



Tea Board  
14 B T M Sarani  
Kolkata – 700001

No. 38(1)/Estt/2015/2455

Dated: 24.01.2017

**CIRCULAR**

The undersigned is directed to say that in terms of the Office Memorandum No. 16/2016 dated 15.01.2016, three committees had been formed to workout a standard system of framing scheme and syllabus for conducting examination amongst eligible candidates in the feeder post for filling up of all promotional posts as per the notified Tea Board (Recruitment, Promotions and Conditions of Service of Officers and Staff) By-Laws, 2015. Accordingly, it is being notified to all employees of Tea Board that the said committees have prepared the schemes, syllabus and guidelines for conducting departmental competitive examination for filling up of various posts. The syllabi for different posts have been mentioned at Annexure-I. This circular will be available in Board's official website [www.teaboard.gov.in](http://www.teaboard.gov.in).

  
(Priyanka Basu Ingty)  
Secretary

**Distribution:**

1. All Departmental heads in Head Office- with the request to bring the content of the Circular among the employees working under them.
2. All Regional/Sub-Regional Offices
3. Executive Director, Tea Board (Coonoor/Guwahati)
4. Estate Officer – for display in Notice Board
5. System Analyst- with the request to upload in Board's website
6. TBEA/TBWA/TBOA
7. Establishment Branch –with spare copies

Post	Accounts Officer			
Education	Essential :- Bachelors Degree from a recognized University or Institute.			
Feeder Cadre	Name of the Post	Qualifying Service		
	Assistant Accounts Officer	Pay Band 2 and Grade pay of Rs 4200 with 2 years regular Service as per 6 <sup>th</sup> Pay Commission or as amended from time to time		
Qualifying Marks	50% for unreserved category, 45% for reserved category			
Mode of Exam	Paper/Subject General Awareness & General Knowledge, General English Quantitative Aptitude, Reasoning, General Knowledge about Tea, Tea Growing States, ; Accounts, Audit, Purchase, Relevant Taxing Law, Establishment and Administration	Type	Marks	Duration 3 Hours
		Objective (Multiple Choice)	100	
			100	
Syllabi for examination	a.	Questions will also be designed to test knowledge about Percentages, Profit and Loss, Averages, Interest, Discount, Arithmetical Computation, Analytical Functions, Analysis, History, Geography, Culture, General Polity, Economic Scene, Indian Constitution, Tea Board, Types of Tea, Tea Growing States, Tea Statistics		
	b.	Questions will also be designed to test knowledge about Tea Board Accounting Manual, Tea Board (Write off Loss), Rules, 1996, Fundamental Rules & Supplementary Rules, TA Rules, LTC Rules, Leave Rules, GPF Rules, Medical Attendance Rules, Retirement, New Pension Scheme, Gratuity, Pay, Pay Fixation, Delegation of Financial Powers, Children Education Assistance, General Financial Rules, House Building Advance, Purchase & Contract, Common Format of Accounting, Internal Audit, Minimum Wages, Contract Labour, Service Tax, Professional Tax, Tax Deducted at Source, Group Insurance, Value Added Tax. RTI Act.		
General Conditions	a. There shall be four alternatives for the answers to every question. b. For each wrong answer or more than one answer 0.25 mark shall be deducted. c. If a question is left blank there will be no penalty for that question.			
Reference	No Books shall be allowed. However, a list reference books/sources (which are however not exhaustive) are recommended:- Tea Board Accounting Manual, Tea Board Manual Relevant Swamy's Publications (Latest Edition) Website of Tea Board, DoPT, MoC& I, Ministry of Finance, Government of India NCERT Books of 10 <sup>th</sup> Standard on Indian History and Geography, English, Science			

Post	Assistant			
Education	Essential :- Matriculation from any recognized Board or Institute.			
Feeder Cadre	Name of the Post	Qualifying Service		
	Multi Tasking Skill	MTS with 2 years regular Service		
Qualifying Marks	50% for unreserved category, 45% for reserved category			
Mode of Exam	Paper/Subject	Type	Marks	Duration
	Quantitative Aptitude, Reasoning, General Awareness & General Knowledge, General English	Objective	100 (200 questions of half mark each)	3 Hours
Syllabi for examination	<p>Quantitative Aptitude: Number Systems, Fundamental Arithmetical Operations, Whole Numbers, Decimals and Fractions, Ratio and Proportion, Percentages, Profit and Loss, Averages, Interest, Tables and Graphs, Discount, Ratio and Time, Mensuration, Time and Distance, Time and Work etc.</p> <p>Reasoning: Similarities and Differences, Analysis, Space Visualization, Decision Making, Problem Solving, Observation, Figure Classification, Visual Memory, Number Series, Relationship Concepts, Non-Verbal Series, Arithmetical Computation, Analytical Functions,</p> <p>General Awareness &amp; General Knowledge: Current Affairs, History, Geography, Culture, General Polity, Economic Scene, Indian Constitution, etc.</p> <p>General English: Vocabulary, Synonyms, Grammar, Sentence Structure, Antonyms, Usage of Words etc</p>			
General Conditions	<p>a. There shall be four alternatives for the answers to every question.</p> <p>b. For each wrong answer or more than one answer 0.25 mark shall be deducted.</p> <p>c. If a question is left blank there will be no penalty for that question.</p> <p>d. The questions shall be of matriculation standard</p>			
Reference	<p>No Books shall be allowed. However, a list reference books/sources (which are however not exhaustive) are recommended:-</p> <p>NCERT Books of 10th Standard on Indian History and Geography, English, Science</p>			

Post	Assistant Secretary			
Education	Essential :- Bachelors Degree from a recognized University or Institute.			
Feeder Cadre	Name of the Post	Qualifying Service		
	Joint Controller of Licensing	Pay Band 3 and Grade pay of Rs. 5400 with 4 years regular service as per 6 <sup>th</sup> Pay Commission or as amended from time to time		
	Planning Officer			
	Welfare Liaison Officer (North)			
Qualifying Marks	55% for unreserved category, 50% for reserved category			
Mode of Exam	Paper/Subject	Type	Marks	Duration
	General Awareness & General Knowledge, General English General Knowledge about Tea, Tea Growing States, Tea Rules, Tea Board By-Laws, RTI Act and other relevant provisions used for day to day running of Government Establishment Office Procedure Manual, General Fundamental & Service Rules, Establishment and Administration, promotion & Recruitment, Fundamental Rules & Supplementary Rules	Objective	100 (Two Hundred questions of half mark each)	3 Hours
Syllabi for examination	<p>Question will be aimed at testing the candidates general Awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economics, Science, General Polity, Questions will be designed to test the candidates understanding and knowledge of English language, Vocabulary, spelling, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idiomatic use of words etc.</p> <p>Questions will be designed to test the candidates understanding and Knowledge about tea, Types of Tea, Quality Standard of tea, Method of production of Tea, Regions Wise teas produced in India, their characteristics, Tea Rules &amp; By-Laws, RTI Act, Minimum Wages, Contract Labour, Service tax, Professional tax, Tax Deducted at Source, Group Insurance, GST, Tea Board (Write off Loss), Rules, 1996, Tea Board Quarter Allotment Rule, Tea Board (Recruitment, Promotions and Conditions of Service of Officers and Staff) By- Laws, 2015, Tea Board (Recruitment &amp; Condition of Service of Officers appointed by Government) Rules, 1971, Tea Board (Provident Fund) By-Laws, 1960</p> <p>Questions will be designed to test the candidates understanding and Knowledge about CCS(Conduct) Rules, CCC(CCA) Rules, CCS (Pension) Rules, TA Rules, LTC Rules, Leave Rules, GPF Rules, Medical Attendance Rules, Retirement, New Pension Scheme, Gratuity, Reservation &amp; Concession, Pay, Pay Fixation, Delegation of Financial Powers, Seniority, Children Education Assistance, General Financial Rules, House Building Advance, Recruitment and Promotion, Fundamental Rules &amp; Supplementary Rules, Board Office Procedure Manual,</p>			
General Conditions	<p>a. There shall be four alternatives for the answers to every question.</p> <p>b. For each wrong answer or more than one answer 0.25 mark shall be deducted.</p> <p>c. If a question is left blank there will be no penalty for that question.</p>			
Reference	<p>No Books shall be allowed. However, a list reference books/sources (which are however not exhaustive) are recommended:-</p> <p>Tea Board Manual, Tea Board Office Procedure Relevant Swamy's Publications (Latest Edition) Website of Tea Board, DoPT, Central Information Commission, MoC&amp; I, Ministry of Finance NCERT Books of 10<sup>th</sup> Standard on Indian History and Geography, English, Science</p>			

Post	Assistant Administrative Officer			
Feeder Cadre	Name of the Post	Qualifying Service		
	Sr. Assistant	Pay Band 1 and Grade pay of Rs. 2400 with 5 years regular service as per 6 <sup>th</sup> Pay Commission or as amended from time to time		
Qualifying Marks	50% for unreserved category, 45% for reserved category			
Mode of Exam	Paper/Subject	Type	Marks	Duration
	General Awareness & General Knowledge, Reasoning, Data Interpretation, General English General Knowledge about Tea, Tea Growing States, Tea Rules, Tea Board By-Laws, Control Orders, RTI Act Office Procedure Manual, General Fundamental & Service Rules, Establishment and Administration, promotion & Recruitment, Fundamental Rules & Supplementary Rules	Objective	100 (Two Hundred questions of half mark each)	3 Hours
Syllabi for examination	<p>Questions will be set to test the knowledge on the following subjects:</p> <p>Question will be aimed at testing the candidates general Awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economics, Science, General Politic , data interpretation;</p> <p>Questions will be designed to test the candidates understanding and knowledge of English language, Vocabulary, spelling, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idiomatic use of words etc.</p> <p>Knowledge about tea, Types of Tea, Quality Standard of tea, Method of production of Tea, Regions Wise teas produced in India, their characteristics, Tea Rules &amp; By-Laws, Tea Marketing (Control) Orders, 2003, Tea Waste (Control) Order, 1959, Tea (Distribution &amp; Export Control) Order, 2005, Tea Warehousing Licensing Order, 1989, RTI Act</p> <p>CCS(Conduct) Rules, CCC(CCA) Rules, CCS (Pension) Rules, TA Rules, LTC Rules, Leave Rules, GPF Rules, Medical Attendance Rules, Retirement, New Pension Scheme, Gratuity, Reservation &amp; Concession, Pay, Pay Fixation, Delegation of Financial Powers, Seniority, Children Education Assistance, General Financial Rules, House Building Advance, Recruitment and Promotion, Fundamental Rules &amp; Supplementary Rules, Board Office Procedure Manual, Tea Board Quarter Allotment Rule.</p>			
General Conditions	<p>a. There shall be four alternatives for the answers to every question.</p> <p>b. For each wrong answer or more than one answer 0.25 mark shall be deducted.</p> <p>c. If a question is left blank there will be no penalty for that question.</p>			
Reference	<p>No Books shall be allowed. However, a list reference books/sources (which are however not exhaustive) are recommended:-</p> <p>Tea Board Manual, Tea Board Office Procedure Relevant Swamy's Publications (Latest Edition) Website of Tea Board, DoPT, Central Information Commission, MoC&amp; I, Ministry of Finance NCERT Books of 10<sup>th</sup> Standard on Indian History and Geography, English, Science</p>			

Post	Assistant Accounts Officer			
Education	Essential :- Bachelors Degree from a recognized University or Institute & Proficiency in accounting software			
Feeder Cadre	Name of the Post	Qualifying Service		
	Senior Assistant	Pay Band 2 and Grade pay of Rs 2400 with 5 years regular Service as per 6 <sup>th</sup> Pay Commission or as amended from time to time		
Qualifying Marks	50% for unreserved category, 45% for reserved category			
Mode of Exam	Paper/Subject Quantitative Aptitude, Reasoning, General Awareness & General Knowledge about Tea, Tea Growing States; Accounts, Audit, Purchase, Relevant Taxing Law, Establishment and Administration	Type	Marks	Duration
		Objective (Multiple Choice)	100 100 ----- Total—200 (Two Hundred questions of half mark each)	3 Hours
Syllabi for examination	a.	Questions will also be designed to test knowledge about Percentages, Profit and Loss, Averages, Interest, Discount, Arithmetical Computation, Analytical Functions, Analysis, History, Geography, Culture, General Polity, Economic Scene, Indian Constitution, Tea Board, Types of Tea, Tea Growing States, Tea Statistics, Data Interpretation, Prevailing Schemes of the Board		
	b.	Questions will also be designed to test knowledge about Tea Board Accounting Manual, Tea Board (Write off Loss), Rules, 1996, Fundamental Rules & Supplementary Rules, TA Rules, LTC Rules, Leave Rules, GPF Rules, Medical Attendance Rules, Retirement, New Pension Scheme, Gratuity, Pay, Pay Fixation, Delegation of Financial Powers, Children Education Assistance, General Financial Rules, House Building Advance, Purchase & Contract, Common Format of Accounting, Internal Audit, Minimum Wages, Contract Labour, Service Tax, Professional Tax, Tax Deducted at Source, Group Insurance, Value Added Tax, Fundamental Rules and Supplementary Rules		
General Conditions	a. There shall be four alternatives for the answers to every question. b. For each wrong answer or more than one answer 0.25 mark shall be deducted. c. If a question is left blank there will be no penalty for that question.			
Reference	No Books shall be allowed. However, a list reference books/sources (which are however not exhaustive) are recommended:- Tea Board Accounting Manual, Tea Board Manual Relevant Swamy's Publications (Latest Edition) Website of Tea Board, DoPT, MoC& I, Ministry of Finance, Government of India			

Post	Assistant Director of Tea Development				
Classification	Equivalent to General Central Service, Group-‘A’, Non-Gazetted, Non-Ministerial				
Pay Band and Grade Pay	Pay Band-3 Rs. 15600-39100/- plus grade pay Rs. 5400/-				
Selection/non selection post	Selection				
Age limit for direct recruits	Not exceeding 35 years. (relaxable for Govt servants up to five years’ in accordance with the instructions or orders issued by the Central Government from time to time).				
Educational qualifications	Essential: Master Degree in Agriculture Extension or Botany or Tea Science from a recognized University or Institute.				
Experience	Minimum 5 years’ working experience either as Manager or Assistant Manager in a Tea Garden.				
Method of recruitment	Promotion or deputation failing which by Direct Recruitment				
Direct recruitment/ Deputation	Promotion : Development Officer with pay band 2 and grade pay of Rs 4200 with 5 years regular service. Deputation: Officers under the Central Govt or statutory bodies (a) holding analogous posts on a regular basis; and (b) possessing the educational qualifications and experience prescribed for direct recruits				
Qualifying Marks	50% for unreserved category, 35% for reserved category				
Mode of Exam	Objective and subjective				
Syllabi for examination	<b>Paper</b>	<b>Type</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration</b>
	Paper-I	Objective	Office Procedure Manual, Tea Cultivation and Manufacture, Statistics, Labour Laws, Promotion & Export, Licensing & Regulations/Control Orders, PPC, Tea Board Schemes, Accounts, GFR Rules	50 (Fifty questions of one mark each)	1 Hour
	Paper-II	Subjective	Office Procedure Manual, Tea Cultivation and Manufacture, Statistics, Labour Laws, Promotion & Export, Licensing & Regulations/Control Orders, PPC, Tea Board Schemes, Accounts, GFR Rules, Tea Cultivation and Regional perspective, Report writing	50 (5 questions of 10 marks each)	1 Hour
General Conditions	Paper-I a. There shall be four alternatives for the answers to every question. b. For each wrong answer or more than one answer 0.25 mark shall be deducted. c. If a question is left blank there will be no penalty for that question.				

Post	Assistant Statistical Officer					
Classification	Equivalent to General Central Service, Group-'B', Non-Gazetted, Non-Ministerial					
Pay Band and Grade Pay	Pay Band-2 Rs. 9300-34800/- plus grade pay Rs. 4200/-					
Selection/non selection post	Selection					
Educational qualifications	Bachelor degree in Maths or Statistics or Economics					
Feeder cadre on promotion	Sr. Assistants with 5 years' service					
Qualifying marks	40%					
Mode of Exam	Objective, Descriptive and skill test					
Syllabi for examination	<b>Part</b>	<b>Subject</b>	<b>Maximum Marks</b>	<b>Type</b>	<b>Syllabus</b>	<b>Durations</b>
	I	Office Procedure Manual	25	Objective	Understanding level of OPM	90 minutes
	II	Statistical Part	50	Descriptive	Basic knowledge of Tea Statistics (area, production, export, import, consumption and prices) during last 10 years.  <b>Fundamental Arithmetical operations:</b> Percentages, Ratio and Proportion, Averages, time series etc.	
	III	Basic Computer Application	25 (50 questions)	Skill test	Preparation of charts/graphs etc, based on the raw data and power point presentation.	



Post	Deputy Director of Tea Development (P)				
Classification	Equivalent to General Central Service, Group-'A', Non-Gazetted, Non-Ministerial				
Pay Band and Grade Pay	Pay Band-3 Rs. 15600-39100/- plus grade pay Rs. 6600/-				
Selection/non selection post	Selection				
Age limit for direct recruits	Not exceeding 35 years. (relaxable for Govt servants up to five years' in accordance with the instructions or orders issued by the Central Government from time to time).				
Educational qualifications	Essential: Master Degree in Agriculture Extension or Botany or Tea Science from a recognized University or Institute.				
Experience	Minimum 5 years' working experience either as Manager or Assistant Manager in a Tea Garden.				
Method of recruitment	80% by promotion and 20% by direct recruitment.				
Direct recruitment/ Deputation	From the cadre of Assistant Director of Tea Development with pay band 3 and grade pay of Rs 5400 with 4 years regular service.				
Qualifying Marks	50% for unreserved category, 35% for reserved category				
Mode of Exam	Objective and subjective				
Syllabi for examination	<b>Paper</b>	<b>Type</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration</b>
	Paper-I	Objective	Office Procedure Manual, Tea Cultivation and Manufacture, Statistics, Labour Laws, Promotion & Export, Licensing & Regulations/Control Orders, PPC, Tea Board Schemes, Accounts, GFR Rules	50 (Fifty questions of one mark each)	1 Hour
	Paper-II	Subjective	Office Procedure Manual, Tea Cultivation and Manufacture, Statistics, Labour Laws, Promotion & Export, Licensing & Regulations/Control Orders, PPC, Tea Board Schemes, Accounts, GFR Rules, Tea Cultivation on Regional perspective, Report writing	50 (5 questions of 10 marks each)	1 Hour
General Conditions	Paper-I a. There shall be four alternatives for the answers to every question. b. For each wrong answer or more than one answer 0.25 mark shall be deducted. c. If a question is left blank there will be no penalty for that question.				

Post	Director of Tea Promotion (Grade II)				
Education	Essential :- Post Graduate Diploma in Marketing Management from a recognized University or Institute.				
Feeder Cadre	Name of the Post		Qualifying Service		
	Deputy Director of Tea Promotion		Pay Band 3 and Grade Pay of Rs 6600 with 3 years regular service as per 6 <sup>th</sup> Pay Commission <b>or</b> as amended from time to time.		
	Deputy Director of Tea Development				
	Assistant Director of Tea Development		Pay Band 3 and Grade Pay of Rs 5400 with 4 years regular service as per 6 <sup>th</sup> Pay Commission <b>or</b> as amended from time to time.		
	Factory Advisory Officer				
Qualifying Marks	55% for unreserved category, 50% for reserved category (of total marks of paper I & II)				
Mode of Exam	<b>Paper</b>	<b>Subject</b>	<b>Type</b>	<b>Marks</b>	<b>Duration</b>
	I	Data interpretation, opm, Elements of Marketing, General Knowledge about Tea, Right to Information Act, 2005, International Tea Scenario, Four P's of Marketing, Consumer Behaviour, Market Research, Marketing Communication, International Marketing Rural Marketing	Objective	100 (Hundred questions of one mark each)	2 Hours
	II	Consumer Behaviour, Market Research, Marketing Communication, International Marketing Rural Marketing, domestic market, Market Analysis, WTO, IPR and Branding, Elements of Marketing, Packaging standards	Subjective	200 (Twenty questions of ten marks each)	3 Hours
Syllabi for examination	Paper-I	<p>Questions in <b>Paper-I</b> will be set to test the knowledge on the following subjects:</p> <ol style="list-style-type: none"> <li>General knowledge, Data Interpretation</li> <li>Types of Tea, Quality Standard of tea, Method of production of Tea, Regions wise teas produced in India, their characteristics</li> <li>RTI Act, 2005</li> <li>Prevailing International Scenarios in export/import of India</li> <li>Rural Marketing</li> <li>Marketing communication</li> <li>International Marketing</li> </ol>			
	Paper-II	<p>Questions in <b>Paper-II</b> intends to be intensive in methods and procedures on the following subjects:</p> <ol style="list-style-type: none"> <li>Basics of Marketing</li> <li>Consumer Behaviour, Issues and concepts, buying behavior, buying process</li> <li>Marketing research, Process, Design, Data collection, Analysis, Report writing</li> <li>Marketing communication, Media planning, Advertisement Campaign</li> <li>International marketing, Concept framework, Export Import policy of India, Export Import Documentation, International Product Policy and Planning, International Distribution Policy, Promotion Policy, Marketing Research</li> <li>Rural Marketing, Understanding Rural consumers, Managing Promotion in Rural set-up</li> <li>Market Analysis, Report writing</li> <li>IPR of Teas of India Origin and their Branding, Basic of GI, Copy Right, Trade Mark</li> </ol>			
General Conditions	<p><b>Paper-I</b></p> <ol style="list-style-type: none"> <li>There shall be four alternatives for the answers to every question.</li> <li>For each wrong answer or more than one answer 0.25 mark shall be deducted.</li> <li>If a question is left blank there will be no penalty for that question.</li> </ol> <p><b>Paper-II</b></p> <p>All questions shall be compulsory &amp; subjective in nature</p>				
Reference	<p>No Books shall be allowed. However, a list reference books/sources (which are however not exhaustive) are recommended:-</p> <ol style="list-style-type: none"> <li>IGNOU study materials</li> <li>Principles of Marketing by Philip Kotler Principles of Marketing by Philip Kotler, Gary Armstrong, Veronica Wong, John Saunders, International Marketing by Rakesh Mohan Joshi, Essentials of International Marketing by Donald L Brady, International Marketing by R. Srinivasan (all latest edition)</li> <li>Website of Tea Board, WTO, MoC&amp;I, DGFT, Customs, DoPT</li> </ol>				

Post	Deputy Director of Tea Promotion				
Education	Essential :- Post Graduate Diploma in Marketing Management from a recognized University or Institute.				
Feeder Cadre	<b>Name of the Post</b>		<b>Qualifying Service</b>		
	Joint Controller of Licensing		Pay Band 3 and Grade Pay of Rs 5400 with 43 years regular service as per 6 <sup>th</sup> Pay Commission <b>or</b> as amended from time to time.		
	Planning Officer				
	Publicity Officer				
	Research Officer (Economics)				
	Research Officer (Statistics)				
	Assistant Director of Tea Development				
Factory Advisory Officer					
Qualifying Marks	55% for unreserved category, 50% for reserved category (of total marks of paper I & II)				
Mode of Exam	<b>Paper</b>	<b>Subject</b>	<b>Type</b>	<b>Marks</b>	<b>Duration</b>
	I	Data interpretation, opm, Elements of Marketing, General Knowledge about Tea, Right to Information Act, 2005, International Tea Scenario, Four P's of Marketing, Consumer Behaviour, Market Research, Marketing Communication, International Marketing Rural Marketing	Objective	100 (Hundred questions of one mark each)	2 Hours
	II	Consumer Behaviour, Market Research, Marketing Communication, International Marketing Rural Marketing, domestic market, Market Analysis, WTO, IPR and Branding, Elements of Marketing, Packaging standards	Subjective	200 (Twenty questions of ten marks each)	3 Hours
Syllabi for examination	Paper-I	<p>Questions in <b>Paper-I</b> will be set to test the knowledge on the following subjects:</p> <ol style="list-style-type: none"> <li>General knowledge, Data Interpretation</li> <li>Types of Tea, Quality Standard of tea, Method of production of Tea, Regions wise teas produced in India, their characteristics</li> <li>RTI Act, 2005</li> <li>Prevailing International Scenarios in export/import of India</li> <li>Rural Marketing</li> <li>Marketing communication</li> <li>International Marketing</li> </ol>			
	Paper-II	<p>Questions in <b>Paper-II</b> intends to be intensive in methods and procedures on the following subjects:</p> <ol style="list-style-type: none"> <li>Basics of Marketing</li> <li>Consumer Behaviour, Issues and concepts, buying behavior, buying process</li> <li>Marketing research, Process, Design, Data collection, Analysis, Report writing</li> <li>Marketing communication, Media planning, Advertisement Campaign</li> <li>International marketing, Concept framework, Export Import policy of India, Export Import Documentation, International Product Policy and Planning, International Distribution Policy, Promotion Policy, Marketing Research</li> <li>Rural Marketing, Understanding Rural consumers, Managing Promotion in Rural set-up</li> <li>Market Analysis, Report writing</li> <li>IPR of Teas of India Origin and their Branding, Basic of GI, Copy Right, Trade Mark</li> </ol>			
General Conditions	<p><b>Paper-I</b></p> <ol style="list-style-type: none"> <li>There shall be four alternatives for the answers to every question.</li> <li>For each wrong answer or more than one answer 0.25 mark shall be deducted.</li> <li>If a question is left blank there will be no penalty for that question.</li> </ol> <p><b>Paper-II</b></p> <p>All questions shall be compulsory &amp; subjective in nature</p>				
Reference	<p>No Books shall be allowed. However, a list reference books/sources (which are however not exhaustive) are recommended:-</p> <ol style="list-style-type: none"> <li>IGNOU study materials</li> <li>IGNOU study materials</li> <li>Website of Tea Board, WTO, MoC&amp;I, DGFT, Customs, DoPT</li> </ol>				

Post	Protocol Officer				
Experience	Must have experience in protocol duties and well conversant with public relation work and proficiency in English or Hindi				
Feeder Cadre	Name of the Post		Qualifying Service		
	Sr. Assistant		Pay Band 1 and grade pay 2400 with 5 years regular service as per 6 <sup>th</sup> Pay Commission or as amended from time to time.		
Qualifying Marks	50% for unreserved category, 35% for reserved category				
Mode of Exam	Paper	Subject	Type	Marks	Duration
	I	Protocol Norms as followed in Parliament and Government of India, Order of Precedence as followed in Government of India, Flag code of India, The State Emblem of India (Prohibition of Improper use) Act & Rules, Norms to use red and blue light/beacon in Government vehicles, Norms for Passport/Visa, General Knowledge & Awareness, Basic knowledge about Tea, Tea Growing states, History, Geography & Culture of India, Current Affairs	Objective	100 (200 questions of one mark each)	2 Hours
Syllabi for examination	Paper-I	<p>Questions in Paper-I will be set to test the knowledge on the following subjects:</p> <ol style="list-style-type: none"> <li>i. General knowledge and awareness, Current affairs</li> <li>ii. Basic information and knowledge on types of tea, Quality standard of tea, method of production of tea, Region wise teas produced in India, their characteristics</li> <li>iii. History, Geography and culture of India</li> </ol>			
General Conditions	<p><b>Paper-I</b></p> <ol style="list-style-type: none"> <li>a. There shall be four alternatives for the answers to every question.</li> <li>b. For each wrong answer or more than one answer 0.25 mark shall be deducted.</li> <li>c. If a question is left blank there will be no penalty for that question.</li> </ol>				
Reference	<p>No Books shall be allowed. However, a list reference books/sources (which are however not exhaustive) are recommended:-</p> <ol style="list-style-type: none"> <li>1. NCERT Books of 10<sup>th</sup> Standard on Indian History and Geography</li> <li>2. Website of Tea Board; Ministry of Home affairs, Govt of India, Parliament of India, Ministry of External Affairs; West Bengal Tourism; Kolkata Municipal Corporation</li> </ol>				

Post	Research Officer (Statistics and Economics)					
Classification	Equivalent to General Central Service, Group-'A', Non-Gazetted, Non-Ministerial					
Pay Band and Grade Pay	Pay Band-3 Rs. 15600-39100/- plus grade pay Rs. 5400/-					
Educational qualifications	1. Bachelor degree in Mathematics or Statistics or Economics for Research Officer (Statistics) 2. Bachelor degree in Economics or Commerce for Research Officer (Economics)					
Feeder cadre on promotion	Assistant Statistical Officers with 5 years' service					
Qualifying Marks	40%					
Mode of Exam	Objective, Descriptive and skill test					
Syllabi for examination	<b>Part</b>	<b>Subject</b>	<b>Maximum Marks</b>	<b>Type</b>	<b>Syllabus</b>	<b>Duration</b>
	I	Office Procedure Manual	25	Objective	Understanding level of OPM	90 minutes
	II	Quantitative analysis on given data (domestic and international) and report writing	50	Descriptive	<b>For RO (Stats):</b> Tea Statistics (area, production, export, import, consumption and prices) during last 10 years, ITC Annual Statistics, preparation of reports based on raw rata etc  <b>For RO (Eco):</b> Report preparation based on the data analysis on various field of information in the tea sector, socio-economic factors, collection and compilation of various taxes and duties, conducting various survey for data collection etc.	
	III	Basic Computer Application	25 (50 questions)	Skill test	Use of tables and graphs, Bar-Diagram, Pie-charts etc, and preparation of presentations etc	

Post	Section officer				
Education	Essential :- (i) Bachelors Degree from a recognized University or Institute. (ii) Diploma in Computer Application from a recognized University or Institute.				
Feeder Cadre	Name of the Post		Qualifying Service		
	Assistant Administrative Officer		Pay Band 2 and Grade pay of Rs 4200 with 2 years regular service as per 6 <sup>th</sup> Pay Commission or as amended from time to time		
	Assistant Accounts officer				
	Assistant Statistical Officer				
Qualifying Marks	50% for unreserved category, 35% for reserved category				
Mode of Exam	Paper	Subject	Type	Marks	Duration
	I	General Knowledge about Tea, Tea Growing States, Tea Act, Tea Rules, Tea By-Laws, Control Orders , Right to Information Act, 2005, Prevailing Schemes of the Board, Microsoft Windows latest version	Objective	100	2 Hours
	II	Office Procedure Manual, General Fundamental & Service Rules, Notings & Drafting	Objective	200	2 Hours
Syllabi for examination	Paper-I	Questions in Paper –I will be set to test the knowledge on the following subjects: Types of Tea, Quality Standard of tea, Method of production of Tea, Regions Wise teas produced in India, their characteristics; Tea Board, its role, powers & functions, Board meeting, , Tea Rules & By-Laws; Tea Marketing (Control) Orders, 2003, Tea Waste (Control) Order, 1959, Tea (Distribution & Export Control) Order, 2005, Tea, 2005, Tea Warehousing Licensing Order, 1989; RTI Act, 2005 Prevailing Schemes of the Board Basics of latest version of Microsoft Windows			
	Paper-II	Questions in Paper –II intends to be intensive and detailed in methods and procedures on the following subjects: Tea Board Office Procedure Manual; General Financial & Service Rules viz. CCS(Conduct) Rules, CCC(CCA) Rules, TA Rules, Leave Rules, Retirement, Pension, New Pension, Gratuity, Reservation, Pay, Pay Fixation, Delegation of Financial Powers, Tea Board (Write off Loss), Rules, 1966; Tea Board (Recruitment, Promotions and Conditions of Service of Officers and Staff) By-Laws, 2015, Tea Board (Recruitment & Condition of Service of Officers appoints by Government) Rules, 1971, Tea Board (Provident Fund) By-Laws, 1960 Notings & Drafting			
General Conditions	Paper-I a. There shall be four alternatives for the answers to every question. b. For each wrong answer or more than one answer 0.25 mark shall be deducted. Paper-II a. Questions shall be in both Hindi & English with option to write either in Hindi or English b. All questions shall be compulsory				
Reference Books	No Books shall be allowed. However, a list reference books/sources (which are however not exhaustive) are recommended:- Tea Board Manual, Swammy's Publications Website of the Board, DoPT				

Post	Senior Assistant			
Feeder Cadre	Name of the Post	Qualifying Service		
	Assistant & Assistant (Hindi)	Pay Band 1 and Grade pay of Rs. 1900 with 5 years regular service as per 6 <sup>th</sup> Pay Commission or as amended from time to time		
Qualifying Marks	50% for unreserved category, 45% for reserved category			
Mode of Exam	Paper/Subject	Type	Marks	Duration
	General Awareness & General Knowledge, Reasoning, Data Interpretation, General English General Knowledge about Tea, Tea Growing States, Tea Rules, Tea Board By-Laws, Control Orders. Office Procedure Manual, General Fundamental & Service Rules, Establishment and Administration, promotion & Recruitment, Fundamental Rules & Supplementary Rules	Objective	100 (Two Hundred questions of half mark each)	3 Hours
Syllabi for examination	<p>Question will be aimed at testing the candidates general Awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economics, Science, General Politic , data interpretation;</p> <p>Questions will be designed to test the candidates understanding and knowledge of English language, Vocabulary, spelling, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idiomatic use of words etc.</p> <p>Knowledge about tea, Types of Tea, Quality Standard of tea, Method of production of Tea, Regions Wise teas produced in India, their characteristics, Tea Rules &amp; By-Laws, Tea Marketing (Control) Orders, 2003, Tea Waste (Control) Order, 1959, Tea (Distribution &amp; Export Control) Order, 2005, Tea Warehousing Licensing Order, 1989, RTI Act</p> <p>CCS(Conduct) Rules, CCC(CCA) Rules, CCS (Pension) Rules, TA Rules, LTC Rules, Leave Rules, GPF Rules, Medical Attendance Rules, Retirement, New Pension Scheme, Gratuity, Reservation &amp; Concession, Pay, Pay Fixation, Delegation of Financial Powers, Seniority, Children Education Assistance, General Financial Rules, House Building Advance, Recruitment and Promotion, Fundamental Rules &amp; Supplementary Rules, Board Office Procedure Manual, Tea Board Quarter Allotment Rule.</p>			
General Conditions	<p>a. There shall be four alternatives for the answers to every question.</p> <p>b. For each wrong answer or more than one answer 0.25 mark shall be deducted.</p> <p>c. If a question is left blank there will be no penalty for that question.</p>			
Reference	<p>No Books shall be allowed. However, a list reference books/sources (which are however not exhaustive) are recommended:-</p> <p>Tea Board Manual, Tea Board Office Procedure Relevant Swamy's Publications (Latest Edition) Website of Tea Board, DoPT, MoC&amp; I, Ministry of Finance NCERT Books of 10<sup>th</sup> Standard on Indian History and Geography, English, Science</p>			

Post	Soil Scientist					
Classification	Equivalent to General Central Service, Group-'A', Non-Gazetted, Non-Ministerial					
Pay Band and Grade Pay	Pay Band-3 Rs. 15600-39100/- plus grade pay Rs. 5400/-					
Feeder cadre on promotion	<b>Research Officer</b> with pay band 2 and grade pay of Rs 4600 with 3 years regular service <b>Sr Scientific Officer (soil)</b> with pay band 2 and grade pay of Rs 4200 with 5 years regular service					
Qualifying Marks	40%					
Mode of Exam	Objective and Descriptive					
Syllabi for examination	<b>Part</b>	<b>Maximum Marks</b>	<b>Type</b>	<b>Syllabus</b>	<b>Duration</b>	
	I	20	Objective	Understanding level of OPM	90 minutes	
	II	80	Descriptive	General concepts on Darjeeling tea industry, formulation of research projects and execution, soil physical, chemical and biological properties, essential plant nutrients and other beneficial elements in soils and plants. Principles of soil fertility, soil testing and fertilizing recommendations, integrated nutrient management. Biofertilizers. Soil conservation, soil erosion and its management. Organic tea cultivation.		



Post	Senior Scientific Officer (Plant Protection, Soil Science, Biochemistry, Soil Science)				
Classification	Equivalent to General Central Service, Group-'B', Non-Gazetted, Non-Ministerial				
Pay Band and Grade Pay	Pay Band-2 Rs. 9300-34800/- plus grade pay Rs. 4200/-				
Feeder cadre on promotion	<p><b>For SSO (Plant Protection):</b> Jr Scientific Officer (Plant Protection) with pay band 1 and grade pay of Rs 2800 with 4 years regular service</p> <p><b>For SSO (Soil Science):</b> Jr Scientific Officer (Soil Science) with pay band 1 and grade pay of Rs 2800 with 4 years regular service</p> <p><b>For SSO (Bio Chemistry):</b> Jr Scientific Officer (Bio Chemistry) with pay band 1 and grade pay of Rs 2800 with 4 years regular service</p> <p><b>For SSO (Farm Management):</b> Jr Scientific Officer (Farm Management) with pay band 1 and grade pay of Rs 2800 with 4 years regular service</p>				
Qualifying Marks	40%				
Mode of Exam	Objective and Descriptive				
Syllabi for examination	<b>Part</b>	<b>Maximum Marks</b>	<b>Type</b>	<b>Syllabus</b>	<b>Duration</b>
	I	20	Objective	Understanding level of OPM	90 minutes
	II	80	Descriptive	<p><b>For SSO (Plant Protection):</b> General concepts on Darjeeling tea industry, formulation of research projects, Pests and diseases of Darjeeling tea, their management, concepts of IPM, bio pesticides, MRLs of pesticides, PPC etc</p> <p><b>For SSO (Bio chemistry):</b> General concepts on Darjeeling tea industry, formulation of research projects, concepts on quality of Darjeeling tea, FSSAI standards of tea, analytical chemistry of FSSAI quality parameters of tea, IS/ISO standard of tea</p> <p><b>For SSO (Soil Science):</b> General concepts on Darjeeling tea industry, formulation of research projects, principles of soil fertility, soil testing and fertilizer recommendations, integrated nutrient management, biofertilizers, soil conservation, soil erosion and its management.</p> <p><b>For SSO (Farm Management):</b> General concepts on Darjeeling tea industry, formulation of research projects, Farm management, DTR&amp;DC Farm, organic farming with respect to tea.</p>	

Post	Statistician						
Classification	Equivalent to General Central Service, Group-‘A’, Non-Gazetted, Non-Ministerial						
Pay Band and Grade Pay	Pay Band-3 Rs. 15600-39100/- plus grade pay Rs. 6600/-						
Educational qualifications	Masters degree in Mathematics or Statistics or Economics						
Feeder cadre on promotion	Research Officer (Stats)/ Research Officer (Econ) with 4 years’ service						
Qualifying marks	40%						
Mode of Exam	Objective, Descriptive and skill test						
Syllabi for examination	<b>Part</b>	<b>Subject</b>	<b>Maximum Marks</b>	<b>Type</b>	<b>Syllabus</b>	<b>Durations</b>	
	I	Office Procedure Manual	25	Objective	Understanding level of OPM	90 minutes	
	II	Quantitative analysis on given data (domestic and international) and report writing	50	Descriptive	Tea Statistics (area, production, export, import, consumption and prices) during last 10 years, ITC Annual Statistics, basic knowledge of Board’s Annual Report, RFD, export targets, 12 <sup>th</sup> Plan schemes, role of FAO-IGG in the international arena etc		
	III	Basic Computer Application	25 (50 questions)	Skill test	Use of tables and graphs, Histogram, Frequency polygon, Bar-Diagram, Pie-charts etc, and preparation of presentations etc		

Post	Senior Secretarial Assistant					
Feeder Cadre	Name of the Post		Qualifying Service			
	Junior Secretarial Assistant		Pay Band 1 and Grade pay of Rs. 2400 with 5 years regular service as per 6 <sup>th</sup> Pay Commission or as amended from time to time			
Qualifying Marks	50% ( of total marks of Part A & B), 45% for reserved category					
Mode of Exam	Part-A Written Exam		General Awareness Comprehension & writing ability of English Language	Objective	Marks -100 -100 Total--200 (Two Hundred questions of half mark each)	Duration 2 Hours
	Part-B Shorthand Skill Test in English		Candidates will be required to transcribe their Shorthand Notes on Computer only provided by the Board	Subjective	200	50 minutes  (10 minutes - dictation + 40 minutes – transcribe)
Syllabi for examination	<p>The standard of the question papers in Part-A will be that of the matriculation examination.</p> <p>Part-A General Awareness: - Question will be aimed at testing the candidates General Awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economics, Science, General Politic and Scientific research, Types of Tea, Quality Standard of tea, Method of production of Tea, Regions Wise teas produced in India, their characteristics,</p> <p>Comprehension and Writing Ability of English Language:- Questions will be designed to test the candidates understanding and knowledge of English language, Vocabulary, spelling, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idiomatic use of words etc. There will be question on comprehension of a passage also. General Awareness, Data Interpretation</p> <p>Part-B The Stenography/Shorthand test in English will comprise Dictation Test at 100 words per minutes for 10 minutes which the candidates will be required to transcribe in 40 minutes on the Computer</p>					
General Conditions	<p>Paper-I a. There shall be four alternatives for the answers to every question. b. For each wrong answer or more than one answer 0.25 mark shall be deducted. c. If a question is left blank there will be no penalty for that question.</p> <p>Paper-II a. All questions shall be compulsory &amp; subjective in nature.</p>					
Reference	No Books shall be allowed. However, a list reference books/sources (which are however not exhaustive) are recommended:- Tea Board Manual, Tea Board Office Procedure Manual Relevant Swamy's Publications (Latest Edition) Website of Tea Board, DoPT, MoC& I,					

Post	Welfare Liaison Officer (North)			
Education	Essential :- Bachelor's Degree from a recognized University or Institute.			
Feeder Cadre	Name of the Post		Qualifying Service	
	Section Officer		Pay Band 2 and Grade pay of Rs. 4600 with 3 years regular service as per 6 <sup>th</sup> Pay Commission or as amended from time to time	
	Labour Welfare Officer			
	Secretary to Chairman			
	Assistant Administrative Officer		Pay Band 3 and Grade pay of Rs.5400 with 5 years regular service as per 6 <sup>th</sup> Pay Commission or as amended from time to time	
	Assistant Accounts Officer			
Assistant Statistical Officer				
Qualifying Marks	55% for unreserved category, 50% for reserved category			
Mode of Exam	Paper/Subject General Awareness & General Knowledge, Reasoning, Data Interpretation, General English General Knowledge about Tea, Tea Growing States, Tea Rules, Tea Board By-Laws, Control Orders, RTI Act, Laws relating to Labour welfare particularly tea garden workers Office Procedure Manual, General Fundamental & Service Rules, Establishment and Administration, promotion & Recruitment, Fundamental Rules & Supplementary Rules	Type	Marks	Duration
		Objective	100 (Two Hundred questions of half mark each)	3 Hours
Syllabi for examination	<p>Question will be aimed at testing the candidates general Awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economics, Science, General Politic , data interpretation;</p> <p>Questions will be designed to test the candidates understanding and knowledge of English language, Vocabulary, spelling, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idiomatic use of words etc.</p> <p>Questions will be designed to test the candidates understanding and Knowledge about tea, Types of Tea, Quality Standard of tea, Method of production of Tea, Regions Wise teas produced in India, their characteristics, Tea Rules &amp; By-Laws, Tea Marketing (Control) Orders, 2003, Tea Waste (Control) Order, 1959, Tea (Distribution &amp; Export Control) Order, 2005, Tea Warehousing Licensing Order, 1989, RTI Act, Plantation Labour Act, 1951 and State Rules of West Bengal, Assam, Tamil Nadu and Kerala, Minimum Wages Act, EPF Act.</p> <p>Questions will be designed to test the candidates understanding and Knowledge about CCS(Conduct) Rules, CCS(CCA) Rules, Fundamental Rules &amp; Supplementary Rules, Board Office Procedure Manual,</p>			
General Conditions	<p>a. There shall be four alternatives for the answers to every question.</p> <p>b. For each wrong answer or more than one answer 0.25 mark shall be deducted.</p> <p>c. If a question is left blank there will be no penalty for that question.</p>			
Reference	<p>No Books shall be allowed. However, a list reference books/sources (which are however not exhaustive) are recommended:- Tea Board Manual, Tea Board Office Procedure Manual Relevant Swamy's Publications (Latest Edition) Website of Tea Board, DoPT, MoC&amp; I, Ministry of Finance NCERT Books of 10<sup>th</sup> Standard on Indian History and Geography, English, Science</p>			

Post	Joint Director of Tea Development				
Classification	R&P Rules yet to be made				
Pay Band and Grade Pay	R&P Rules yet to be made				
Selection/non selection post	R&P Rules yet to be made				
Age limit for direct recruits	R&P Rules yet to be made				
Educational qualifications	R&P Rules yet to be made				
Experience	R&P Rules yet to be made				
Method of recruitment	R&P Rules yet to be made				
Direct recruitment/ Deputation	R&P Rules yet to be made				
Qualifying Marks	R&P Rules yet to be made				
Mode of Exam	Objective and subjective				
Syllabi for examination	<b>Paper</b>	<b>Type</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration</b>
	Paper-I	Objective	Office Procedure Manual, Tea Cultivation and Manufacture, Statistics, Labour Laws, Promotion & Export, Licensing & Regulations/Control Orders, PPC, Tea Board Schemes, Accounts, GFR Rules	50 (Fifty questions of one mark each)	1 Hour
	Paper-II	Subjective	Office Procedure Manual, Tea Cultivation and Manufacture, Statistics, Labour Laws, Promotion & Export, Licensing & Regulations/Control Orders, PPC, Tea Board Schemes, Accounts, GFR Rules, Tea Cultivation on All India perspective, Basic Research, Report Writing, Parliament matters	50 (5 questions of 10 marks each)	1 Hour
General Conditions	Paper-I a. There shall be four alternatives for the answers to every question. b. For each wrong answer or more than one answer 0.25 mark shall be deducted. c. If a question is left blank there will be no penalty for that question.				

Post	Director (Research)					
Classification	Equivalent to General Central Service, Group-'A', Non-Gazetted, Non-Ministerial					
Pay Band and Grade Pay	Pay Band-3 Rs. 15600-39100/- plus grade pay Rs. 6600/-					
Educational qualification	Masters degree in Agriculture or Botany or Bio-Chemistry from a recognized University of Institute					
Feeder cadre on promotion	<b>Project Director</b> with pay band 3 and grade pay of Rs 6600 with 3 years regular service <b>Soil Scientist</b> with pay band 3 and grade pay of Rs 5400 with 4 years regular service <b>Research Officer</b> with pay band 2 and grade pay of Rs 4600 with 8 years regular service					
Qualifying Marks	40%					
Mode of Exam	Objective and Descriptive					
Syllabi for examination	<b>Part</b>	<b>Maximum Marks</b>	<b>Type</b>	<b>Syllabus</b>	<b>Duration</b>	
	I	20	Objective	Understanding level of OPM	90 minutes	
	II	80	Descriptive	Tea research in the country, functioning and research activities of TRA, UPASI-TRF and DTR&DC General concepts on research administration including evaluation and monitoring of research projects, EFC memo, TRLC, funding of tea research Regulatory issues like MRLs of pesticide, CIB&RC, CODEX, FAO-IGG on tea SPS-TBT, IS/ISO and BIS standards of tea, FSSAI regulations, packaging norms, PPC etc.		

Post	Project Director				
Classification	Equivalent to General Central Service, Group-‘A’, Non-Gazetted, Non-Ministerial				
Pay Band and Grade Pay	Pay Band-3 Rs. 15600-39100/- plus grade pay Rs. 6600/-				
Education	Masters degree in Agriculture or Botany or Bio-Chemistry from a recognized University of Institute				
Feeder cadre on promotion	<b>Soil Scientist</b> with pay band 3 and grade pay of Rs 5400 of DTR&DC with 4 years regular service <b>Research Officer</b> with pay band 2 and grade pay of Rs 4600 with 5 years regular service				
Qualifying Marks	40%				
Mode of Exam	Objective and Descriptive				
Syllabi for examination	<b>Part</b>	<b>Maximum Marks</b>	<b>Type</b>	<b>Syllabus</b>	<b>Duration</b>
	I	20	Objective	Understanding level of OPM	90 minutes
	II	80	Descriptive	Tea research in the country, mandate, functioning and research activities of DTR&DC. General concepts on Darjeeling tea industry including GI and certification, formulation of research projects, monitoring/execution and evaluation, Annual Scientific Report, farm activities, financial matters, office administration, workshop, seminar, conference	

Post	Executive Assistant			
Feeder Cadre	Name of the Post		Qualifying Service	
	Senior Secretarial Assistant		Pay Band 2 and Grade pay of Rs. 4200 with 2years regular service as per 6 <sup>th</sup> Pay Commission or as amended from time to time	
Qualifying Marks	50% ( of total marks of Part A & B)			
Mode of Exam		Type	Marks	Duration
	Part-A Written Exam	General Awareness Comprehension & writing ability of English Language	Objective -100 -100 Total--200 (Two Hundred questions of half mark each)	2 Hours
	Part-B Shorthand Skill Test in English	Candidates will be required to transcribe their Shorthand Notes on Computer only provided by the Board	Subjective 200	50 minutes  (10 minutes - dictation + 40 minutes – transcribe)
Syllabi /scheme for examination	<p>The standard of the question papers in Part-A will be that of the matriculation examination.</p> <p>Part-A General Awareness: - Question will be aimed at testing the candidates General Awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economics, Science, General Politic and Scientific research, Types of Tea, Quality Standard of tea, Method of production of Tea, Regions Wise teas produced in India, their characteristics,</p> <p>Comprehension and Writing Ability of English Language:- Questions will be designed to test the candidates understanding and knowledge of English language, Vocabulary, spelling, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idiomatic use of words etc. There will be question on comprehension of a passage also. General Awareness, Data Interpretation</p> <p>Part-B The Stenography/Shorthand test in English will comprise Dictation Test at 120 words per minutes for 10 minutes which the candidates will be required to transcribe in 40 minutes on the Computer</p>			
General Conditions	<p>Part-A</p> <p>a. There shall be four alternatives for the answers to every question. b. For each wrong answer or more than one answer 0.25 mark shall be deducted. c. If a question is left blank there will be no penalty for that question.</p>			



Post	Labour Welfare Officer				
Education	Essential :- Bachelor's Degree from a recognized University or Institute.				
Feeder Cadre	Name of the Post		Qualifying Service		
	Assistant Administrative Officer		Pay Band 2 and Grade pay of Rs. 4200 with 2years regular service as per 6 <sup>th</sup> Pay Commission or as amended from time to time		
	Assistant Accounts Officer				
	Assistant Statistical Officer				
Qualifying Marks	50% for unreserved category, 45% for reserved category				
Mode of Exam	Paper/Subject		Type	Marks	Duration
	General Awareness & General Knowledge, Reasoning, Data Interpretation, General English General Knowledge about Tea, Tea Growing States, Tea Rules, Tea Board By-Laws, Control Orders, RTI Act, Laws relating to Labour welfare particularly tea garden workers Office Procedure Manual, General Fundamental & Service Rules, Establishment and Administration, promotion & Recruitment, Fundamental Rules & Supplementary Rules		Objective	100 (Two Hundred questions of half mark each)	3 Hours
Syllabi for examination	<p>Question will be aimed at testing the candidates general Awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economics, Science, General Politic , data interpretation;</p> <p>Questions will be designed to test the candidates understanding and knowledge of English language, Vocabulary, spelling, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idiomatic use of words etc.</p> <p>Questions will be designed to test the candidates understanding and Knowledge about tea, Types of Tea, Quality Standard of tea, Method of production of Tea, Regions Wise teas produced in India, their characteristics, Tea Rules &amp; By-Laws, Tea Marketing (Control) Orders, 2003, Tea Waste (Control) Order, 1959, Tea (Distribution &amp; Export Control) Order, 2005, Tea Warehousing Licensing Order, 1989, RTI Act, Plantation Labour Act, 1951 and State Rules of West Bengal, Assam, Tamil Nadu and Kerala, Minimum Wages Act, EPF Act.</p> <p>Questions will be designed to test the candidates understanding and Knowledge about CCS(Conduct) Rules, CCS(CCA) Rules, Fundamental Rules &amp; Supplementary Rules, Board Office Procedure Manual,</p>				
General Conditions	<p>a. There shall be four alternatives for the answers to every question.</p> <p>b. For each wrong answer or more than one answer 0.25 mark shall be deducted.</p> <p>c. If a question is left blank there will be no penalty for that question.</p>				
Reference	<p>No Books shall be allowed. However, a list reference books/sources (which are however not exhaustive) are recommended:-</p> <p>Tea Board Manual, Tea Board Office Procedure Manual Relevant Swamy's Publications (Latest Edition) Website of Tea Board, DoPT, MoC&amp; I, Ministry of Finance NCERT Books of 10th Standard on Indian History and Geography, English, Science</p>				

Post	Joint Controller of Licensing			
Education	Essential :- LLB Degree from a recognized University or Institute.			
Feeder Cadre	Name of the Post	Qualifying Service		
	Section Officer	Pay Band 2 and Grade pay of Rs. 4600 with 3 years regular service as per 6 <sup>th</sup> Pay Commission or as amended from time to time		
	Labour Welfare Officer			
	Secretary to Chairman			
	Assistant Administrative Officer	Pay Band 3 and Grade pay of Rs.5400 with 5 years regular service as per 6 <sup>th</sup> Pay Commission or as amended from time to time		
	Assistant Administrative Officer			
Assistant Administrative Officer				
Qualifying Marks	55% for unreserved category, 50% for reserved category			
Mode of Exam	Paper/Subject	Type	Marks	Duration
	General Awareness & General Knowledge, Reasoning, Data Interpretation, General English General Knowledge about Tea, Tea Growing States, Tea Rules, Tea Board By-Laws, Control Orders, RTI Act Office Procedure Manual, General Fundamental & Service Rules, Establishment and Administration, promotion & Recruitment, Fundamental Rules & Supplementary Rules	Objective	100 (Two Hundred questions of half mark each)	3 Hours
Syllabi for examination	<p>Question will be aimed at testing the candidates general Awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economics, Science, General Politic , data interpretation;</p> <p>Questions will be designed to test the candidates understanding and knowledge of English language, Vocabulary, spelling, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idiomatic use of words etc.</p> <p>Questions will be designed to test the candidates understanding and Knowledge about tea, Types of Tea, Quality Standard of tea, Method of production of Tea, Regions Wise teas produced in India, their characteristics, Tea Rules &amp; By-Laws, Tea Marketing (Control) Orders, 2003, Tea Waste (Control) Order, 1959, Tea (Distribution &amp; Export Control) Order, 2005, Tea Warehousing Licensing Order, 1989, RTI Act, Search and Seizure Procedure, Polices and Guidelines of the Board regarding change of ownership, Issuance of various Registration, Licenses &amp; Certificates.</p> <p>Questions will be designed to test the candidates understanding and Knowledge about CCS(Conduct) Rules, CCS(CCA) Rules, Fundamental Rules &amp; Supplementary Rules, Board Office Procedure Manual,</p>			
General Conditions	<p>a. There shall be four alternatives for the answers to every question.</p> <p>b. For each wrong answer or more than one answer 0.25 mark shall be deducted.</p> <p>c. If a question is left blank there will be no penalty for that question.</p>			
Reference	<p>No Books shall be allowed. However, a list reference books/sources (which are however not exhaustive) are recommended:-</p> <p>Tea Board Manual, Tea Board Office Procedure Manual Relevant Swamy's Publications (Latest Edition) Website of Tea Board, DoPT, MoC&amp; I, Ministry of Finance NCERT Books of 10<sup>th</sup> Standard on Indian History and Geography, English, Science</p>			

Post	Planning Officer			
Education	Essential :- Bachelors Degree from a recognized University or Institute.			
Feeder Cadre	Name of the Post	Qualifying Service		
	Section Officer	Pay Band 2 and Grade pay of Rs 4600 with 3 years regular service as per 6th Pay Commission or as amended from time to time		
	Labour Welfare officer			
	Secretary to Chairman			
	Assistant Administrative Officer	Pay Band 2 and Grade pay of Rs 4200 with 5 years regular service as per 6th Pay Commission or as amended from time to time		
	Assistant Statistical Officers			
Assistant Accounts Officer				
Qualifying Marks	55% for unreserved category, 50% for reserved category			
Mode of Exam	Paper/Subject General Awareness & General Knowledge, Reasoning, Data Interpretation, General English General Knowledge about Tea, Tea Growing States, Tea Rules, Tea Board By-Laws, Control Orders, RTI Act Office Procedure Manual, General Fundamental & Service Rules, Establishment and Administration, promotion & Recruitment, Fundamental Rules & Supplementary Rules	Type	Marks	Duration
		Objective	100 (Two Hundred questions of half mark each)	3 Hours
Syllabi for examination	<p>Question will be aimed at testing the candidates general Awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economics, Science, General Politic , data interpretation;</p> <p>Questions will be designed to test the candidates understanding and knowledge of English language, Vocabulary, spelling, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idiomatic use of words etc.</p> <p>Questions will be designed to test the candidates understanding and Knowledge about tea, Types of Tea, Quality Standard of tea, Method of production of Tea, Regions Wise teas produced in India, their characteristics, Tea Rules &amp; By-Laws, Tea Marketing (Control) Orders, 2003, Tea Waste (Control) Order, 1959, Tea (Distribution &amp; Export Control) Order, 2005, Tea Warehousing Licensing Order, 1989, RTI Act,</p> <p>Questions will be designed to test the candidates understanding and Knowledge about CCS(Conduct) Rules, CCS(CCA) Rules, Fundamental Rules &amp; Supplementary Rules, Board Office Procedure Manual,</p>			
General Conditions	<p>a. There shall be four alternatives for the answers to every question.</p> <p>b. For each wrong answer or more than one answer 0.25 mark shall be deducted.</p> <p>c. If a question is left blank there will be no penalty for that question.</p>			
Reference	<p>No Books shall be allowed. However, a list reference books/sources (which are however not exhaustive) are recommended:- Tea Board Manual, Relevant Swamy's Publications (Latest Edition) Website of Tea Board, DoPT, Central Information Commission, MoC&amp; I, Ministry of Finance NCERT Books of 10th Standard on Indian History and Geography, English, Science</p>			

Post	Sr. Accounts Officer			
Education	Essential :- Bachelors Degree from a recognized University or Institute.			
Feeder Cadre	Name of the Post	Qualifying Service		
	Accounts Officer	Pay Band 2 and Grade pay of Rs 4600 with 5 years regular Service as per 6 <sup>th</sup> Pay Commission or as amended from time to time		
Qualifying Marks	55% for unreserved category, 45% for reserved category			
Mode of Exam	Paper/Subject Quantitative Aptitude, Reasoning, General Awareness & General Knowledge about Tea, Tea Growing States Tea Rules, Tea Board By-Laws, RTI Act; Accounts, Audit, Purchase, Relevant Taxing Law, Establishment and Administration, Prevailing Schemes & Policies of the Board, Budget	Type	Marks	Duration
		Objective (Multiple Choice)	100	2 Hours
100	Total—200			
Syllabi for examination	a.	Question will be aimed at testing the candidates general Awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economics, Science and General Polity. Questions will also be designed to test knowledge about Percentages, Profit and Loss, Averages, Interest, Discount, Arithmetical Computation, Analytical Functions & Analysis. Questions will also be designed to test knowledge about Tea Board, its various functions, Types of Tea, Tea Growing States, Tea Statistics, Tea Rules and Tea Board By-Laws & RTI Act.		
	b.	Questions will also be designed to test knowledge about Tea Board Accounting Manual, Tea Board (Write off Loss), Rules, 1996, Fundamental Rules & Supplementary Rules, TA Rules, LTC Rules, Leave Rules, GPF Rules, Medical Attendance Rules, Retirement, New Pension Scheme, Gratuity, Pay, Pay Fixation, Delegation of Financial Powers, Children Education Assistance, General Financial Rules, House Building Advance, Purchase & Contract, Common Format of Accounting, Internal Audit, Minimum Wages, Contract Labour, Service Tax, Professional Tax, Tax Deducted at Source, Group Insurance, Value Added Tax. RTI Act, Prevailing Schemes & Policies of the Board, Budget.		
General Conditions	a. There shall be four alternatives for the answers to every question. b. For each wrong answer or more than one answer 0.25 mark shall be deducted. c. If a question is left blank there will be no penalty for that question.			
Reference	No Books shall be allowed. However, a list reference books/sources (which are however not exhaustive) are recommended:- Tea Board Accounting Manual, Tea Board Manual Relevant Swamy's Publications (Latest Edition) Website of Tea Board, DoPT, Central Information Commission, MoC& I, Ministry of Finance, Government of India			

Post	Secretary to Chairman			
Feeder Cadre	Name of the Post		Qualifying Service	
	Executive Assistant		Pay Band 2 and Grade pay of Rs. 4200 with 2years regular service as per 6 <sup>th</sup> Pay Commission or as amended from time to time	
Qualifying Marks	50% ( of total marks of Part A & B)			
Mode of Exam		Type	Marks	Duration
	Part-A Written Exam	General Awareness Comprehension & writing ability of English Language	Objective -100 -100 Total-200 (Two Hundred questions of half mark each)	2 Hours
	Part-B Shorthand Skill Test in English	Candidates will be required to transcribe their Shorthand Notes on Computer only provided by the Board	Subjective 200	50 minutes  (10 minutes – dictation + 40 minutes – transcribe)
Syllabi for examination	<p>The standard of the question papers in Part-A will be that of the matriculation examination.</p> <p>Part-A General Awareness: - Question will be aimed at testing the candidates General Awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economics, Science, General Politic and Scientific research, Types of Tea, Quality Standard of tea, Method of production of Tea, Regions Wise teas produced in India, their characteristics,</p> <p>Comprehension and Writing Ability of English Language:- Questions will be designed to test the candidates understanding and knowledge of English language, Vocabulary, spelling, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idiomatic use of words etc. There will be question on comprehension of a passage also. General Awareness, Data Interpretation</p> <p>Part-B The Stenography/Shorthand test in English will comprise Dictation Test at 120 words per minutes for 10 minutes which the candidates will be required to transcribe in 40 minutes on the Computer</p>			
General Conditions	<p>Paper-I a. There shall be four alternatives for the answers to every question. b. For each wrong answer or more than one answer 0.25 mark shall be deducted. c. If a question is left blank there will be no penalty for that question.</p> <p>Paper-II a. All questions shall be compulsory &amp; subjective in nature.</p>			
Reference	<p>No Books shall be allowed. However, a list reference books/sources (which are however not exhaustive) are recommended:- Tea Board Manual, Tea Board Office Procedure Manual Relevant Swamy's Publications (Latest Edition) Website of Tea Board, DoPT, MoC&amp; I</p>			

Post	Research Officer					
Classification	Equivalent to General Central Service, Group-'B', Non-Gazetted, Non-Ministerial					
Pay Band and Grade Pay	Pay Band-2 Rs. 9300-34800/- plus grade pay Rs. 4600/-					
Feeder cadre on promotion	From the cadre of <b>Sr. Scientific Officers</b> (Plant protection or Bio chemistry of Farm management) with pay band 2 and grade pay of Rs 4200 with 2 years regular service					
Qualifying Marks	40%					
Mode of Exam	Objective and Descriptive					
Syllabi for examination	<b>Part</b>	<b>Maximum Marks</b>	<b>Type</b>	<b>Syllabus</b>	<b>Duration</b>	
	I	20	Objective	Understanding level of OPM	90 minutes	
	II	80	Descriptive	Tea research in the country, functioning and research activities of TRA, UPASI-TRF and DTR&DC General concepts on research administration including evaluation and monitoring of research projects, EFC memo, TRLC, funding of tea research Regulatory issues like MRLs of pesticide, CIB&RC, CODEX, FAO-IGG on tea SPS-TBT, IS/ISO and BIS standards of tea, FSSAI regulations, packaging norms, PPC etc.		

Post	Junior Scientific Officer (Farm management)					
Classification	Equivalent to General Central Service, Group-'C', Non-Gazetted, Non-Ministerial					
Pay Band and Grade Pay	Pay Band-1Rs. 5200-20200/- plus grade pay Rs. 2800/-					
Educational qualification	Bachelor's Degree in Agriculture or Bio Science from a recognized University or Institute					
Feeder cadre on promotion	From the cadre of <b>Laboratory Assistant</b> with pay band 1 and grade pay of Rs 1900 with 6 years regular service					
Qualifying Marks	40%					
Mode of Exam	Objective and Descriptive					
Syllabi for examination	<b>Part</b>	<b>Maximum Marks</b>	<b>Type</b>	<b>Syllabus</b>	<b>Duration</b>	
	I	20	Objective	Understanding level of OPM	90 minutes	
	II	80	Descriptive	General concepts on Darjeeling tea, Farm management, Organic farming with respect to tea.		