



## Tea Research Association

### Re-advertisement: Position of Administrative Officer, Tea Research Association

Advertisement No. DIR/MAN 0997/446

Date: 09.11.2024

(Reference – Our earlier advertisement No. DIR/MAN 0997/430 dtd. 28.09.2024)

**Last date of receipt of application: November 30, 2024**

*(Candidates who had applied earlier need not re-apply)*

The Tea Research Association (TRA) is the largest and the oldest tea research entity in the world. It is a pioneer in the research and development of tea and an innovator in providing extension services to the tea industry. It has ten branches with its registered office at Kolkata.

The Institute is seeking applications from eligible candidates with dynamic, energetic, and innovative qualities for the following vacant position at Tocklai Tea Research Institute, Jorhat.

Post	Essential Qualifications	Desirable Qualification	Desirable Experience	Pay Level	Age
<b>Administrative Officer</b>	Graduation/ Post Graduation/Two years MBA/MSW with specialization in Personnel Management & Industrial Relations / Human Resource Management. Preference will be given to candidates having legal qualification, having served in defence/PSU organisations.	Knowledge on legal matters	The incumbent should have minimum 10 years of experience in the field of Administration	<b>10/11</b>	45-55

**Age Relaxation: The upper age limit relaxation is applicable in case of eligible In-house candidates.**

Post	Job Requirements	Skill Sets
<p align="center"><b>Administrative Officer</b></p>	<ol style="list-style-type: none"> <li>1. Responsible for smooth functioning of all administrative works of Tocklai Tea Research Institute and other Branches of Tea Research Association and to ensure implementation of proper procedure and maintenance of required records.</li> <li>2. To provide regular feedback on administrative issues / decisions to the Director and the Secretary.</li> <li>3. Responsible for negotiations / Agreements with the Union/s.</li> <li>4. Responsible for overall Discipline, Housekeeping, maintenance, Security of Office and residential campuses.</li> </ol>	<ol style="list-style-type: none"> <li>I. Strong analytical and problem-solving skills, excellent interpersonal, negotiation and conflict resolution skills.</li> <li>II. Handling employee discipline and organizational interventions.</li> <li>III. Well versed with various GoI Rules, CCS Rules/FRSR</li> <li>IV. Knowledge of Service related matters, Knowledge of MS Office suite</li> </ol>
	<ol style="list-style-type: none"> <li>5. Overall in-charge of the maintenance, medical, Accounts and Purchase departments/ Sections.</li> <li>6. Responsible for calling Tenders and proper vigilance of construction works etc.</li> <li>7. To represent the Management in Industrial Tribunals / Labour Departments / Courts / legal cases after preparing necessary briefs in consultation with the legal advisers as and when required on approval of the Director / Authority.</li> <li>8. Custodian of all important documents like land, buildings, Tea estates under Tocklai and out stations.</li> <li>9. To render Administrative inputs to HOD / In-charges of all the departments as and when required.</li> <li>10. Responsible for Vigilance proceedings</li> <li>11. Performance Management (APAR, Assessment, Promotion, Pay Fixation)</li> <li>12. Recruitment &amp; Selection</li> <li>13. Training &amp; development</li> <li>14. Manpower Planning, Talent acquisition</li> <li>15. Custodian of all HR Records / Documents</li> <li>16. HR Policy review / Amendments of Rules related to HR</li> <li>17. Grievance handling related to HR</li> <li>18. Maintenance of Personal records, Service Book, Leave records</li> <li>19. Responsible for submission of Govt. Returns</li> </ol>	<ol style="list-style-type: none"> <li>V. Excellent verbal and written communication skills.</li> <li>VI. Domain knowledge in Human Resource Management</li> </ol>

	<p>20. Liaise with Govt. Departments as and when required</p> <p>21. Responsible for Transport, Vehicle allotment, vehicle maintenance, hiring.</p> <p>22. Overall in-charge of TRA Guest house and Trainees' Hostel.</p> <p>23. Compliance of Rules &amp; Regulations on Establishment, Service matters and statutory requirements.</p>	
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### 1. General information and conditions:

- This post carries the usual allowances i.e., Dearness Allowance (DA), House Rent Allowance (HRA), Transport Allowance (TA) etc. as applicable to TRA Rules.
- Medical facilities, Medical Insurance as per TRA Rules.
- Semi furnished accommodation depending on availability will be provided at Tocklai

### 2. Other Conditions:

- The applicant must be a citizen of India.
- All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of applications.
- The applications should be accompanied by self-attested copies of the relevant educational qualifications, experience. The prescribed full-time qualifications should have been obtained through recognized universities / institutions. Incomplete applications not accompanied with the required certificates / documents are liable to be rejected.
- The selection committee may choose to offer the post in a different Pay Level depending upon the experience of the candidate and subject to the candidate meeting the minimum eligibility criterion specified for the posts in that Pay Level.
- TA / DA will be admissible for shortlisted candidates

### 3. Application Procedure:

- Eligible candidates are required to apply through hard copy in the prescribed format available in our website: [www.tocklai.org/vacancies](http://www.tocklai.org/vacancies)
- Application fee @ Rs 500/- (Rupees Five Hundred only) to be paid by Demand Draft in favour of **Tea Research Association payable at Jorhat** should be enclosed along with the application form.
- One recent passport size photograph to be pasted in appropriate box of the application form.
- Canvassing directly or indirectly will be treated as disqualification of candidature.
- Advance copies by employed candidates may be sent, accompanied by a No Objection Certificate from the employer to the email: [director@tocklai.net](mailto:director@tocklai.net).
- Interested candidates may submit their application (**Hard Copy only**) as per the prescribed format available in the website: [www.tocklai.org](http://www.tocklai.org) to the Director, Tea Research Association, Tocklai Tea Research Institute, Cinnamara, Jorhat-785 008, Assam **on or before 30<sup>th</sup> November 2024**. The envelope containing the application should be superscribed as "**Application for the post of Administrative Officer.**" No application will be entertained after the due date.

**Director**

Tea Research Association  
Tocklai Tea Research Institute  
Cinnamara, Jorhat 785008, Assam