

## **IMPORTANT INSTRUCTIONS TO THE CANDIDATES**

Please read the instructions carefully before submitting the Online Recruitment Application Form

- ❖ Go through the detailed notification available in the website thoroughly and confirm the eligibility criteria, fee details, reservation details etc. before applying for the post(s). Application(s) are to be submitted online via the Official Website of Coconut Development Board (<https://recruit.coconutboard.in>) only. The Application Form(s) in any other mode will not be accepted. The candidates are advised to submit the online recruitment applications well in advance without waiting for the closing date.
  
- ❖ Ensure that the following documents, in jpg / pdf format are kept ready with you. If any document / certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by the candidate is to be uploaded.
  - Proof of Date of Birth (not exceeding 50 kb)
  - Applicant's photograph and signature : (each not exceeding 25 kb)
  - Certificates for availing reservation / age relaxation (each not exceeding 50 kb)
  - Certificates to prove educational qualifications & experience (each not exceeding 50 kb)
  
- ❖ The information provided by the Candidates like Name of Candidate, E-mail, Mobile Number, Date of Birth, Contact/ Address details, Category, Special Category, Educational Qualification details, etc. during the online application procedure will be treated as final once submitted. Any request for change in such particulars may not be entertained later under any circumstances. Therefore, candidates are advised to exercise utmost caution while filling up the details in the Application Form. Coconut Development Board disclaims any loss of opportunity/ liability that may arise to a candidate(s) due to incorrect information provided by him/ her in his/ her Online Application Form.
  
- ❖ All the correspondence/alerts regarding the application and recruitment process will be done through E-mail/Mobile Numbers provided by the candidate at the time of submission of the application. Hence, the candidates must ensure that the e-mail address and Mobile number registered in their respective Online Application Form are accessible to get relevant/ important information/ communication promptly. Coconut Development Board shall not be responsible for any non-communication if the E mail and Mobile Numbers are invalid or inactive or not accessible. Candidates are requested to visit the Recruitment Portal frequently for updates, if any, on important matters regarding the Written Test Interview, uploading of certificates etc.

## **Application Procedure: Steps to be followed while applying Online.**

### **I. Candidate Registration**

- ❖ All new candidates, shall register in the website by using the link 'New User Registration' in the 'Applicant Login' page. **Candidates are required to create separate user name for different posts, if they are desirous of applying for more than one post, as per their eligibility.** Register using active Mobile number and E-mail ID only. Please ensure that applicant name is entered with initials / surname at the end. Already registered candidates may complete their online application using the username / password already provided at the time of candidate registration.
- ❖ In the event of multiple applications for any specific post, only the application with higher application number alone will be considered by the Board and fee paid against one application number shall not be adjusted against any other application number. Hence, if the applicant submits multiple applications for one post, with modification / otherwise, then they must ensure that application with the higher application number is complete in all respects, including fee, wherever applicable. The applications with lower application numbers of a candidate will be periodically deactivated so that the system is not overburdened.
- ❖ After successful registration, the candidate shall login using the username, password and captcha.

### **II. Completion of the Application Form**

- ❖ After login, the candidate shall choose the post to which he is applying, from the drop down menu and confirm the choice by clicking OK.
- ❖ The candidate shall fill the basic particulars alongwith category, whether belong to Person with Benchmark Disability (PwBD), Ex-Servicemen etc. (furnish details if relaxation sought viz. type / percentage of disability if PwBD and service in defence forces in respect of Ex-Servicemen)
- ❖ The age limit shown against each post is normal age limit (Annexure I). However eligible relaxation in upper age limit will be allowed to the candidates in the entitled categories, viz. PwBD, Ex- Service Men, Government Employees, CDB Employees and contract employees of the Board. The upper age limit is also relaxable for SC / ST and OBC candidates upto 5years / 3 years respectively, in respect of vacancies reserved for them. On completion, proceed to the next page by clicking 'SAVE and NEXT'.
- ❖ Educational qualifications shall be entered and certificates uploaded. Educational qualifications need to be entered from Matriculation /SSLC / equivalent examinations onwards and subject should be specifically mentioned from the selection box. The candidate shall add more qualifications, by clicking the 'Add more educational details if any' button.

- ❖ Particulars of experience, if any shall be added. Experience certificate, are required to be uploaded.
- ❖ The candidate shall thereafter upload documentary proof in respect of Date of Birth, recent photograph of the candidate and Signature. PwBD Certificate shall also be uploaded, if any.
- ❖ Scanned Photograph and Signature shall be in JPG/JPEG format (Size of the Scanned Photograph should be less than 25 Kb and shall be clearly legible).
- ❖ The candidates applying for the posts of Stenographer Gr. II / Junior Stenographer /Hindi Typist / Lower Division Clerk are required to upload the certificates of stenography / typewriting / word processing or equivalent examinations.

### III. Fee Payment

- ❖ After the successful Submission of the Application, shall remit the prescribed application fee using **SBI Collect**. Please ensure the following:

- State of Corporate / Institution : Kerala
- Type of Corporate / Institution : Govt Department
- Govt Department Name : Coconut Development Board
- Payment Category : CDB Remittances
- NAME OF REMITTER : (If the applicant is not the remitter, remitter's name)
- MOBILE NUMBER : (If the applicant is not the remitter, remitter's phone no.)
- PURPOSE OF REMITTANCE : Application Fee
- REGISTRATION / REFERENCE NUMBER: (mention post name)
- AMOUNT : (Rs.300/- ) (\*)
- REMARKS : (Please provide applicant's name and post applied for)

((\*) PwBD, SC / ST, Ex-Service Men and Woman candidates are exempted from fee payment)

Please enter your Name, Date of Birth for generating e-recipept.

- Name :
- Date Of Birth / Incorporation :
- Mobile Number :
- Email Id :

Effect the payment using internet banking, debit / credit card, upi etc. Copy the SBI Collect Reference Number and date of remittance in the CDB Application Portal. Upload remittance details. Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

**IV. Final Submission :** Please note that no more corrections / modifications could be possible, once the application was submitted. Hence revisit the application before final 'submit', by clicking online application on the top right. If the application is complete in all respects, complete security check and submit. The candidates are not required to send the printouts of their online applications to the Board.

**V. Mode of selection:** The selection will be on the basis of written examination / interview as per extant rules. In the event of applications being large, the Board will adopt short listing criteria to restrict the number of candidates to be called for written examination /interview to a reasonable number by any or more of the following methods:

- ❖ On the basis of desirable qualifications
- ❖ On the basis of higher educational qualifications than the minimum prescribed in the advertisement
- ❖ On the basis of higher experience than the minimum prescribed in the advertisement
- ❖ By counting experience before or after acquisition of essential qualifications
- ❖ By invoking experience even in cases where there is no experience mentioned either as Essential Qualification or as Desired Qualification.

The candidates shall therefore mention all of his / her qualifications and experience in the relevant fields over and above the minimum qualifications. For example, if experience is not essential for the post, but an applicant possesses experience, he/she is advised to fill it in relevant field. Only those educational qualifications and experience etc. will be considered for scrutiny / short listing which are explicitly claimed in the online application. However the candidate shall however desist from uploading of irrelevant / illegible / fabricated or password protected documents, which may lead to rejection of their application apart from other appropriate action at the discretion of the Board.

**VI. Place of Posting:** The service under the Board is having 'All India Transfer Liability' and the selected candidates will be initially posted at specified locations as per the requirements, and sole discretion of the Board.

**VII. Closing Date: Closing date of online application thorough the website of the Board is 1800 hrs on 26/12/2022.** The age limit will be reckoned based on the last date of application.

The CEO reserves the right to reject any or all the applications, without assigning any reasons. Please

-Sd/-  
(R. Madhu)  
Secretary

Sl. Nos. 1-2	Not exceeding forty years (Relaxable for Government servants up to five years in accordance with the instructions or orders issued by the Central Government. The upper age-limit is not applicable for the employees of the Board.)
Sl. Nos. 3-5	Not exceeding thirty-five years (Relaxable for Government servants up to five years in accordance with the instructions or orders issued by the Central Government. The upper age-limit is not applicable for employees of the Board.)
Sl. Nos. 6-14 and 16-22	Not exceeding thirty years (Relaxable for Government servants up to five years in accordance with the instructions or orders issued by the Central Government. The upper age-limit is not applicable for employees of the Board.)
Sl. No. 15	Not exceeding 30 years (Relaxable for Government servants and employees of the Board.)
Sl. Nos. 23-27	Not exceeding twenty-seven years (Relaxable for Government servants up to forty years in accordance with the instructions or orders issued by the Central Government. The upper age-limit is not applicable for the employees of the Board.)