

# TOBACCO BOARD :: GUNTUR

(GOVT. OF INDIA , MIN. OF COMMERCE & INDUSTRY)

(DEPARTMENT OF COMMERCE)

(AN ISO 9001:2008 CERTIFIED ORGANISATION)

Website : [www.indiantobacco.com](http://www.indiantobacco.com)

Tel.No. 0863 – 2358399

Employment Notification No: 1 /2015

## SPECIAL RECRUITMENT DRIVE (SRD) OF THE POSTS OF STATISTICAL OFFICER AND LOWER DIVISION CLERK FROM PERSONS WITH DISABILITIES (PWD) CANDIDATES.

Tobacco Board, a statutory body under the administrative control of Govt.of India, Ministry of Commerce & Industry, Department of Commerce, and is responsible for the development of the tobacco industry including regulating the production and curing of Virginia Tobacco etc., in the country.

Tobacco Board invites applications from the individuals for filling up of vacancies to the following posts at Tobacco Board Headquarters and /or Tobacco Board Offices anywhere in India as per the details given below:

Code No.	Name of the post	Vacancy reserved for persons with disabilities (PWD)	Age in years
01	Statistical Officer	01 (HH-UR)	18-45 (including upper age relaxation for PWD)
02	Lower Division Clerks	01 (SC-HH)	18-45 (including upper age relaxation in SC category PWD)

Mode of exam: Online/Written/skill test and interview for the Posts

The Pay-Band, Grade Pay plus allowances to the following posts as applicable are as follows on appointment.

Code No.	Name of the post	Pay Band+ Grade Pay+ allowances as applicable	Gross Salary (approx.) as on date (Rs.)
01	Statistical Officer	PB-3; Rs.15600-39100, GP Rs.5400	53,694
02	Lower Division Clerks	PB-1; Rs.5200-20200, GP Rs.1900	18,578

The candidate would be on probation for a period of two years.

**Abbreviation:** UR-Un-reserved, SC-Scheduled Caste PWD- Persons with Disabilities, HI(HH)- Hearing Impaired (Partially deaf)

## 2. EDUCATIONAL AND OTHER QUALIFICATIONS REQUIRED ON 22/01/2016

Code No.	Essential & Desirable
01	Post Graduate Degree in Statistics or Mathematics /Commercial Economics with statistics as one of the subject. <b>Desirable:</b> Three years experience in collection and analysis of statistical data. Preference will be given to those possessing Diploma from Indian Statistical Institute, Calcutta or Indian Agricultural Statistics Research Institute, New Delhi.
02	1) 10+2 or its equivalent 2) Pass in English Type writing Lower Grade examination @ 30 WPM conducted by the Board of Technical Education. <b>Desirable:</b> Graduate of a Recognized University

### **GENERAL INSTRUCTIONS FOR CANDIDATES:**

1. The posts are temporary but likely to continue. Present place of posting is likely to be in Andhra Pradesh / Karnataka State and the person recruited will be transferred to any of the existing Tobacco Board's Offices or likely to be opened in India.
2. All the educational qualifications mentioned should be from a University/ Institution/Board recognized by Govt.of India/ approved by Govt. Regulatory Bodies.
3. The prescribed qualifications are minimum and possessing higher / additional qualification does not entitle the candidate to be called for test/interview. The Tobacco Board has the right to fix criteria for screening the applications.
4. Attested copies of caste certificate, qualifications, marks sheets, experience certificate, certificate of date of birth etc., should be enclosed with the application. Application without enclosures or incomplete in any respect or received after the due date will not be considered.
5. Candidates serving in Govt./Autonomous Bodies/Public Sector undertakings should submit their applications through proper channel.
6. Candidates fulfilling the required eligibility may apply giving full particulars on a plain paper neatly Type written/computerized along with recent passport size photograph duly attested by Gazetted Officer in the **format enclosed**.
7. **a)** The Scheduled caste certificate issued by the following authorities in the form as prescribed in M.H.A., OM 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 G.I., Dept.of Per.& Trg., OM. No.36012/6/88-Estt.(SCT), (SRD III), dated:24.4.1990 will only be accepted.

- i) District Magistrate / Additional District Magistrate / Collector/ Deputy Commissioner, / Additional Deputy Commissioner / Deputy Collector / 1<sup>st</sup> class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate/ Executive Magistrate / Extra Assistant Commissioner.
  - ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
  - iii) Revenue Officer not below the rank of Tahsildar
  - iv) Sub-Divisional Officer of the area where the candidate and / or his family normally resides.
- b)** Candidates claiming reservation for Persons With Disabilities (PWD) would have to submit a Disability certificate issued by a Competent Authority in the format given in G.I., Dept.of Per.& Trg., OM. No.36035/3/2004-Estt.(Res.), dated:29.12.2005 will only be accepted.
8. Short listed candidates will be called for online/written/skill test/interview.
  9. No TA/DA will be paid to the candidates called for Test/Interview. However, unemployed SC/ST candidates called for Test/Interview will be paid traveling expenses to the extent permissible under the rules (on production of proof) against reserved posts.
  10. He/she will be governed by New Pension Rules, which came into force with effect from 01/01/2004 **mutatis mutandis** and modified from time to time.
  11. The last date for receipt of application is **22/01/2016**. The Crucial date for determining age limit shall be the closing date for receipt of applications from the candidates. (The relaxation given to the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Thripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul, and Spiti district and Pangi Sub-Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Isalands or Lakshadweep for receipt of applications shall not be taken in account for the purpose of determining age limit)
  - 12.The upper age is relaxable for SC / Persons with Disabilities (PWD) as per the Government of India rules.
  13. The upper age is relaxable for Widows or Divorced Women or Women judicially separated from Husbands in respect of Post Code No.02 only.
  - 14. The applications complete in all respects should reach the The Secretary, Tobacco Board,P.B.No.322, Srinivasarao Thota, G.T.Road, Guntur – 522 004, Andhra Pradesh.**

**15.** Candidates **must** carry at least one photo bearing **IDENTITY PROOF in original** such as Driving Licence, Voter ID Card, Aadhaar Card, Identity Card issued by University/College, Income Tax Pan Card to the examination center, failing which **THEY SHALL NOT BE ALLOWED TO APPEAR FOR THE EXAMINATION.**

16.The envelope containing the application should be super scribed “ APPLICATION FOR THE POST OF \_\_\_\_\_”.

17.No correspondence will be entertained from the candidates in connection with the process of selection/interview /appointment. Canvassing in any form will be treated as disqualification.

18.The Competent Authority reserves the right to enhance or reduce the posts and right to cancel the recruitment process at any stage without assigning the reasons thereof.

19.The Institute will not be held responsible for late receipt or non-receipt of applications due to delay including postal delay /other reasons.

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FORMAT OF APPLICATION FOR THE POST OF \_\_\_\_\_ ”

To <b>The Secretary, Tobacco Board, P.B.No.322, Srinivasarao Thota, G.T.Road, Guntur – 522 004, Andhra Pradesh.</b>		Affix recent passport Size photograph duly attested by Gazetted Officer.
01	Name of the Post	
02	Name of the candidate in full (in Block Letters)	
03	Father's/Husband's name	
04	Nationality	
05	Date of Birth (as in the Matriculation /School Leaving Certificate. Attested copy should be attached.)	
06	Age (as on closing date of receipt application)	Years      Months      Days
07	Whether belongs to SC/ST/OBC/Ex. Servicemen/ PWD (Attested copies of such certificate from the Competent Authority should be enclosed)	
08	Sex (Male/Female)	
09	Mailing address for correspondence with pin code	
10	a) Mobile No./Telephone No. with STD code. b)e_mail I.D	
11	Permanent address (with pin code)	

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12	Whether registered with employment exchange. If yes, indicate registration No.					
13	Marital Status					
14	Educational Qualifications( <b>Academic &amp; Technical (Type/Computer)</b> ) (in chronological order starting from minimum qualification) (Attested copy of certificate in proof to be enclosed)					
Sl. No.	Examination passed	Board/ University	Year of passing	Class/ Division/ Grade	Subjects	% of Marks / Grade points
15	Details of Experience (Particulars of all previous and present employment)					
Sl. No.	Office/ Institute/ Organisation	Post Held	Period		Pay Band and Grade Pay	Nature of duties performed
			From	To		
16	Details of Fee paid			Demand Draft No. Date: Amount Rs. Name of the Bank/Branch:		
17	Any other information					

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**Declaration:**

I do here by declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect /incomplete or ineligibility being detected at any stage, my candidature / application is liable to be rejected and my services are liable to be terminated forthwith without assigning any reason.

I also declare that (1) I have never been punished or debarred from Government (Central/State/Autonomous) Organization. (2) I have not been convicted by any court of law for any civil/criminal offence. In the event of any information furnished by me being found false or incorrect or any ineligibility being detected any time before or after selection, action may be taken against me, and I shall be bound by the decision of the Employer.

Signature of the Candidate

Station:

Date :

Certificate in the case of employees:

**TO BE CERTIFIED BY THE EMPLOYER**

1. Certified that the information furnished above are verified from the service record of the candidate and found correct.
2. Certified that no Vigilance or disciplinary case is pending or being contemplated against the candidate.
3. Certified that no minor/major penalty has been imposed on him/her during the last ten years.

Place:

Date:

Signature with seal of Employer