



### Tea Board

14, Biplabi Trailokya Maharaj Sarani,  
(Brabourne Road), Kolkata-700 001  
Telephone No. (033) 2235-1331

Tea Board, an Autonomous organization under the Ministry of Commerce & Industry, Department of Commerce, Govt. of India invites applications from eligible candidates for engagement in Tea Board as Factory Advisory Officer, purely on contractual basis against making payment of monthly remuneration of Rs. 60,000/- (consolidated) per head with the following terms and conditions :-

Name of post	No. of post	Monthly remuneration	Age limit and last date of submission of application	Required Educational/Professional qualification	Terms of engagement and mode of selection	Nature of duties and responsibilities
Factory Advisory Officer	05 (Five)	Rs. 60,000/- (Consolidated) without making any additional allowances viz. TA, DA, HRA, Medical, Pension, Gratuity, Seniority, Promotion, Transport, Residential Accommodation, CGHS etc.  Other facilities as entitled by Central Govt. employees will also not be eligible.	Not exceeding 35 years (relaxable for Govt. servants upto five years in accordance with the instructions or orders issued by Govt. of India from time to time).  The crucial date for determining the age limit shall be the closing date for receipt of applications from the eligible candidate.	Degree in Engineering in Mechanical or Electrical or Electronics and Instrumentation or Agriculture Engineering (four-year course) from a recognized University or Institution.  <u>Desirable :-</u>  Two years' experience in tea or coffee factory as registered with Tea Board or Coffee Board or Govt. licensed food processing or packaging industry.	Will be posted anywhere in India and the tenure of engagement will be for one year from the date of engagement. However, the tenure may be terminated by giving one month's prior notice on either side.  <u>Mode of selection :-</u>  Applicants will be called for a personal Walk-in-interview after verification of documents/testimonials with the original and based on qualification, experience and outcome of Walk-in-interview, the candidate will be selected.	<ol style="list-style-type: none"><li>1. Conduct inspections of tea factories, warehouses and any other tea-connected premises under respective jurisdiction, at various stages—initial application, renewal, capacity change, complaint-based, or as required or planned. Advisory or submission of reports wherever necessary. To emphasize on adopting of Good Manufacturing Practices by tea units. Conduct surprise inspections of tea units and Reporting of any non-standard or suspected practices. Joint inspection also to be undertaken as and when required.</li><li>2. Draw samples and seizure of suspected tea/tea waste from manufacturing units, warehouses, or other storage locations; forward the samples for laboratory testing for FSSR/PPC compliance; oversee settlement of testing fees; and pursue follow-up action against defaulters to curb production and circulation of substandard tea. Disposal of failed teas as per instructions of the Registering Authority.</li><li>3. Examine factory records relating to tea waste generation, methods of disposal, and impose procedures followed for disposal of such waste. In case of receipt of request for denaturing of tea waste, supervision of such processes for disposal of tea waste. Take up issues related to tea waste e-auction.</li><li>4. Implementation of Scheme applications related to sampling activity or other components as and where applicable.</li><li>5. Compilation/Submission of various kinds of field data and its analysis pertaining to tea factories, various licenses etc. as and when sought by the Authority and other related queries like RTI, VIP reference, Parliament Questions etc. from different branches. Attending of meetings conducted by</li></ol>

					<p>Board, State Government, other departments, preparation of minutes etc.</p> <ol style="list-style-type: none"> <li>6. At Zonal level, processing of applications for issuance of various types of registration/licenses, processing/scrutiny of applications at various stages of online/offline mode relating to issuance of NOC/RC for new units, NOC/RC for Capacity Enhancement, Buyer registration, Change of Ownership application, Warehouse license fresh &amp; renewal, Tea Waste license fresh &amp; renewal etc.</li> <li>7. Handling cases of contravention of TMCO/TWCO provisions like adulteration of tea, misuse of tea waste, use of unapproved chemical/pesticide finally leading to destruction of tea/disposal of chemicals which involves Scrutiny of field inspection reports, coordination with respective field offices, placing of field reports, draft show-cause notices before the Registering Authority, follow up action, subsequent communications, personal hearing, disposal orders, suspension/cancellation orders or final direction by Registering Authority and closing of cases.</li> <li>8. Looking after other jobs like Accounts/Establishment/Office administration/Protocol duties/Tea Promotion etc. or other works as and when being assigned by the Competent Authority.</li> </ol>
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