

**AIC- Central Coffee Research Institute
(AIC-CCRI)
Center For Entrepreneurship Development**
No. 1, Ambedkar Veedhi, Coffee Board, 1st Floor, Bengaluru – 560001,
Email: atalincubationofccri@gmail.com

CALL FOR APPLICATIONS

No. 04 /2020-21/AIC CCRI/1

Date:12.08.2020

Atal Incubation Centre – Central Coffee Research Institute (AIC-CCRI) 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. Coffee Board is a Statutory Organization under the Administrative Control of the Ministry of Commerce and Industry, Government of India. 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.

Towards formalizing and intensifying its efforts at entrepreneurship development including provision of handholding and mentoring support to coffee startups, CCRI has established AIC-CCRI 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 following positions purely on ad-hoc and contractual basis. The number of positions is One (1). All positions would be based in Bengaluru although outstation travel, as required, is envisaged.

Sl. No.	Name of the Position	Number of positions
1	Incubation Executive	1
2	Accounts –Cum–Administration Officer	1

General instructions to candidates / Terms and Conditions for submission of application for various positions:

1. The positions that are being offered are on ad-hoc basis and are contractual in nature.
2. The candidate must be a citizen of India
3. Online Application Forms can be filled via <https://forms.gle/Cmgrymy1Lp5zXwyT7>. **(The applicant need to have a gmail account to fill the form, if they don't one, they are requested to create one). All the documents are to be self-attested, scanned and uploaded (including Photograph). Please read the application form thoroughly and keep the necessary documents ready BEFORE FILLING THE APPLICATION.**
4. The closing date and time for receipt of filled-in application is 04.00 PM on 31.08.2020.
5. Before applying, candidates are advised to ensure that they fulfil the stipulated eligibility criteria for the position.
6. 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.
7. The application shall be filled-up in English (Capital Letters) only. Corrections, if any, should be legible and 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.
8. 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.
9. The duly filled in application/s along with requisite documents shall be submitted with the required non-refundable fee of Rs.1000 (Rupees Thousand only) per application (a single applicant is applying for two post then the fees has to be paid for each post) by way of way of online transfer. **Any application without the successful payment of application fees and the transaction details & date not mentioned will be rejected. Thus, please make the payment and fill the online registration form.**

Note: The application form not accompanied with the prescribed application fee will summarily be rejected.

10. **The applicants, who wish to apply for more than one position, must submit separate application for each position. Accordingly, they must also submit the requisite documents as per the list of documents and also pay application fee separately for each position.**
11. **Any attempt by the candidates, either directly or indirectly to influence the Selection / Committee or other authorities of the AIC-CCRI, will disqualify their candidature.**
12. **The candidates are required to declare if they have any relative in the Coffee Board.**

13. The prescribed essential qualifications are the minimum and possessing the same does not entitle for the candidates to be called for interview / written test. The AIC-CCRI reserves the right to short list the candidates to call for interview / written test.
14. 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.
15. For any queries, the candidates may contact Mr. Vaibhav B S . at Mobile No. 8197926903 or by Email: atalincubationofccri@gmail.com
16. 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 AIC-CCRI. Further, calling of candidates for interview / written test will not be an assurance of whatsoever that they will be selected.
17. Proof of prescribed educational qualifications / Work experience viz., Marks Cards, Degree Certificates etc. / date of birth and other certificates / testimonials etc., in **ORIGINAL** should be produced at the time of interview / written test.
18. The AIC-CCRI reserves the right to fill up or not to fill up any of the positions notified.
19. The selected candidates should not have been involved in any of the criminal activities. The AIC-CCRI reserves the right to verify the antecedents of the selected candidates before their entry in to the ad-hoc positions at AIC-CCRI.
20. 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 candidates to the ad-hoc positions, his / her services are liable to be terminated.
21. 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.
22. Self-attestation Signatures (with date) of the candidate are essentially required to be uploaded appropriate place in the Application Form as well as on all pages of the application. The AIC-CCRI in any circumstance will not consider application without self-attestation of documents.
23. The decision of the AIC-CCRI, 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. The AIC-CCRI will not make any correspondence with the candidates regarding their non-selection for the interview / position.
24. Selected candidates would be required to assume responsibilities within the stipulated date specified in the offer letter.
25. All positions would be based in Bengaluru although outstation travel, as required, is envisaged.

26. 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.

27. 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.

List of Enclosures to the Application:

The following documents / certificates should be submitted along with the application:

1. Self-attested copies of the certificates of Date of Birth, Educational Qualifications viz., Marks Cards, Degree Certificates, Experience etc.
2. Photograph at the appropriate space in the application form duly signed by the candidate across the photograph

Secretary, Coffee Board

Place: Bengaluru.

Date: 12.08.2020.

1. Eligibility criteria for the position of INCUBATION EXECUTIVE

1. Functions:

- a. Co-ordination of day-to-day activities for CEO with internal and external stakeholders.
- b. Arranging and attending meetings along with CEO and maintenance of minutes.
- c. Follow up on tasks and deliverables from various entities.
- d. Maintaining all records and documents, circulars, agreements.
- e. To independently handle all regular and confidential correspondence.
- f. Preparing presentations for various meetings.
- g. Making recommendations for improvement, presenting findings to CEO.
- h. Any other administrative/coordination work as required at various points of time.

2. Qualifications

- a. **Essential:** First Class Bachelor's degree in Science/ Commerce or Business Administration and Post-graduate in Business Administration or equivalent from a reputed academic institution.

3. Age limit: Below 30 yrs. (as on 31.08.2020)

4. Experience:

- a. **Preferable:** At least 2 years industry work experience in a technical or administrative position in a reputed business firm / R&D laboratory / business incubator / academic institution.
- b. Demonstrated ability to multitask and complete tasks in a timely manner.
- c. Excellent demonstrated organizational, interpersonal and communication (especially writing) skills including operation of computer and internet.
- d. Willingness to travel as needed.

5. Benefits:

- a. Annual CTC of Rs. 4.0 – 5.0 lakhs.
- b. Ample learning opportunities.

6. Duration of Employment: Initial contract for a period of Twenty four months (subject to performance review after twelve months from commencement of tenure).

7. Mode of Selection: Shortlisting of Applications, Personal Interviews / Written Test.

2. Eligibility criteria for the position of Accounts –Cum–Administration Officer

1. Functions:

- a. Co-ordination of day-to-day activities for CEO AIC – CCRI.
- b. Perform professional accounting work including the maintenance, review of records and maintenance of financial records such cash books, book of accounts etc.
- c. Undertake and ensure accurate and appropriate recording and analysis of revenues and expenses.
- d. Maintain accounts and make payments, prepare budgets and expenditure statements, raise invoices and salary payments etc.
- e. Compile and analyze financial information to prepare financial statements including monthly, quarterly and annual accounts.
- f. Ensure financial and administrative records are maintained in compliance with accepted policies and procedures; Resolve administrative & accounting discrepancies and irregularities.
- g. Make certain all financial reporting deadlines are met; Ensure accurate and timely monthly, quarterly and year end closure processes.
- h. Provide administrative and logistical support by maintaining records, day-to-day operations in administration, security, housekeeping, recruitment, contracts etc.

2. Qualifications

- a. **Essential:** First Class Bachelor's degree in Commerce or Business Administration with Accounting as core subject. At least 15 years (10+2+3) of formal education should have been completed.
- b. **Desirable:** Post-graduation in business management / commerce / law or Company Secretary-ship or equivalent.

3. **Age Limit:** Below 50 Years (as on 31 August 2020)

4. Experience:

Essential: At least 5 years of General Accounting and Administration working experience in Business Incubators / Startups / Government (Central/State) organizations / Academic institutions / Research laboratories.

Knowledge and experience in use of accounting software (including remote monitoring).

5. **Duration of Employment:** Initial contract for a period of eleven months (renewable after a performance review at the end of eleven months).

6. Benefits:

- a. Annual CTC of Rs. 4.0 – 5.0 lakhs
- b. Ample learning opportunities

7. **Mode of Selection:** Shortlisting of Applications, Personal Interviews / written tests.
