



# कयर बोर्ड COIR BOARD

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार  
Ministry of MSME, Govt. of India)

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## NOTIFICATION

Coir Board, under the Ministry of Micro, Small & Medium Enterprises, Government of India, invites online applications to prepare a panel of eligible candidates for consideration of appointment to the following posts on regular basis during the next two year period with effect from the date of publication of the Rank List. The vacancies in respect of different posts as per the existing estimation are as shown against each posts. The additional vacancies likely to arise during the validity period will also be filled in from this panel subject to availability of suitable candidates as per reservation rules.

Sl No	Name of Post	Pay Matrix (7th CPC)	Number of Vacancies & Reservation	Educational and other qualification/Experience	Upper age limit
1	Senior Scientific Officer (Engineering)	In Level-10 (56100-177500)	<b>1 Post</b> (SC)	Degree in Mechanical /Engineering with two years' experience in Machine and structural fabrication.	Not exceeding <b>35</b> years as on the closing date of application.
2	Senior Scientific Officer (Product Diversification )	In Level-10 (56100-177500) in the Pay Matrix	<b>1 Post</b> (UR)	Second Class Bachelors degree in Textile Technology with three years experience in weaving textiles or furnishing fabrics. OR First Class Diploma in Textile Technology with five years experience in weaving in textiles or furnishing fabrics.	Not exceeding <b>40</b> years as on the closing date of application.
3	Scientific Assistant (Engineering)	In Level-6 (35400-112400) in the Pay Matrix	<b>1 Post</b> (OBC)	First or Second Class Bachelor's Degree in Mechanical Engineering OR First or Second Class Diploma in Mechanical Engineering with 2 years experience in running or maintenance of textile processing or machinery or equipment.	Not exceeding <b>30</b> years as on the closing date of application.
4	Showroom Manager Gr.III	In Level-6 (35400-112400) in the Pay Matrix	<b>4 Posts</b> (OBC-2, SC-1 & UR-1) Out of 4 one vacancy	Degree of a recognized University or equivalent with 2 years experience in Marketing of consumer products.	Not exceeding <b>35</b> years as on the closing date of application.

			reserved for PwD (Blind and Low vision)		
5	Assistant	In Level-6 (35400-112400) in the Pay Matrix	<b>9 Posts</b> (UR-5, OBC-3 & SC-1) Out of 9 one vacancy is reserved for PwD (Hearing Impairment)	First or Second Class Graduate.	Not exceeding <b>28</b> years as on the closing date of application.
6	Upper Division Clerk	In Level-4 (25500-81100) in the Pay Matrix	<b>4 Posts</b> (UR-2, OBC-1 & ST-1) (Out of 4, one is Reserved for PwD - PwD (Hearing Impairment) and 3 vacancies for Ex-Servicemen	Degree in any discipline from a recognized University. One year experience of Knowledge in Computer application and word processing.	Not exceeding <b>27</b> years as on the closing date of application.
7	Junior Stenographer	In Level-4 (25500-81100) in the Pay Matrix	<b>4 Posts</b> (OBC-2, SC-1 & ST-1) Out of 4, one vacancy is reserved for PwD (Orthopaedically Handicapped ) and 3 vacancies for Ex-Servicemen	SSLC or equivalent with 100 words per minute in Shorthand and 40 w.p.m. in typewriting.	Not exceeding <b>30</b> years as on the closing date of application.
8	Mechanic Gr.II	In Level-4 (25500-81100) in the Pay Matrix	<b>1 Post</b> (SC) This vacancy is reserved for Ex-Servicemen	Pass in KGTE or MGTE Higher Workshop Mechanic or III in the Trade of Mechanic with at least one year experience as a Mechanic in a concern of repute.	Not exceeding <b>30</b> years as on the closing date of application.
9	Hindi Typist	In Level-2 (19900-63200) in	<b>1 Post</b> (ST)	<b>Educational:</b> SSLC or equivalent examination with typewriting in	Not exceeding <b>30</b> years as on the closing date

		the Pay Matrix	This vacancy is reserved for Ex-Servicemen	Hindi. <b>Desirable:</b> Knowledge of Hindi Stenography will be an additional qualification.	of application.
10	Lower Division Clerk	In Level-2 (19900-63200) in the Pay Matrix	<b>1 Post</b> (OBC) This vacancy is reserved for PwD (Blind and Low vision)	SSLC or equivalent. 30 w.p.m. in typewriting essential.	Not exceeding <b>25</b> years as on the closing date of application.
11	Salesman	In Level-2 (19900-63200) in the Pay Matrix	<b>5 Posts</b> (OBC-3, SC-1 & ST-1)  These vacancies are reserved for Ex-Servicemen	SSLC or equivalent having knowledge of Book Keeping and Accountancy. 30 w.p.m. in typewriting (English) essential.  Preference will be given to the staff already working in the Showroom.	Not exceeding <b>30</b> years as on the closing date of application.
12	Training Assistant	In Level-2 (19900-63200) in the Pay Matrix	<b>3 Posts</b> (SC-1 & OBC-2)	SSLC or equivalent. A pass in the Advanced Training Course conducted by the National Coir Training and Design Centre.	Not exceeding <b>30</b> years as on the closing date of application.
13	Machine Operator	In Level-2 (19900-63200) in the Pay Matrix	<b>1 Post</b> (OBC)  This vacancy is reserved for Ex-Servicemen	ITI certificate (Electrician or Fitter)	Not exceeding <b>35</b> years as on the closing date of application.

In addition to the above pay scales in the relevant Pay Levels, the selected candidates will be eligible for other allowances, as admissible, as per entitlements from time to time.

Candidates must have attained the minimum age of 18 years as on the closing date of application i.e. **15/08/2021**

The initial appointment of the newly recruited candidates under the Board will be at the places mentioned below, or the Offices of the Board nearest to the same place identified thereon. However, the services of all the candidates under the Board are liable to be transferred to **anywhere in India at any time.**

Sl.No.	Name of post	Vacancy	Place of Initial posting	Category
1	Senior Scientific Officer (Engineering)	1	Central Institute of Coir Technology, Coir Board, Bengaluru, Karnataka	SC
2	Senior Scientific Officer (Product Diversification)	1	Central Coir Research Institute, Coir Board, Kalavoor, Alappuzha, Kerala	UR
3	Scientific Assistant (Engineering)	1	Central Coir Research Institute, Coir Board, Kalavoor, Alappuzha, Kerala	OBC
4	Showroom Manager Gr.III	1	Showroom & Sales Depot, Coir Board, Varanasi, Utter Pradesh	OBC (Reserved for PwD - Blind and Low vision)
		1	Showroom & Sales Depot, Coir Board, Ahmadabad, Gujarat	SC
		1	Showroom & Sales Depot, Coir Board, Bangalore, Karnataka	OBC
		1	Showroom & Sales Depot, Coir Board, Guwahati, Assam	UR
5	Assistant	1	Regional Office, Coir Board, Pollachi, Tamil Nadu	OBC
		1	Regional Office, Coir Board, Bengaluru, Karnataka	UR
		1	Regional Office, Coir Board, Rajahmundry, Andhra Pradesh	SC
		1	Regional Office, Coir Board, Bhubaneswar, Odisha	OBC
		1	Sub Regional Office, Coir Board, Sindhudurg, Maharashtra	UR
		1	Sub Regional Office, Coir Board, Kolkatta, West Bengal	UR (Reserved for PwD - Hearing Impairment)
		1	Regional Office, Coir Board, Guwahati, Assam	UR
		1	Regional Extension Centre, Coir Board, Tanjavur, Tamil Nadu	OBC
		1	Central Institute of Coir Technology, Coir Board, Bengaluru, Karnataka	UR
6	Upper Division Clerk	1	Regional Office, Coir Board, Rajahmundry, Andhra Pradesh	UR
		1	Regional Office, Coir Board, Pollachi	OBC
		1	Regional Office, Coir Board, Bengaluru, Karnataka	UR
		1	Regional Office, Coir Board, Bhubaneswar, Odisha	ST (Reserved for PwD - Hearing Impairment)
7	Junior Stenographer	1	Head Office, Coir Board, Kochi, Kerala	ST (Reserved for PwD - Orthopaedically Handicapped)

		<b>1</b>	Head Office, Coir Board, Kochi, Kerala	<b>OBC</b>
		<b>1</b>	Head Office, Coir Board, Kochi, Kerala	<b>SC</b>
		<b>1</b>	Central Coir Research Institute, Coir Board, Kalavoor, Alappuzha, Kerala	<b>OBC</b>
8	Mechanic Gr.II	<b>1</b>	Central Institute of Coir Technology, Coir Board, Bengaluru, Karnataka	<b>SC</b>
9	Hindi Typist	<b>1</b>	Central Coir Research Institute, Coir Board, Kalavoor, Alappuzha, Kerala	<b>ST</b>
10	Lower Division Clerk	<b>1</b>	National Coir Training & Design Centre, Coir Board, Kalavoor, Alappuzha, Kerala	<b>OBC (Reserved for PwD - Blind and Low vision)</b>
11	Salesman	<b>1</b>	Showroom & Sales Depot, Coir Board, Mumbai, Maharashtra.	<b>OBC</b>
		<b>1</b>	Showroom & Sales Depot, Coir Board, Hyderabad, Andhra Pradesh	<b>OBC</b>
		<b>1</b>	Showroom & Sales Depot, Coir Board, Allahabad, Utter Pradesh	<b>ST</b>
		<b>1</b>	Showroom & Sales Depot, Coir Board, Patna, Bihar	<b>SC</b>
		<b>1</b>	Showroom & Sales Depot, Coir Board, Guntur	<b>OBC</b>
12	Training Assistant	<b>1</b>	Regional Office, Coir Board, Bangaluru, Karnataka	<b>SC</b>
		<b>1</b>	Regional Office, Coir Board, Rajhamundry, Andhra Pradesh	<b>OBC</b>
		<b>1</b>	Sub Regional Office, Coir Board, Kolkatta, West Bengal	<b>OBC</b>
13	Machine Operator	<b>1</b>	Central Institute of Coir Technology, Coir Board, Bengaluru, Karnataka	<b>OBC</b>

**NOTE:**

- Qualifications are relaxable at the discretion of the appointing authority in the case of candidates otherwise well qualified. (for all posts, except Sl.No.4 & 6)
- The qualification(s) regarding experience is/are relaxable at the discretion of the appointing authority in the case of candidates belonging to the Scheduled Castes and Scheduled Tribes, if at any stage of selection, the appointing authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them. (for all the posts, except Sl.No. 4 & 6)
- (Important) Closing date for submission of online application through website of Coir Board is **18.00 hrs on 15/08/2021**. This date will be the closing date for applications for reckoning the age limit. Date for determining the eligibility conditions of all candidates in every respect shall be the prescribed closing date for submission of online recruitment application. The applicants are advised to fill in all their particulars in the online recruitment application with utmost care and caution. The submission of wrong information may lead to rejection of the application through computer based short listing, apart from debarment by the Board. Date for the interview/certificate verification shall be intimated to the shortlisted candidates separately. The shortlisted candidates, intimated so, will be required to bring the printout of his/her online application along with other supporting documents for all relevant entries in the online application.
- The age limit shown against each post is normal age limit. However, eligible relaxations in the upper age limit will be allowed to the candidates in the entitled categories, as per relevant rules.
- Application Fee: The application fee for the Post at **Sl.No.1 & 2 will be Rs.500/-, 3 to 5 will be Rs.400/- and Sl.No.6 to 13 will be Rs.300/-**. **No fee is payable by SC, ST, PwD, Ex-servicemen and female candidates**. After the successful Submission of the Application, a payment link will be activated for each candidate within three days of the date of application. The applicants can immediately make the payment once the link is activated. The payment procedures need to be completed by the candidate **on or before the 4th working day** from the closing date of application using the payment reference reflected in their account in the Recruitment Portal of Coir Board using the State Bank Collect (SB Collect) facility powered by State Bank of India.
- The fee is to be remitted in the Board's account through SB Collect only and not through any other mode.
- Mode of selection: The selection will be on the basis of a Written Examination (except SL.1 & 2). The selected candidates will be initially posted at the locations identified as above, as per the requirement, initially, at the sole discretion of the Board; but **the service under Coir Board is liable to be transferred to anywhere in India, as per the requirements of the Board, at any time**.

- Candidates are requested to go through the Instructions provided at the Recruitment Portal/Official Website of Coir Board before submitting the application online and NOT to forward written/downloaded Application forms to Coir Board.
- The applicants from SC/ST Category **should upload** the certificate in the prescribed form from the competent authority to the effect that he/she belongs to the SC/ST category. The applicants of OBC **should upload** the certificate in the prescribed form from the competent authority that he/she belongs to the OBC and doesn't belong to the Creamy Layer.
- The applicants from the category of **Persons with Disabilities (PwD)** should upload the **disability certificate**. The persons suffering from **not less than 40% of the relevant disability** shall alone be eligible for the benefit of reservation under this category.
- The applicants from the category of **Ex-Servicemen** should upload the **discharge certificate**.
- Fee, once paid, will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before paying the application fee and ensure their category against which they are applying so as to avoid any complications in this regard, in future.
- Candidates are advised to give specific, correct, full information. Candidature of the applicant is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
- Candidates working in Government, Semi-Government Organization/Public Sector Undertakings and Autonomous Bodies should apply with Vigilance Clearance Certificate and copies of the ACRs/APARs for the last 5 years and furnish "NO OBJECTION CERTIFICATE" at the time of Interview/Certificate verification. However, in the event of difficulty in getting NOC from their parent department, they may submit an undertaking at the time of Interview/Certificate verification, that they will not claim any service transfer benefits /protection of pay in case of their selection. However, they have to produce the proper relieving order from their Organization, in the event of their selection, at the time of reporting for duty through proper channel with Vigilance Clearance Certificate and copies of the ACRs/APARs for the last 5 years.
- Any gesture of canvassing, directly or indirectly, by any of the applicants will disqualify his/her candidature.
- The applicants must bring the Original of any of the approved Photo Identity Proofs at the time of the Written Test, such as PAN Card/Driving License/ Passport/ Voter ID/Aadhar Card/Employee ID card issued by different Government Departments etc.
- The Test Centers preferences opted by the candidates at the time of submission of online applications are subject to finalization by the Board depending upon the number of applications received for such places. In the event of inadequate number of applications in any of such places, the Test Centers will be adjusted to those centers as per the plan of the Coir Board.

Incomplete applications will be summarily rejected and no further correspondence from such of the applicants will be entertained, later.

Mere calling for a Written Test/any of the selection process or all does not constitute any commitment on the part of Coir Board for appointment under the Board, as all the candidates remitted with the prescribed fee are called for such tests/interview subject to verification of the certificates and other eligibility norms at the final stage.

Candidates should check up the Board's website/Recruitment Portal regularly for getting the recent/day-to-day updations regarding this recruitment like status, admit card etc and no further information will be published in the news papers.

The Secretary, Coir Board reserves the right to make any Modifications in the Notification/Recruitment Procedure etc. whatsoever, at any stage of the selection process or even to cancel the Notification. No any claims will be entertained from any of the candidates under such circumstances, regarding appointments.

**The entry of the candidates for the Written Test will be strictly subject to Covid-19 protocol prevailing in the area of the Test Centres.**

Ernakulam,  
15/07/2021

Sd/-  
**SECRETARY**

Note: Abbreviations used: UR - Unreserved, SC - Scheduled Caste, ST -Scheduled Tribe  
OBC- Other Backward Class, PwD- Persons with Disabilities



