

**GENERAL INSTRUCTIONS FOR ONLINE RECRUITMENT TO THE
POST OF FIELD OFFICER IN RUBBER BOARD
(FOR NORTH EASTERN REGION)**

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Correspondences shall be addressed to:

The Secretary, Rubber Board,
P.B.No.1122, Sub Jail Road, Kottayam 686 002, Kerala Phone: +91 (481) 230 1231;
Fax: 257 1380; e-mail: jobs@rubberboard.org.in

Please quote Application-No. / Roll-No. in all correspondences

The contents of this website are informatory in nature. You are advised to verify the details from the Rubber Board's office or from the notice published in the 'Employment News'.

Amendments or changes, particularly in the case of change of due date, etc., if any will be advertised in the website. Shortlist as well as Rank List of selected candidates will also be published in the website.

The Rubber Board is a statutory body constituted under the Rubber Act 1947 with its Head Office at Kottayam, Kerala. It functions under the Ministry of Commerce & Industry, Govt. of India.

There is no application fee for applying for the post of Field Officer. The number of vacancies indicated is provisional and may vary depending on the actual requirement. The Board reserves the right not to fill up all or any of the posts.

The Board also reserves the right to conduct test. Test centre would be allocated at the discretion of the Board, based on the number of candidates and availability of facilities at the respective locations.

The post carries Dearness Allowance and other benefits as applicable to Central Government employees. Govt. of India introduced a New Defined Contribution Pension Scheme replacing the existing System of Defined Benefit Pension System. The Scheme came into operation w.e.f. 01.01.2004 and is applicable to all new entrants to Central Government service except to Armed Forces joining Govt. service on or after that date.

1. General Instructions

Candidates can submit applications through ONLINE mode only. Applications which are submitted not in accordance with the instructions given herein as well as received from candidates through any other mode would be summarily rejected.

Applicants are responsible to ensure **correctness** of the personal information as well as secrecy of the password.

- Read the notification **thoroughly** before filling the application form.
- Ensure that the candidate falls within the **age limit** or the relaxed limit, if eligible for such relaxation.
- Ensure that the applicant possess the required.

Keep the details such as Post-Code, Application No. and Roll No. handy for further communication with the Board.

2. User Registration and Activation

Before applying for any post, candidates should **register** through the 'Recruitments' link provided in the official website link of the Board www.rubberboard.org.in. A valid mobile number, e-mail-ID (address) and a secure password have to be provided by the candidate as user-name and password during the registration process. In the registration process the applicant is verified through his mobile number with an OTP. After registration, the candidate shall login with their login ID and password to apply for the post advertised.

'Forgot Password' option is provided in the login page to help recover the password, in case of users already registered.

3. Filing Application Online

Name of the candidate in the application should be as in the 10th standard certificate. Otherwise Gazette notification for change of name should be produced for verification along with other certificates when sought for.

A **recent photograph** of the applicant (passport size in colour or black & white) in formal dress taken against a lighter background, clearly showing the face and eyes and up to the shoulder shall be uploaded. Scanned image of the **specimen signature** of the applicant put on a good quality white paper using blue or black ink shall also be uploaded to appear horizontally at the centre of the box.

Specimen copy of the **photograph** of size 4.5 cm(height) x 3.5 cm (width) and **signature** of 2.5 cm(h) x 3.5 cm (w) may be scanned and uploaded. The file size should be 275KB or less. Any image editor software may be used to adjust the size of images.

(Tips: Search for and use any **free online image resizer'** to resize photo/signature)

Applicants can fill-up the application after login with ID and password, Upload ID proof(copy of Voters ID/ PAN card/ Driving license/ Passport) in JPG/JPEG/PNG format with file size 500KB or below, upload date of birth proof in JPG/JPEG/PNG format with file size 500 KB or below, upload copy of essential certificates in PDF format with file size 500KB or below, upload copies of category certificates in JPG/JPEG/PNG format with file size 500 KB or below, experience certificates in PDF format with file size 500 KB or below and upload copy of NOC in JPG/JPEG/PNG format with file size 500KB or below and finally submit the application with the '**SUBMIT**' button. Uploaded certificates modification is not allowed after each stage. Further changes are not allowed after final submission.

(Tips: Make scanned copies of photo, signature and uploading certificates in the correct format and size advance as mentioned above before filling the application)

Applicant may view the status of the application or print it using the 'My Applications' link. After final submission, make a print out of the submitted application, duly signed in it and kept ready. The signed application and original certificates are to be produced when called for verification from the short list prepared after written examination.

(Tips: While submitting the applications, the system will cross check the age, relaxation if permitted, category of the applicant, essential qualifications, etc. In case there is a mismatch, a warning will be displayed and that application cannot be submitted. In such case, applicant may verify the details entered with respect to that given in the notification.)

4. Online Status Enquiry, Call Letter & Admit Card

The Board will try to allot the nearest centre wherever possible considering the sector, availability of test centre, and the number of candidates. Request for change of test centre will not be entertained after allocation.

Call Letter/ Admit Card for written test can be downloaded once the short listing of candidates and scheduling are complete. Call letter/ Admit Card download intimation will be acknowledged through SMS and through the site. Candidates may frequently visit the site and check status of their application using their login ID and password.

After logged in, the '**My Applications**' link from the left side menu may be clicked to know the (i) Status of the application (ii) Roll-Number allotted (iii) Date & Time and Centre allotted for written test (iv) and the Reasons, in case the application was rejected. Applicants may **download and print** the Call Letter/ Admit Card using this menu.

Candidates shall affix their original photograph, same as uploaded in the site, to the area provided in **Admit Card** generated.

5. Eligibility Criteria

A person who is a citizen of India, satisfying the requirements of age, category and qualifications prescribed and having good conduct is eligible to apply.

Candidates belonging to Other Backward Classes (OBC) coming under the 'Non-Creamy Layer' category are entitled for age-relaxation/ reservation applicable as per rules. They should indicate their category as OBC-NCL. Other OBC applicants may record their category as OBC-CL (Creamy Layer) and will be treated as general category.

All candidates claiming age-relaxation/ reservation should produce relevant certificates in the format as prescribed by the Govt. of India and issued by the Competent Authority.

The benefit of reservation under EWS can be availed upon production of an income and asset certificate issued by a competent authority.

6. Reference Date & Due Date

Age will be calculated as on the Reference Date given in the advertisement. **Due date and time for closing of online submission is given in the advertisement.** Applicants are required to submit the applications duly completed in all respects well before the due date & time fixed, after which the link will be disabled.

7. Age Relaxation

Age shown in the advertisement is the **upper age limit** prescribed for the post.

Relaxation in upper age limit is allowed for the candidates as per rules of the Government of India (5 years in the case of SC/ST candidates and 3 years in the case

of OBC candidates belonging to Non-Creamy Layer; five year for Central Government / Rubber Board employees).

8. Qualifications

Candidates shall possess the prescribed academic qualifications as on the reference date.

9. Candidates employed in Government/Public Sector

Those employed in departments, autonomous bodies, public sector undertakings, body corporate, societies, universities set up under the Government of India / State Governments / Union Territories shall furnish a 'No Objection Certificate' NOC from the current employer along with the application.

10. Warning

Candidates who are found guilty of the following items of misconduct shall be liable for disqualification, for being considered for a particular post or department from applying to Rubber Board either permanently or for any period OR the invalidation of their answer scripts or products in a written/practical test OR the initiating of criminal or other proceedings against them OR their removal or dismissal from office OR imposing of any other disciplinary action against them if they have been appointed OR any one or more of the above.

- (i) Submitting applications with false information such as bogus address, name, uploading of image other than that of the applicant etc. Making of any false statement in the application form or any document produced in connection with selection or suppression of any material fact relevant to the selection from Rubber Board.
- (ii) Production of any false or tampered document before Rubber Board or the tampering with any document produced before Rubber Board in connection with a selection after their production.
- [iii] Any improper behaviour in connection with any examination held by Rubber Board. Tampering with any answer book in an examination conducted by Rubber Board or writing, anything in such answer book in any manner which in the opinion of the Board would lead to the identification of the candidate against the instructions contained in the answer book.
- (iv) Any attempt to prefer any false complaint before Rubber Board about a rival candidate in a selection.

- (v) Making any false allegation against the Chairman or any other Member of the Selection Board or any Expert or Examiner who assist Rubber Board or any official of Rubber Board in connection with a selection.
- (vi) Any attempt by or on behalf of candidates applying for selection by Rubber Board to influence the Chairman or any Member of the Selection Board or the Experts or Examiners who assist Rubber Board OR to canvass support of their selection. Any attempt to influence the staff of the Office of Rubber Board to do any undue favour to them OR to divulge any information which is to be kept secret until it is officially released under the Orders of Rubber Board.
- (vii) Any other conduct which in the opinion of Rubber Board is likely to affect the fair selection of candidates by the Board.

11. Website Policy

1. Terms and Conditions

This website is hosted by the Rubber Board, under the Ministry of Commerce & Industry, Government of India. These terms and conditions shall be governed by and construed in accordance with the Indian Laws. Any dispute arising under these terms and conditions shall be subject to the jurisdiction of the courts of India.

2. Privacy Policy

The Board does not collect personal information for any purpose other than to respond to the applicants. If the applicants choose to provide the Board with personal information like filling out a 'Feedback' form with an e-mail address or postal address, and submitting it to the Board through the website, that information is used to respond to messages, and to help them get the information they have requested. This website never collects information or creates individual profiles for commercial marketing.

3. Hyperlinking Policy

We do not permit our pages to be loaded into frames on your site. Our website's pages must load into a newly opened browser window of the user. We do not object to you linking directly to the information that is hosted on our site and no prior permission is required for the same. However, we would like you to inform us about any links provided to our site so that you can be informed of any changes or updations therein.

4. Copyright Policy

Contents of this website may not be reproduced partially or fully, without prior written permission from Rubber Board. If referred to as a part of another website, the

source must be appropriately acknowledged. The contents of this website cannot be used in any misleading or objectionable context.

Suggestions & feedbacks may be sent to:

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230 1231 ext: 306; e-mail: dspa@rubberboard.org.in