



## COFFEE BOARD

Ministry of Commerce & Industry  
Government of India  
Binand Apartment, Rajat Kamal Path  
R. G. Baruah Road, Guwahati – 781 024

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DDE (P&C)/NER-48/JTA/2025-26/

Dated: 29 .04.2025

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### NOTIFICATION

Sub:- Selection of Junior Technical Assistant and Data Entry Operator on a contractual basis –regarding.

Coffee Board, a Statutory Body under the Ministry of Commerce & Industry, Government of India, invites applications for ad-hoc engagement on contract and purely temporary basis as **Data Entry Operator (DEO)** (4 Nos.) and **Junior Technical Assistant** (4 Nos) in various offices of the Coffee Board in North East Region.

1. JTA one each at Tripura, Mizoram, Tura & Shillong, Meghalaya
2. DEO one each at Silchar, Assam, Jorhat, Assam, RCRS Diphu, Karbianglong, Assam and Guwahati, Assam

The detailed information is hosted on the website [www.indiacoffee.org](http://www.indiacoffee.org) under LATEST UPDATES.

The walk-in interview dates will be informed and taken up location-wise. However, the walk-in interview will commence 15 days after the notification is published on the website.



**COFFEE BOARD**  
MINISTRY OF COMMERCE & INDUSTRY  
GOVERNMENT OF INDIA  
BINAND APARTMENT, 12<sup>TH</sup> BYE LANCE  
R. G. BARUAH ROAD, GUWAHATI - 781 024

**APPLICATION FORM FOR AD-HOC ENGAGEMENT OF DATA ENTRY  
OPERATOR (DEO) – FOR NORTH EASTERN REGION**

Please affix your latest  
passport size  
photograph duly signed  
on the front side in such  
a way that half of the  
signature is on the  
application

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.	Are you a citizen of India by Birth/domicile?	
6.	Father's Name	
7.	Mother's Name	
8.	Qualifications acquired: (Enclose Self attested copy of 12 <sup>th</sup> Class / Degree Certificate / Marks Cards)	
9.	Previous work experience, if any.	

10.	Full postal address for Correspondence with Pin Code:							
11.	Permanent address:							
12.	Contact details :	<table border="1"><tr><td>Mobile No.:</td><td></td></tr><tr><td>Tel. No.:</td><td></td></tr><tr><td>E-mail ID:</td><td></td></tr></table>	Mobile No.:		Tel. No.:		E-mail ID:	
Mobile No.:								
Tel. No.:								
E-mail ID:								
13.	Community: (SC / ST / OBC / General) (Enclose self-attested copy of caste certificate)							
14.	Indicate the State to which you belong:							
15.	Indicate the State in which you are interested to work:							
16.	Any other information you wish to furnish							
<table><tr><td><b>Place:</b> <b>Date :</b></td><td><b>Signature of the Candidate</b> <b>NAME :</b></td></tr></table>			<b>Place:</b> <b>Date :</b>	<b>Signature of the Candidate</b> <b>NAME :</b>				
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MINISTRY OF COMMERCE & INDUSTRY  
GOVERNMENT OF INDIA  
BINAND APARTMENT, 12<sup>TH</sup> BYE LANCE  
R. G. BARUAH ROAD, GUWAHATI-781024

**Terms and Conditions proposed for engaging Data Entry Operator**

1. Candidates with a graduate degree in any field or class XII pass with diploma in computer application possessing knowledge of MS Office (Word, Excel, Power point) and age not more than 35 years as on the last date of receipt of application. Age relaxation of up to 3 years for OBC and 5 years for SC & ST candidates is applicable.
2. The consolidated remuneration shall be Rs.23,000/-per month.
3. The contractual engagement is for a period of 11 months and extendible based on performance.
4. If the performance and services of the contractual Data Entry Operator is not satisfactory, the Board reserves the right to terminate the contract without assigning any reason or any kind of advance notice.
5. The contractual Data Entry Operator must submit a minimum of one month's notice if he or she wishes to quit the contract.
6. One day leave per month will be permissible during the period of the contract. In case of additional leave over and above the prescribed period of one day per month, pro-rata deduction will be made from the consolidated monthly payment.
7. Preference would be given to candidates hailing from the concerned District / States of NER and who know the local language.
8. The Candidate cannot claim any regular employment in the Board
9. The Candidate is not entitled to any other benefits other than the consolidated pay.
10. The filled-in applications and any queries should be sent to;

**The Joint Director (Extension), Coffee  
Board, North Eastern Region, Binand  
Apartment, 12<sup>th</sup> Bye Lane  
R.G. Baruah Road GUWAHATI -  
781 024., Assam  
Mobile : 9435199620  
E-mail : jdeghty@gmail.com      or**

**The Deputy Director (Extension),  
Coffee Board Regional Office,  
1<sup>st</sup> Link Road, By lane-14  
Cachar, Silchar  
Assam- 788 006    Ph -9435723646, email. [ddesil.1@gmail.com](mailto:ddesil.1@gmail.com)**

**The last date for receipt of filled in Application is 15 days from the date of advertisement in the website**

**Signature of the candidate**



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GOVERNMENT OF INDIA  
BINAND APARTMENT, 12<sup>TH</sup> BYE LANCE  
R. G. BARUAH ROAD, GUWAHATI - 781 024

### **APPLICATION FORM FOR AD-HOC ENGAGEMENT OF JUNIOR TECHNICAL ASSISTANT (JTA) – FOR NORTH EASTERN REGION**

Please affix your latest  
passport size  
photograph duly signed  
on the front side in such  
a way that half of the  
signature is on the  
application

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.	Are you a citizen of India by Birth/domicile?	
6.	Father's Name	
7.	Mother's Name	
8.	Qualifications acquired: (Enclose Self attested copy of 12 <sup>th</sup> Class / Degree Certificate / Marks Cards)	
9.	Previous work experience, if any.	

10.	Full postal address for Correspondence with Pin Code:							
11.	Permanent address:							
12.	Contact details :	<table border="1"><tr><td>Mobile No.:</td><td></td></tr><tr><td>Tel. No.:</td><td></td></tr><tr><td>E-mail ID:</td><td></td></tr></table>	Mobile No.:		Tel. No.:		E-mail ID:	
Mobile No.:								
Tel. No.:								
E-mail ID:								
13.	Community: (SC / ST / OBC / General) (Enclose self-attested copy of caste certificate)							
14.	Indicate the State to which you belong:							
15.	Indicate the State in which you are interested to work:							
16.	Any other information you wish to furnish							
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## **Terms and Conditions proposed for engaging Data Entry Operator**

1. Candidates with a graduate degree in Biological Science or Agricultural Science in any field and having Knowledge in computer application MS Office (Word, Excel, Power point) and age not more than 35 years as on the last date of receipt of application. Age relaxation of up to 3 years for OBC and 5 years for SC & ST candidates is applicable.
2. The consolidated remuneration shall be Rs.25,000/-per month.
3. The contractual engagement is for a period of 11 months and extendible based on performance.
4. If the performance and services of the contractual Junior Technical Assistant is not satisfactory, the Board reserves the right to terminate the contract without assigning any reason or any kind of advance notice.
5. The contractual Junior Technical Assistant must submit a minimum of one month's notice if he or she wishes to quit the contract.
6. One day leave per month will be permissible during the period of the contract. In case of additional leave over and above the prescribed period of one day per month, pro-rata deduction will be made from the consolidated monthly payment.
7. Preference would be given to candidates hailing from the concerned District / States of NER and who know the local language.
8. TA and DA will be permissible in the eligible rates for official tours and field visits.
9. The Candidate cannot claim any regular employment in the Board
10. The Candidate is not entitled for any other benefits other than the consolidated pay.
11. The filled in applications and any queries should be sent to;

**The Joint Director (Extension), Coffee  
Board, North Eastern Region, Binand  
Apartment, 12<sup>th</sup> Bye Lane  
R.G. Baruah Road GUWAHATI -  
781 024., Assam  
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