

Situation vacant

Advertisement No. TOK/X21/15/3100

Date : 23.12.2015

Tocklai Tea Research Institute of Tea Research Association is located at Jorhat, Assam. It carries out frontline research on all aspects of tea. It has the most modern research infrastructure with dedicated and well qualified scientists from across the country. The institute provides one of the best working environments for bringing excellence in tea research and extension while enhancing individual capabilities and expertise. The Institute is seeking applications from eligible candidates to fill up the following vacant positions at various centers of Tea Research Association.

1. Location: NBRRDC, Nagrakata, TRA (One Post)

Position: Technical attendant/ Helper, Group: Hlp-I (1)	Pay Band: 5200 – 20200 Grade Pay:1800	Max Age Limit: 45 years (Age relaxation in case of TRA candidate)
Essential qualification & experience	Class VII passed with minimum experience of 10 years for operating Power House, maintenance and knowledge on Gen set & electrical repairing works.	
Desirable qualification & experience	Should have working experience in reputed Institutes or other related industries.	
Job Specification	To assist the Power House Operator as regards operation of the Power House, maintenance, handing of fuel and record.	

2. Location: Terai Advisory Centre, TRA (One Post)

Position: Met Observer/ Technician Group: Tech-II (1)	Pay Band: 5200 – 20200 Grade Pay:1900	Max. Age Limit: 45 years (Age relaxation in case of TRA candidate)
Essential qualification & experience	Any Graduate having certificate on Meteorology with minimum experience of 10 years in collecting meteorological data, maintenance of meteorological record.	
Desirable qualification & experience	Should have working experience in reputed Institutes or other related industries especially R & D Institutes.	
Job Specification	Recording of meteorological observation, calculation & compilation of data. All parameters are to be recorded.	

3. Location: North Bank Advisory Centre, TRA (One Post)

Position: Technical attendant/ Helper, Group: Hlp-I (1)	Pay Band: 5200 – 20200 Grade Pay:1800	Max Age Limit: 45 years (Age relaxation in case of TRA candidate)
Essential qualification & experience	Class VII passed with minimum experience of 10 years for operating Power House, maintenance and knowledge on Gen set & electrical repairing works.	
Desirable qualification & experience	Should have working experience in reputed Institutes or other related industries.	
Job Specification	To assist the Power House Operator as regards operation of the Power House, maintenance, electrical repairing, handing of fuel and record.	

4. Location: Tocklai TRI (One Post)

Position: Vehicle Driver/ Technician Group: Tech-II (1)	Pay Band: 5200 – 20200 Grade Pay:1900	Max. Age Limit: 45 years (Age relaxation in case of TRA candidate)
Essential qualification & experience	HS passed having valid Driving License with minimum experience of 10 years.	
Desirable qualification & experience	Should have working experience for driving light, medium and heavy vehicles preferably in govt./ semi govt. organizations / PSUs.	
Job Specification	To drive office vehicles, maintain cleanliness, maintain log book.	

5. Location: Maintenance Department, Tocklai TRI (One Post)

Position: Technical Attendant / Helper (Carpentry) Group: Hlp-I (1)	Pay Band: 5200 – 20200 Grade Pay:1800	Max. Age Limit: 45 years (Age relaxation in case of TRA candidate)
Essential qualification & experience	Class IX passed and ITI diploma in Carpentry with minimum experience of 10 years for repairing and maintenance work related to carpentry.	
Desirable qualification & experience	Should have working experience in reputed Institutes or other related industries.	
Job Specification	To perform all kinds of carpentry work related to repairing of office buildings as well as official residences.	

6. Location: Administration, Tocklai TRI (One Post)

Position: Office Attendant Group: AD-I (1)	Pay Band: 5200 – 20200 Grade Pay:1800	Max. Age Limit: 45 years (Age relaxation in case of TRA candidate)
Essential qualification & experience	Class VIII passed with minimum experience of 10 years as Office Attendant.	
Desirable qualification & experience	Should have working experience in reputed Institutes or other related industries especially R & D Institutes.	
Job Specification	Maintain cleanliness of office building, furniture, arranging file racks, dispatching letters/ documents as & when required.	

Application procedure and other terms & conditions :

1. Candidate must be an Indian citizen as defined in Article 5 to 8 of the constitution of India.
2. Candidate already employed should apply through proper channel.
3. Application fee of **Rs. 200/- (Rupees two hundred only)** is to be paid by demand draft in favour of **Tea Research Association**, payable at Jorhat should be enclosed along with the application form.
4. Application in the prescribed format must be accompanied by the following :
 - i) Attested copies of all certificates/mark sheets in support of educational qualifications, age, experience etc.

- ii) One recent passport size photograph to be pasted in appropriate box of application form.
 - iii) Attested copy of employment registration card, if any.
 - iv) Other relevant certificates/papers.
5. The application without proper supporting documents or incomplete/unsigned will be summarily rejected.
 6. No TA/DA will be admissible for attending the interview, if short listed.
 7. Canvassing directly or indirectly will be treated as disqualification of candidature.
 8. Mere possessing the requisite qualification will not make a candidate eligible for the interview. The final decision to call for the interview shall rest with the TRA authority.
 9. Interested candidates may submit their application (**hard copy only**) as per the specific format available in the website www.tocklai.net. The position and location is to be superscribed on the envelope and send the application to the Director, Tea Research Association, Tocklai Tea Research Institute, Jorhat – 785 008, Assam, India **on or before 31st January, 2016**. No application will be entertained after the due date.
 10. Advance copies by employed candidates may be sent, but a copy through proper channel accompanied by a No Objection Certificate from the employer is mandatory.

**Director
Tea Research Association
Tocklai Tea Research Institute
Jorhat – 785 008, Assam**



APPLICATION FORMAT

(All the columns are to be compulsorily filled in neatly in capital letters on A-4 size paper)

APPLICATION FOR THE POST OF _____

Advertisement No. TOK/X21/15/3100 Date : 23.12.2015

Sl. No. _____

1. Name of the Applicant : _____

2. Date of Birth : _____

3. Male/Female : _____ 4. Nationality : _____

4. Father's/Husband's Name : _____

5. a. Postal address for communication : _____

b. Permanent address : _____

6. a. Telephone/Mobile No. : _____

b. E-mail (if any) : _____

7. Have you ever been convicted by a court of law or is there any criminal case/disciplinary action/Vigilance enquiry pending against you ? If so, specify :

8. Educational qualifications (attach copies of certificates/marksheets, etc.)

Examination passed	Board/University	Duration	Year of Passing	Division with % of marks	Specialization (if any)

Affix attested
Passport size
Photograph

9. Details of employment starting with the most recent (experience)

Post held	Department/ institute/ company	Period of employment		Scale of pay	Present/last pay & gross amount	Nature of duties
		From	To			

10. Any other relevant information. : _____

11. Details of enclosures :

12. Name, Address, Telephone No. and
Email of referees (if any) :

13. Details of application fee : An amount of Rs. 200.00 (two hundred only) paid by DD No.
..... dtd..... of Bank,
..... Branch is enclosed herewith.

14. Declaration :

I hereby declare that I shall submit an NOC from my present employer at the time of interview.

I hereby declare that I have carefully read and fully understood all the instructions and details pertaining to the post being applied by me and all statements made and information furnished in this application are true and complete to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the post applied for. In the event of suppression or distortion of any fact including category or educational qualification etc. made in my application form, I understand that I shall be denied any employment in the institute and if already employed on any of the posts in the institute, my services will be terminated forthwith.

Place :

Date :

Signature of the candidate