



**ATAL INCUBATION CENTRE – CENTRAL COFFEE RESEARCH INSTITUTE
CENTRE FOR ENTREPRENEURSHIP DEVELOPMENT**

**COFFEE BOARD
MINISTRY OF COMMERCE AND INDUSTRY
DEPARTMENT OF COMMERCE
GOVERNMENT OF INDIA**

NO.1, Dr. B.R. AMBEDKAR VEEDHI, BENGALURU- 560 001

**NOTIFICATION FOR THE POSITION OF CHIEF EXECUTIVE OFFICER FOR AIC-CCRI
(CENTRE FOR ENTERPRENEURSHIP DEVELOPMENT) ON CONTRACTUAL BASIS**

No. AIC-CCRI-CED/2025-26/CEO/1368

Date: 31.12.2025

Coffee Board, a Statutory Organization under the Ministry of Commerce and Industry, Department of Commerce, Government of India. Central Coffee Research Institute (CCRI) is a premier Research Institute of Coffee Board and 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. Coffee Board has also been implementing entrepreneurship development programs 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 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 the 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 (incl. 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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**Essential Educational Qualification and Experience for the position of
Chief Executive Officer (CEO), AIC-CCRI**

- 1) **Educational Qualification:** MBA or Ph.D in Business Management from recognized /premier Institutions/Universities.
- 2) **Experience:**
 - (a) **Essential:** 5 years or more relevant experience in any Incubator / Startups / Entrepreneurship Development Programs.
 - (b) **Desirable:** Experience in Coffee Sector.
- 3) **Age Limit:** 40 years (As on the last date of submission of filled in application), relaxable at the discretion of the Competent Authority in the case of highly qualified and excellent experienced candidates.
- 4) **Benefits: Annual CTC of ₹20.00 Lakhs Per Annum.** 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 commencement of tenure).
- 6) **Mode of Selection:** Shortlisting of candidates based on the educational qualifications experience and Personal Interview.

The prescribed application form along with general instructions/terms and conditions may be downloaded from the Coffee Board's website <https://coffeeboard.gov.in>. The filled in application, complete in all respects should be sent to the **Deputy Director (Administration), Coffee Board, No.1, Dr. B.R. Ambedkar Veedhi, Bengaluru - 560 001 on or before 15.01.2026**. The envelope should be superscribed "**Application for the position of Chief Executive Officer for AIC-CCRI-CED**".

A copy of the filled in application signed by the candidate along with self-attested testimonials should be sent to the email: ddadmn.coffeeboard@gmail.com in PDF.

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

**CEO & SECRETARY
COFFEE BOARD**

**Place: Bengaluru.
Date:31.12.2025.**



**ATAL INCUBATION CENTRE – CENTRAL COFFEE RESEARCH INSTITUTE
CENTRE FOR ENTREPRENEURSHIP DEVELOPMENT**

**COFFEE BOARD
MINISTRY OF COMMERCE AND INDUSTRY
DEPARTMENT OF COMMERCE
GOVERNMENT OF INDIA
NO.1, Dr. B.R. AMBEDKAR VEEDHI, BENGALURU- 560 001**

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

**Affix your latest
passport size self-
attested photograph**

(Particulars to be filled by the Candidate)

Notification Number and Date:		
(1)	Name of the candidate (in Block Letters) First name-middle name-Surname	
(2)	Gender (Male / Female)	
(3)	Date of birth (Day-Month-Year) (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/General)	
(6)	Father's Name	
(7)	If employed, designation of the post	
(8)	Name and address of the office / Institution / Organization, if employed	

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(9)	(a) Permanent Address						
	(b) Postal Address						
	(c) Contact Details	<table border="1"> <tr> <td>Mobile</td> <td></td> </tr> <tr> <td>Telephone</td> <td></td> </tr> <tr> <td>Email</td> <td></td> </tr> </table>	Mobile		Telephone		Email
Mobile							
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Email							

(10) Academic Qualifications:

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

Level	Name of Course	Institute / University	Year of Passing	Subject (s) with major field of specialization	Class / Division obtained	Grade / Marks & Percentage of Marks
Graduation						
Masters						
Ph. D						
Others						

Ph. D Dissertation Titles

(11) Employment Record & Experience:

(a) Employment Record (in chronological order):

(If space is not sufficient, enclose separate sheet, strictly in the following format)

Designations and Posts held	Remuneration Particulars	Nature of work	Name of the Organization & Place of Working	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 of against you? If so, furnish details of Major / Minor Penalty imposed, if any?	

Note: Enclose self-attested photocopies of:

- (a) Date of Birth Certificate
- (b) Educational Qualification Certificates viz., copies of Marks Cards, Degree / Post-graduation/Doctoral Degree (Ph.D) Certificates etc. and
- (c) Employment / Experience Certificates etc.

Signature of the Candidate with date

Place:

Name:

Date:



**General instructions to candidates / Terms and Conditions for
submission of application for the position of CEO, AIC-CCRI-CED**

1. The position that is being offered is purely on Ad-hoc basis and 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 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 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.
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. Any attempt by the candidates, either directly or indirectly to influence the Selection / Committee or other authorities of the **AIC-CCRI-CED**, will disqualify their candidature.
9. The prescribed essential qualifications are the minimum and possessing the same does not entitle for the candidates to be called for interview. The **AIC-CCRI-CED** reserves the right to short list the candidates to call for interview.
10. Interview call letters will be sent by E-mail to the shortlisted candidates to the Email IDs furnished by the candidates in their application.
11. For any queries, the candidates may correspond with **Deputy Director (Administration)** by E-mail: ddadmn.coffeeboard@gmail.com or contact at **Mobile Number +91 70088 59204** during office hours (9.30 P.M to 6.00 P.M from Monday to Friday).
12. The candidates called for interview 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 interview would not be reimbursed by AIC-CCRI. Further, calling of candidates for interview will not be an assurance of whatsoever that they will be selected.
13. Proof of prescribed educational qualifications viz., Marks Cards, Degree Certificates etc. / date of birth and other certificates / testimonials etc., in **ORIGINAL** should be produced at the time of interview.

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14. **The AIC-CCRI-CED** 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. The **AIC-CCRI-CED** reserves the right to verify the antecedents of the selected candidates before their entry in to the ad-hoc positions at **AIC-CCRI-CED**.
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 to the ad-hoc positions, his / her services are liable to be terminated.
17. **The AIC-CCRI-CED** 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. Signatures (with date) of the candidate are essentially required at appropriate place in the Application Form as well as on all pages of the application. **The AIC-CCRI-CED** in any circumstance will not consider unsigned application.
19. The decision of the **AIC-CCRI-CED**, 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-CED** 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, AIC-CCRI-CED** 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., **<https://coffeeboard.gov.in>** for any information/s, which may be hosted for further guidance from time to time.

**CEO & SECRETARY
COFFEE BOARD**

Place: Bengaluru.

Date: 31.12.2025.



नीति आयोग
नीति आयोग
भारत सरकार
NITI AAYOG
Government of India

अटल इन्क्यूबेशन सेंटर केंद्रीय कॉफी अनुसंधान संस्थान
ATAL INCUBATION CENTRE CENTRAL COFFEE
RESEARCH INSTITUTE (AIC-CCRI)



कॉफी बोर्ड / COFFEE BOARD
वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार/
Ministry of Commerce & Industry, Government of India
सं. 1, डॉ. बी. आर. अंबेडकर मार्ग, बेंगलुरु - 560 001
No. 1, Dr. B.R. Ambedkar Veedhi, Bengaluru - 560 001.

रिक्ति सूचना / VACANCY NOTIFICATION

No. AIC-CCRI-CED/CEO/2025-26/1368

Date: 30.12.2025

कॉफी बोर्ड द्वारा नीति आयोग की अटल नवाचार मिशन के सहयोग से स्थापित अटल इन्क्यूबेशन सेंटर — केंद्रीय कॉफी अनुसंधान संस्थान (AIC-CCRI), उद्यमिता विकास केंद्र (CED), नवोन्मेषी कॉफी स्टार्ट-अप्स को प्रोत्साहित करने हेतु, मुख्य कार्यकारी अधिकारी (CEO) के पद हेतु पूर्णतः संविदा (Contractual) आधार पर नियुक्ति के लिए पात्र भारतीय नागरिकों से आवेदन आमंत्रित करता है।
पात्रता मापदंड, आवेदन प्रपत्र, नियम एवं शर्तें, वार्षिक कंपनी की लागत, आदि का विस्तृत विवरण कॉफी बोर्ड की वेबसाइट <https://coffeeboard.gov.in> से डाउनलोड किया जा सकता है।

AIC-CCRI, Centre for Entrepreneurship Development (CED) established by Coffee Board with the support of NITI Aayog's Atal Innovation Mission to nurture innovative Coffee Startups, invites applications from the eligible Indian Citizens for the position of Chief Executive Officer (CEO), purely on contractual basis. Details of Eligibility Criteria, Application Format, Terms and Conditions, Annual CTC etc., can be downloaded from Coffee Board's Website - <https://coffeeboard.gov.in>

पूर्ण रूप से भरे हुए आवेदन प्राप्त होने की अंतिम तिथि 15.01.2026 है।

The last date for receipt of filled in applications is 15.01.2026.

मुख्य कार्यकारी अधिकारी एवं सचिव / CEO & Secretary
कॉफी बोर्ड / Coffee Board