

TOBACCO BOARD :: GUNTUR
(GOVT. OF INDIA , MIN. OF COMMERCE & INDUSTRY)
(DEPARTMENT OF COMMERCE)
(AN ISO 9001:2008 CERTIFIED ORGANISATION)
Website : www.indiantobacco.com
Tel.No. 0863 – 2358399

Employment Notification No: 2 /2012

Applications are invited for the following post:

Designation	Scale of pay	Total no. of posts	Posts Reserved for
LDC	Rs.5200-20200 in PB-I, with Grade Pay of Rs.1900	11	ST : 01 OBC : 02 UR : 08

1) Qualifications Required:

Essential:

1) Matriculation or its equivalent

2) Pass in English Type writing Lower Grade examination @ 30 W.P.M. conducted by the Board of Technical Education.

Desirable:

Graduate of a Recognized University.

2) Age : Must be below 30 years as on 21-09-2012.
(Five years relaxation in case of ST candidates and three years in case of OBC candidates is admissible in accordance with Government of India Rules in force)

3) Fee : Rs.100/- (Rupees One hundred only)
(In case of ST candidates- Nil)

4) General : Candidates employed in Government / Public sector undertakings / Autonomous bodies must apply through proper channel. These posts are purely temporary but are likely to continue. Present place of Posting is likely to be in Andhra Pradesh / Karnataka State.

The age limit for in service candidates is up to 40 years (45 years for ST) who have rendered 3 years continuous service.

5) How to apply:

Application on (**A4 size**) plain paper affixing the latest **two passport size** photographs with complete 'Bio-data giving Name, Father's Name, Age, Caste, Permanent address, Address for correspondence, Educational qualifications and experience, Employment Registration No. etc., supported by copies of relevant certificates and caste certificate in the prescribed form along with a D.D. for **Rs.100/-** (Rupees One hundred only) drawn in favour of **Secretary, Tobacco Board, Guntur** should reach the undersigned on or before **21-09-2012**. The envelop should be super scribed as "Application for the Post of "**Lower Division Clerk**" and should be sent to the **Secretary, Tobacco Board, Post Box No.322, Srinivasarao Thota, G.T. Road, Guntur – 522 004, Andhra Pradesh**. Incomplete applications will automatically be rejected.

6) Traveling Allowances : The candidates belonging to ST and who are not employed in Central / State Government are eligible to get TA as per Rules.

The Scheduled Tribe certificate issued by the following authorities in the form as prescribed in M H.A.O H No.42/21/49-N.G.S dated 28/01/1952, as revised in Department of Personnel & A.R letter No. 36012/6/76-Estt(S.C.T), dt. 29/10/1977 and in case of OBC the form as prescribed in G.I. Dept. of Per. & Trg. O.M. No., 36033/28/94 -Estt(RES) dated 02/07/1997 will only be accepted.

- a) District Magistrate / Additional District Magistrate / Collector/ Deputy Commissioner, / Additional Deputy Commissioner / Deputy Collector / 1st class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate/ Executive Magistrate / Extra Assistant Commissioner.
- b) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- c) Revenue Officer not below the rank of Tahsildar
- d) Sub-Divisional Officer of the area where the candidate and / or his family normally resides.

Sd/- X X X
(P.GANGADHARA PRASAD)
SECRETARY

Place: Guntur,
Date: 16-08-2012.