



Tea Research Association
Situation Vacant

Advertisement No. 3622/TOK/G.25/242 Date: 23.06.2025

Last date of receipt of application: 22.07.2025

Tea Research Association 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 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 and Experience	Pay Level	Age Limit	Job Description
Food Analyst	<ul style="list-style-type: none">M.Sc. in Chemistry/Biochemistry/Analytical Chemistry/Chemical Science or B.Tech/M.Tech in Food Technology/Food ScienceFSSAI Authorized Food Analyst Certificate (Mandatory)	Training (4 days) on ISO 17025:2017, 2 years working experience in NABL accredited food laboratory, knowledge in analytical field, experience in handling sophisticated instrument related with trace analysis of pesticide residues, heavy metals, other contaminants from food	7 PB: 9300-34800	Maximum : 35Years	The incumbent will be involved in the regulatory testing of commercial samples, research projects, preparation of regulatory test reports & project reports, work as an integral part in the quality management system of the NABL accredited lab.

Note: Age limit: as on last date of receipt of applications. The Upper Age limit will be relaxable by 5 years for highly experienced candidates.

1. General information and conditions:

- These post carry 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.
- Accommodation depending upon availability.

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 qualifications should have been obtained through recognized universities /

institutions. Incomplete applications not accompanied with the required certificates / documents are liable to be rejected.

- d) The selection committee may choose to offer a post in a different Grade Pay within the Pay band depending upon the performance of the candidate and subject to the candidate meeting the minimum eligibility criterion specified for the posts in that Grade Pay.
- e) No TA / DA will be admissible for attending the interview, if shortlisted.

3. Application Procedure:

- a) Eligible candidates are required to apply through hard copy in the prescribed format available in our website: www.tocklai.org
- b) **Application fee @ Rs. 2000/- (Rupees Two Thousand only)** is to be paid by Demand Draft in favour of Tea Research Association payable at Jorhat should be enclosed along with the application form.
- c) One recent passport size photograph to be pasted in appropriate box of the application form.
- d) In case of Universities / Institutes awarding CGPA /SGPA /OGPA grades etc., candidates are requested to convert the same in the percentage based on the formula as per their university / institute.
- e) Applications from employees of Government Departments / Institutes will be considered only if forwarded through Proper Channel, certified by the employer that the applicant, if selected will be relieved within one month of the receipt of the appointment orders.
- f) Canvassing directly or indirectly will be treated as disqualification of candidature.
- g) Advance copies by employed candidates may be sent accompanied by a No Objection Certificate from the employer to the email: director@tocklai.net.
- h) Interested candidates may submit their application (**Hard Copy only**) as per the prescribed format available in the website: www.tocklai.org to the Director, Tea Research Association, Tocklai Tea Research Institute, Cinnamara, Jorhat-785 008, Assam on or before **22nd July, 2025**. The envelope containing the application should be super scribed as “Application for the post of”. No application will be entertained after the due date.

Director

Tea Research Association
Tocklai Tea Research Institute
Cinnamara, Jorhat-785 008, Assam



APPLICATION FORMAT

(All the columns are to be compulsorily filled in neatly in capital letters on A-4 size paper)

APPLICATION FOR THE POST OF _____

Advertisement No. 3622/TOK/G.25/242

Dated 23.06.2025

Sl.No. _____

1. Name of the Applicant: _____

2. Date of Birth : _____

3. Male/Female: _____ 4. Nationality: _____

4. Father's / Husband's Name: _____

5. a. Postal address for communication: _____

b. Permanent Address: _____

6. a. Telephone No. & Mobile No. : _____

b. E-mail : _____

7. Have you ever been convicted by a court of law or is there any criminal case / disciplinary action / Vigilance enquiry pending against you? If so specify

8. Educational Qualifications starting from Class X (Attach copies of certificates / mark sheets, etc.)

Examination Passed	Board / University	Duration	Year of passing	Division With % of marks	Subjects studied Specialization

9. Details of employment starting with the most recent (*attach separate sheet, if necessary*)

Post held	Department/ Institute/company	Period of employment		Scale of pay	Present/ last pay & Gross Amount	Nature of duties
		From	To			

10. Details of published works starting with the most recent (*attach separate sheet, if necessary*):

Title	Journal Name	Impact Factor	Remarks

11. If appointed, how much time you require for joining the post:_____

12. Whether any of your close relative(s) is / are employed in TRA? If yes, give details:

13. Any other relevant information:_____

14. Details of Enclosures:

15. Name, Address, Telephone No. and:
E-mail ID of at least three referees

(i)

(ii)

(iii)

16. Details of Application Fee: An amount of Rs. 2000/- paid by DD No. _____

Dated _____ / _____ /2025 of _____ Bank,

_____ Branch is enclosed herewith.

17. Declaration:

I hereby declare that I shall submit an NOC from my present employer at the time of interview.

I hereby declare that I have carefully read and fully understood all the instructions and details pertaining to the post being applied by me and all statements made and information furnished in this application are true and complete to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the post applied for. In the event of suppression or distortion of any fact including category or educational qualification, etc. made in my application form, I understand that I shall be denied any employment in the Institute and if already employed on any of the posts in the Institute, my services will be terminated forthwith.

Place: _____

Signature of the Candidate

Date: _____

