

**TEA BOARD**  
**14, Biplabi Trailokya Maharaj Sarani**  
**Kolkata - 700001**

**Dated : 07.01.2013**

**OFFICE MEMORANDUM NO: 12/2013**

All Typist Clerks (re-designated as Assistant) (including SC/ST) having 05 (five) years qualifying service and passed the Typewriting Test are hereby requested to intimate their willingness for promotion to the post of Upper Division Clerk (re-designated as Sr. Assistant) in the Pay Band-1 of Rs. 5200-20200/- with Grade Pay of Rs. 2400/- with posting in the Board's following offices against the number of vacancies as mentioned against each :-

Sl. No.	Place of posting	Number of vacancies
1.	Head Office, Kolkata	04 (All reserved for Scheduled Caste)
2.	Zonal Office, Jorhat	02 (Reserved for Scheduled Caste)

Replies of eligible Typist Clerk (re-designated as Assistant) must reach the undersigned within 07 (seven) days from the date of issuance of this Office Memorandum. If no reply is received within the stipulated period, it will be presumed that none is interested in the offer.

Those who have not completed the requisite qualifying service of five years are hereby advised not to exercise their option in this regard.

Sd/-  
(B.K. Biswas)  
Assistant Secretary

Distribution

1.	All Heads of the Department in Board's Head Office, Kolkata (excepting Chairman, Dy. Chairman and Secretary)	With the request to circulate the contents of this Office Memorandum amongst all eligible Typist Clerk (re-designated as Assistant) working under them.
2.	In-charges of all Regional Offices of the Board	
3.	Executive Directors, Coonoor	
4.	Executive Director North East	
5.	Security Officer	For display on the Notice Board.
6.	Dy. Director (Hindi)	
7.	Liaison Officer for SC/ST	
8.	System Analyst	With the request to upload in the Board's website
9.	P. As. to Chairman/Dy. Chairman/Secretary	
10.	Secretariat Branch	
11.	Guard File of Estt. Branch	
12.	T.B.E.A/T.B.W.A.	
13.	Estt. Branch ---- with spare copies.	

Ref. File No. 11(2)/Estt/2002  
(Hindi version follows)

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