

**AIC-CCRI - CENTRE FOR ENTREPRENEURSHIP DEVELOPMENT**  
**Coffee Board, 1<sup>st</sup> Floor, No.1, Dr. B.R. Ambedkar Veedhi, Bengaluru – 560001.**

**APPLICATION FOR THE POSITION OF CHIEF EXECUTIVE OFFICER FOR**  
**AIC-CCRI ON CONTRACTUAL BASIS**

**No. AIC-CCRI/2019/REC/2844**

**Date: 09.12.2019**

Coffee Board is a Statutory Organization under the Administrative Control of the Ministry of Commerce and Industry, Government of India. Central Coffee Research Institute (CCRI) has a rich history of more than nine decades in contributing to the growth of India's coffee sector by undertaking pioneering multidisciplinary research and development and carrying out extension activities to support the adoption of technological innovations. The Coffee Board has also been implementing entrepreneurship development programmes resulting in the establishment of a large number of innovative coffee businesses. AIC-CCRI, Centre for Entrepreneurship Development has been recently established by the Coffee Board's Central Coffee Research Institute (CCRI), with the support of NITI Aayog's Atal Innovation Mission to promote Entrepreneurship and Innovation in the Indian Coffee Sector.

Towards formalizing and intensifying its efforts at entrepreneurship development including provision of handholding and mentoring support to coffee startups, CCRI has established AIC-CCRI to operate an Atal Incubation Centre (AIC) with the primary objective of supporting innovative technology-based startup enterprises in the Indian Coffee sector. AIC-CCRI is based at the Coffee Board Head Office in Bengaluru, Karnataka.

Towards developing a robust in-house team, AIC-CCRI, invites applications from the eligible Indian citizens for the position of **Chief Executive Officer (CEO)** purely on Contractual basis to perform the following functions.

- a. Promote AIC-CCRI to attract the best startups and help build and shape the AIC's Brand Image.
- b. Lead AIC-CCRI to evolve as one of the best incubators in the region in the chosen sectors of work of the incubator (Agriculture, Commodities, Biotechnology, Energy, and IT applications in these sectors).
- c. Ensure the achievement of AIC-CCRI deliverables in terms of number of startups incubated, graduated and other related performance measures such as seed capital generated/utilized, events conducted etc.,
- d. Ensure that the financial sustainability and viability of the incubator is achieved as per timelines agreed with the Governing Body of the AIC.
- e. Establish and monitor the implementation and maintenance of management and accounting control procedures in line with the incubator's objectives.
- f. Ensure all administrative and financial documentation is undertaken in compliance with accepted policies and procedures in a timely manner.
- g. Make certain all reporting deadlines are met; ensure accurate and timely monthly, quarterly and year end closure processes.
- h. Develop and maintain relationships with funders/investors, Government bodies, service companies, partner organizations etc.,
- i. Constantly engage and develop high quality mentors and partners (inclusive of institutions) and recruit new mentors/partners for the incubator's programs.
- j. Report and provide necessary information/inputs to the Governing Body of the AIC and ensure that the decisions of the Governing body are implemented in a timely and effective manner.

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**Prescribed Educational Qualification & Experience for the position of CEO, AIC – CCRI**

1. **Qualification:** MBA or Ph.D. in Business Management from any top 30 Premier Institutions coming under India Today 2019 or Times 2019 rankings.
2. **Experience:** 10 years or more relevant experience in any Incubator / Startup / Industry Association / Entrepreneurship etc., Development Programs or as an entrepreneur with sound accomplishments to run successful incubation support and Entrepreneurship Development Programs.  
**Desirable:** Experience in Coffee sector.
3. **Age Limit:** 40 Years (As on the last date of submission of filled in application).
4. **Benefits:** Annual CTC of ` 25.00 Lakhs Per Annum. Can be negotiable for exceptional candidates.
5. **Duration of Employment:** Initial contract for a period of Twenty-four months (subject to performance review after twelve months from the date of commencement of tenure).
6. **Mode of Selection:** Shortlisting of Candidates based on the Educational Qualifications & Experience, Written Test and Personal Interview based on merit.

The prescribed Application Form along with general instructions / terms and conditions may be downloaded from the Coffee Board's website [www.indiacoffee.org](http://www.indiacoffee.org). The filled in application, complete in all respects should be sent to the **Joint Director Extension (Administration), Coffee Board, No.1, Dr. B.R. Ambedkar Veedhi, Bengaluru- 560 001 on or before 24.12.2019 (Tuesday)**. The envelope should be super-scribed "**APPLICATION FOR THE POSITION OF CHIEF EXECUTIVE OFFICER FOR AIC-CCRI**". Detailed general instructions/terms and conditions for submission of application is placed on the Board's website [www.indiacoffee.org](http://www.indiacoffee.org). A copy of the filled in application signed by the candidate along with self-attested testimonials should be sent to the email ID [jointdirector.coffeeboard@gmail.com](mailto:jointdirector.coffeeboard@gmail.com) in PDF.

The Coffee Board reserves the right to cancel the notification / selection process at any stage without assigning any reasons.

Secretary & CEO  
Coffee Board

**Place: Bengaluru**  
**Date: 09.12.2019**

AIC-CCRI-CENTRE FOR ENTREPRENEURSHIP DEVELOPMENT (AIC-CCRI)  
Coffee Board, No.1, Dr. B.R. Ambedkar Veedhi, Bengaluru – 560 001.

Application for the Position of Chief Executive Officer for AIC-CCRI  
on Contractual Basis.

**Please affix your latest  
Passport size self-  
attested Photograph**

**(To be filled in by the Candidate)**

Notification Number and Date		
Demand Draft and Date of issue	Name of the issuing Bank and Branch	Amount of the Draft
1	Name of the candidate (in Block Letters) First Name-Middle Name-Surname	
2	Gender (Male / Female)	
3	Date of birth (DDMMYYY) (Enclose Self-attested copy of Age Proof)	
4	Age as on the closing date of receipt of Application (Years/Months/Days)	
5	Community to which belong (SC/ST/OBC/UR)	
6	Father's Name	
7	If employed, designation of the post	
8	Name and address of the office / Institution / Organization, if employed	
9 (a)	Permanent Address	

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9 (b)	Postal Address										
9 (c)	Contact Details	<table border="1"> <tr> <td>Mobile No.</td> <td></td> </tr> <tr> <td>Tel. No.</td> <td></td> </tr> <tr> <td>Fax No.</td> <td></td> </tr> <tr> <td>E-mail ID</td> <td></td> </tr> </table>	Mobile No.		Tel. No.		Fax No.		E-mail ID		
Mobile No.											
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E-mail ID											

**10. Academic Qualification/s:**

(Enclose separate sheet, if space is not sufficient, strictly in the following format):

Level	Name of the Course	Institute / University	Year of Passing	Subject (s) With Major Field of Specialization	Class / Division obtained	Grade / Marks & Percentage of Marks
Graduation						
Masters (MBA)						
Ph.D.						
Others						

Title of Ph.D. Thesis

**11. Employment Record & Experience:**

(a) Employment Record (In Chronological order). [If space is not sufficient, enclose separate sheet strictly in the following format]

Name of the Post held	Name of the Organization & Place of Working	Nature of work	Remuneration drawn	Period (From - To)

(b) Justification for suitability of your candidature for the post in respect of qualification, experience and other related information. (To be furnished in not more than 2 pages)		
12	Are you a Citizen of India by birth / domicile?	
13	Have you ever been convicted by a court of law for any offence? If so, furnish details	
14	Have you ever been punished or debarred from service of Government or other organizations? If so, furnish details	
15	Whether any disciplinary case is either pending or disposed-off against you? If so, furnish details on Major / Minor Penalty imposed if any?	

**Note:** Please enclose self-attested photocopies of (i) Date of Birth Certificate (ii) Educational Qualification Certificates viz., Marks Cards, Degree Certificates etc.,

**Signature of the Candidate with date**

## General Instructions to Candidates / Terms and Conditions for submission of filled in Application for the position of Chief Executive Officer (CEO) for AIC-CCRI

1. The position that is being offered is purely on contractual in nature. The selection process and the conditions of contractual engagement is in no way related to that of CCRI or Coffee Board or DoP&T Guidelines.
2. The candidate must be a citizen of India
3. The candidates should use only the prescribed format of the Application Form downloaded from the Coffee Board's website. Applications submitted by the candidate in any other format will summarily be rejected.
4. **Before applying, candidates are advised to ensure that they fulfil the stipulated eligibility criteria for the position. Candidates not meeting the prescribed eligibility criteria will not be considered for selection.**
5. A recent, recognizable passport size photograph should be firmly pasted at the place indicated in the Application Form and must be signed across the photograph so that a part of the signature spreads over the application form beyond the photograph.
6. The application shall be filled-up in English (Capital Letters) only. Corrections, if any, should be attested by the candidate. Candidates shall ensure that the particulars once submitted by them will be final and no further changes will be allowed thereafter.
7. The candidates are advised to fill the Application Form carefully and each and every column of application should be filled up accurately. Incomplete applications are liable to be rejected.
8. The duly filled in application/s along with requisite documents shall be submitted with the required non-refundable fee of ₹ 500.00 (Rupees five hundred only) per application by way of crossed Demand Draft (DD) drawn in favour of **"Coffee Board, AIC-CCRI" payable in Bengaluru**, and sent to the **Joint Director Extension (Administration), Coffee Board, Dr. B.R. Ambedkar Veedhi, Bengaluru – 560 001.**

**Note:** (a) The amount may also be sent through **RTGS/NEFT to the Account No. 38979668677, IFSC Code SBIN0040022, State Bank of India, Dr. B.R. Ambedkar Veedhi Branch, Bengaluru -560001** and as a proof, reference number of RTGS/NEFT should be mentioned in the application form.

- (b) The application form not accompanied with the prescribed application fee will summarily be rejected.
- (c) The date of demand draft (DD) should not be prior to the date of the Notification in the Newspaper and it should be valid for a period of three months.
- (d) The candidates belonging to Scheduled Caste (SC) / Scheduled Tribe (ST) and Person with Disability (PwD) are exempted from payment of fee, provided the application is submitted with self-attested photo copies of the Caste / Community / Person with Disability (PwD) certificate etc., issued by the Competent Authority.

9. Any attempt by the candidates, either directly or indirectly to influence the Selection Committee or other Authorities of the Coffee Board, will disqualify their candidature.
10. The prescribed essential qualifications are the minimum and possessing the same does not entitle for the candidates to be called for interview / written test. Coffee Board reserves the right to short list the candidates to call for interview / written test.
11. Interview / Written test call letters will be sent by E-mail to the shortlisted candidates to the Email IDs furnished by the candidates in their application.
12. The candidates called for interview / written test must appear for personal interview at such place and time as informed in the call letter at their own cost. Expenditure incurred by the candidates to attend the interviews / written tests would not be reimbursed by Coffee Board. Further, calling of candidates for interview / written test will not be an assurance of whatsoever that they will be selected.
13. Proof of prescribed educational qualifications viz., Marks Cards, Degree Certificates, Experience etc. / date of birth and other certificates / testimonials etc., in **ORIGINAL** should be produced at the time of interview / written test.
14. The Coffee Board reserves the right to fill up or not to fill up the position notified.
15. The selected candidate should not have been involved in any of the criminal activities. Coffee Board reserves the right to verify the antecedents of the selected candidates before their entry in to the position of CEO on Contractual basis at AIC-CCRI.
16. In case it is detected at any stage of the selection process that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information / certificate / documents or has suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings are detected even after engagement of the candidate, his / her services are liable to be terminated.
17. The AIC-CCRI cannot advise the candidates about their eligibility for the position. It is the responsibility of the candidates to judge as to whether they satisfy the prescribed requirements, and whether it is worthwhile to apply.
18. Signature (with date) of the candidate essentially required at appropriate place in the Application Form as well as on all pages of the application. Unsigned applications will not be considered at any circumstances.
19. The decision of the Coffee Board with regard to eligibility or otherwise of any candidate based on evaluation of the application and particulars/records submitted with the application by the candidate shall be final. Coffee Board will not make any correspondence with the candidates regarding their non-selection for the interview / position.
20. Selected candidate would be required to assume responsibilities within the stipulated date specified in the offer letter.

21. The position of CEO would be based in Bengaluru although outstation travel, as required, is envisaged.
22. Any disputes arising out of this Notification including the selection process shall be subject to the sole jurisdiction of the **Courts of Law** situated in Bengaluru, Karnataka only.
23. Candidates are advised to check their emails / remain in touch with the Board's website i.e., **www.indiacoffee.org** for any information/s, which may be hosted for further guidance from time to time.

Secretary & CEO  
Coffee Board

**Place: Bengaluru.**  
**Date: 09.12.2019.**