlisting of candidates for the Skill/Trade Test and will be general objective questions in English language only. It consists of only one paper of 100 marks (Duration of 2 Hours) which will contain questions on subjects as indicated below:

Sl. No.	Subject / Topic	Number of Questions	Marks
1.	General Awareness	15	15
2.	General Intelligence	15	15
3.	Elementary Mathematics	15	15
4.	General English (Language)	25	25
5.	Driving Techniques, Traffic Regulations and basic Mechanical knowledge of vehicles.	30	30
TOTAL:		100	100

(b) Syllabus for Written (Preliminary) Examination:

- (i) **General Awareness:** Current Affairs/Events (National), Culture, Important Days, Science (Inventions & Discoveries), Abbreviations, Geography, Awards & Honors, History (Indian), Sports & Games, Indian Constitution, Books & Authors, General Politics.
- (ii) **General Intelligence:** Direction/distance, Blood relations, missing number, puzzles, series, non-verbal reasoning, verbal reasoning, alphabet/number series, decision making.
- (iii) **Elementary Mathematics:** Fundamental arithmetic operations, discount/percentage, profit & loss, simple interest, time & work, LCM & HCF, time & distance, number system, ratio, average, fractions, decimals etc.
- (iv) **General English (Language):** Synonyms, Antonyms, use of correct verbs, choosing appropriate words, phrases, fill in the blanks, spelling errors/ spot the error, one word substitution voice, tense, articles etc.
- (v) **Driving Techniques, Traffic Regulations and basic Mechanical knowledge of vehicles:** Questions on Driving Techniques, Traffic Regulations and basic Mechanical knowledge of vehicles shall aim at testing the candidate's knowledge of driving skills and procedures, fuel efficiency and fuel economy, basic maintenance of the vehicle, servicing, emergency handling techniques, tools and documents required with the vehicle, types of vehicles, traffic Rules & Regulations, ability to recognize traffic signals, traffic signs, hand signals and road markings, simple queries about the assemblies of vehicle systems, etc.

(ii) Skill / Trade Test:

- (a) This Skill/ Trade Test will be of 100 marks.
- (b) Skill/Trade Test shall be conducted by Regional Transport Authority/ authorized agency. The Skill/Trade Test will be of 100 marks to assess candidate's driving skills including his/her knowledge of Traffic Regulations and basic Mechanical knowledge of vehicles.

(iii) Merit List:

Merit list will be prepared based on the overall marks obtained in Written (Preliminary) Examination and Skill / Trade Test to be conducted by Regional Transport Authority/ Authorized Agency.
