



COFFEE BOARD, BENGALURU

WALK-IN-INTERVIEW NOTIFICATION

CB/MAR/MIU/R&G Unit/2026-27/20

Date: 17.06.2026

Coffee Board invites eligible candidates to attend a Walk-in Interview for engagement of one Accountant-cum-Store Manager on a purely contractual basis for its Roast & Ground Coffee Unit.

1. Name of the Position: Accountant-cum-Store Manager
2. Number of Positions: One (01)
3. Nature of Engagement: the engagement shall be purely contractual for an initial period of eleven (11) months. The contract may be renewed after every 11-month period, subject to satisfactory performance, functional requirements and availability of funds, with a mandatory break of one day between successive contractual engagements. However, the total period of engagement, including all renewals/re-engagements, shall not exceed three years.
4. Essential Qualification: Bachelor of Commerce (B.Com.) with specialization in Accounting.
5. Desirable Certifications
 - Master Accounting Essentials – Tally Prime, GST and Basics in Business Law.
 - English Typewriting.
6. Experience
 - Essential:
 - Minimum 10 years of experience as Accountant.
 - Minimum 2 years of experience in the Coffee Industry as Accountant.
 - Desirable:
 - Experience in financial reporting, ledger creation, auditing, end-to-end record keeping of FMCG/coffee processing units and invoicing.
 - Knowledge of coffee inventory management, procurement and logistics.
 - Experience in accounting procedures in Government organizations.
 - Knowledge of e-Office, note preparation and file management.
 - Experience in e-commerce management, including Amazon, Flipkart and similar platforms.

Roles and Responsibilities

- Maintenance of books of accounts and accounting records.
- Inventory and store management of coffee and related materials.
- Preparation of financial statements and reports.
- Processing invoices, payments and reconciliation of accounts.
- Monitoring procurement, stock movement and logistics.
- Coordination with auditors and compliance with statutory requirements.

Maintenance of records in e-Office and preparation of notes/reports.

- Management of e-commerce sales platforms and related accounting activities.
- Any other work assigned by the Competent Authority. Coffee Board from time to time.

7. Remuneration

The selected candidate shall be paid a consolidated monthly remuneration of Rs. 40,000/- (Rupees Forty Thousand Only), inclusive of all allowances and benefits. No additional allowances, such as Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA), medical reimbursement, bonus, provident fund or any other benefits admissible to regular employees of the Coffee Board shall be payable.

8. Walk-in-Interview Details

Date of Interview: 22.06.2026

Time: 10:30 AM

Venue: Coffee Board, No.1, Dr. B.R. Ambedkar Veedhi, Bengaluru – 560001.

9. Documents to be Produced

Candidates shall bring the following documents in original along with one set of self-attested copies:

- Educational qualification certificates.
- Experience certificates.
- Identity proof (Aadhaar/PAN/Passport/Voter ID).
- Recent passport-size photograph.
- Any relevant certification documents.

10. General Conditions

- The engagement is purely contractual and shall not confer any right for regular appointment or absorption in Coffee Board.
- Coffee Board reserves the right to modify, cancel or postpone the recruitment process without assigning any reason.
- No TA/DA will be paid for attending the interview.
- The decision of the Selection Committee shall be final and binding.