



**Division of Plant Tissue Culture and Biotechnology**  
**Centre of Excellence for Climate Resilience and Non-conventional Breeding (CRNB)**  
**Coffee Research Sub Station (CRSS), Chettalli**



**Advertisement**

**Inviting Applications for the post of Data Entry Operator (DEO) at the Division of Plant Tissue Culture and Biotechnology, Coffee Board as part of the Centre of Excellence for Climate Resilience and Non-conventional Breeding (CRNB) at CRSS, Chettalli.**

- 1. Number of post: 1**
- 2. Educational qualification and remuneration:**

<b>Educational Qualification</b>	<b>Consolidated Remuneration</b>
Any Degree along with Diploma or PG Diploma or Certification in tally	<b>Rs.17,000/- PM (candidates having one years of working experience)</b> Rs. 15,000/- PM (For Fresher's)

- 3. Age Limit up to 35 years**
- 4. Nature of work:** Maintaining digital records of experimental observations, laboratory inventories, financial records, procurement files, progress reports, utilization certificates etc.

**Desirable:** Fair knowledge of English, MS office, MS Excel, Computer skills and tally with Diploma or PG Diploma Certificate and also personal from in and around Kogadu district will be preferred.

**Terms and Conditions:**

- ❖ The contractual engagement of Data Entry Operator is purely on ad-hoc/temporary basis for a period of **11 months from the date of appointment** (extendible for a period of two years based on performance).
- ❖ His/her service is liable for termination at any time without assigning any reasons.
- ❖ He/she is not entitled for the benefits of HRA, CCA, DA, Medical benefits and any other allowance as applicable to the employees of Central Government/Quasi Government organizations.
- ❖ He/she is entitled to avail one day casual leave (CL) per month on emergency.
- ❖ In case he/she is absent from duty other than one day of CL during the month, remuneration for that day will not be considered.
- ❖ He/she will not be provided any accommodation at CRSS, Chettalli.
- ❖ If he/she leaves the workplace or does not carry out the assigned work, then remuneration for that period will not be paid.
- ❖ He/she should furnish a declaration of acceptance of the terms and conditions as detailed in the selection order while reporting for duty.
- ❖ He/she should report for the duty at O/o Divisional Head, Division of Plant Tissue Culture and Biotechnology part of Centre of Excellence for Climate Resilience and Non-conventional Breeding (CRNB) at CRSS, Chettalli within 7 days from the date of receipt of order, failing which the selection will be treated as cancelled.
- ❖ The coffee board will not own any responsibility for providing regular employment.
- ❖ The selected candidate should work from Monday to Saturday.



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**Mode of Selection: Walk in interview**

- a) Interested candidates can appear for Walk-in-interview on **22<sup>nd</sup> July 2026** between **10:30 AM and 1:00 PM** to the O/o Divisional Head, Division of Plant Tissue Culture and Biotechnology part of Centre of Excellence for Climate Resilience and Non-conventional Breeding (CRNB) at CRSS, Chettalli.
- b) Proof of prescribed educational qualifications/work experience viz. marks cards, Degree Certificates etc./ date of birth and other certificates/ testimonials etc., in ORIGINAL along with two copies of self-attested Passport size photo should be produced at the time of interview.
- c) Any attempt by the candidates, either directly or indirectly to influence the selection committee or other authorities of the Coffee Board will disqualify their candidature.
- d) The prescribed essential qualifications are the minimum and possessing the same does no entitle for the candidates to be called for interview. Coffee Board reserves the right to short list the candidates to call for the interview.

For any queries, the candidates may contact the Division via Email: [dh.coffbiotech@gmail.com](mailto:dh.coffbiotech@gmail.com)

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**Director of Research**

**Copy:**

- 1) The Registrar (Admin), Kodagu, University, Jnana Kaveri Campus, Kodagu, Karnataka-571232
- 2) Dean (For.), College of Forestry, Ponnampet.
- 3) Notice Board, JDR office, CRSS, Chettalli
- 4) Notice Board, Farm Section, CRSS, Chettalli
- 5) Notice Board, ICAR – Chettalli Horticultural Experiment Station (CHES)
- 6) Gram Panchayat office, Chettalli
- 7) Coffee Board's website