



## कयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार  
Ministry of MS&ME, Govt. of India)

कयर हाउस, एम.जी.रोड., कोच्ची - 682016  
Coir House, M.G. Road, Kochi - 682016  
द्वारा / Gram : COIR BOARD  
दूरभाष / Ph : 0484-2351954, 2351807, 2351788  
फैक्स / Fax : 0484-2370034, 2354397  
ई-मेल / E-mail : coir@md2.vsnl.net.in  
वेब / Web : www.coirboard.nic.in, www.coirboard.gov.in

F/2/2016-PM

14.03.2018

### ADDENDUM

**Ref: Advertisement dt.06.03.2018 inviting applications for the posts of Policy Support Managers and Implementation Support Managers-reg.**

In the advertisement dt.06.03.2018 inviting applications for the post of Policy Support Managers and Implementation Support Managers (Page No.3 & 4), it was wrongly typed as "Applications are invited for filling up of one vacancy of Chief Programme Officer on Project Mode under Coir Board". The above sentence stands corrected as "Policy Support Manager" and "Implementation Manager" respectively. The corrected advertisement is given below. The inconvenience caused is regretted.

JOINT DIRECTOR (PIg)



**कोयर् बोर्ड**  
सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार  
**COIR BOARD**  
MINISTRY OF MSME, GOVT. OF INDIA  
AN ISO 9001:2015 CERTIFIED ORGANIZATION

No : F/2/2016-PM

Date : 06/03/2018

**INVITES APPLICATIONS FOR THE POST OF  
CHIEF PROGRAMME OFFICER & POLICY SUPPORT MANAGER**

Applications are invited for (01) position of Chief Programme Officer, and Policy Support Manager (4) on project mode, by Coir Board, MSME, to work at MSME, New Delhi, for a period of one year to be extended on mutual requirement.

| <b>Role</b>                          | <b>Chief Programme Officer</b>   | <b>Policy Support Managers(4)</b>  |
|--------------------------------------|--|--|
| <b>Responsibilities</b>              | The CPO will be immediately tasked with drafting of a National Coir Policy and National Coir Mission, apart from handling other tasks of reengineering of Coir Board to improve productivity and revitalization of the coir sector as well as providing policy/strategic inputs for other programmes of MSME.  | The Policy Support Managers will provide research, data collation and managerial support to the CPO for framing of policies and mission and other such related assignments entrusted to the CPO by the Ministry.   |
| <b>Reporting*</b>                    | The Chief Programme Officer will report to the Economic Advisor, MSME and Chairman Coir Board and Secretary Coir Board.  | The Policy Support Managers will report to the Chief Programme Officer.  |
| <b>Qualifications and Experience</b> | The CPO candidate should be a post-graduate with qualifications in public administration/public policy etc. from national/international premier institutes.<br><br>He/She should have worked in the domain of publicpolicy/development/infrastructure sector for atleast 20 years of which a minimum of 5-6 years of experience should have been in leading policy formulation and programme implementation on a National scale at Government of India and should have should also have proven experience in building Missions and handling large teams at the National Level, which would include coordination with State Governments to achieve Mission targets, across the country. | The policy support managers should have post graduate qualifications in the relevant domain (management/policy/rural development/sustainable livelihoods) from premier national /international institutes.<br><br>They should have relevant work experience of not less than 5 years and not more than 10 years. |
| <b>Age</b>                           | Between 40-50 years  | Between 28-35 years  |
| <b>Compensation</b>                  | As per industry standards for similar experience profiles  |  |
| <b>Last date for applications</b>    | March 23 <sup>rd</sup> , 2018  |  |

- The reporting structure may be changed at the discretion of the Ministry, as per the requirement, from time to time.

The applications, along with detailed CV are to be addressed to Secretary, Coir Board, Kochi. Soft copies may be sent to [jdp@coirboard.org](mailto:jdp@coirboard.org)/[admofficer@coirboard.org](mailto:admofficer@coirboard.org)

Only shortlisted candidates will be called for Interview at MSME, New Delhi/Coir Board,Kochi. No TA/DA will be paid to the candidates appearing for the interview. All candidates are advised to mention clearly their email and contact number in the application.

The details of the roles and responsibilities can be found in the web site [www.coirboard.nic.in/coirboard.gov.in](http://www.coirboard.nic.in/coirboard.gov.in)

**Ernakulam,  
06.03.2018**

**Sd/-  
SECRETARY, COIR BOARD**



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F/2/2016-PM

06.03.2018

## 1- Chief Programme Officer (CPO) - detailed terms of reference

Applications are invited for filling up of one vacancy of Chief Programme Officer on Project Mode under Coir Board. The Qualifications and experience of the CPO are as given below:

| <b>Roles &amp; Responsibilities</b>   | <b>Qualification and Experience</b>  |
|---|--|
| <p>Reports to the Additional Secretary/Secretary Coir Board and Chairman, Coir Board and reports deliverables on periodic basis to the Ministry for the following tasks:</p> <ol style="list-style-type: none"><li>The CPO will be immediately tasked with drafting of a National Coir Policy and National Coir Mission which includes<ul style="list-style-type: none"><li>Conducting initial market scan of industry.</li><li>Meeting various stakeholders and hold Stakeholder Workshops-both domestic and international to understand current situations, related issues and possible synergies.</li><li>Synthesis and collation and articulation of findings into the National Coir Policy.</li><li>Preparing the broad Framework of Implementation for the National Coir Mission.</li><li>Drafting Cabinet Notes and obtaining approvals from Cabinet- this includes making presentations to concerned stakeholders for getting approvals.</li><li>Develop Mission frameworks / guidelines and support to Ministry to obtain all approvals.</li><li>Dissemination and training to States and stakeholders - both domestic and international-including promoters, exporters, worker federations etc</li><li>Develop and frame targets for all stakeholders under</li></ul></li></ol> | <ol style="list-style-type: none"><li>The CPO candidate should be a post graduate with qualifications in public administration/public policy etc from national/international premier institutes.</li><li>He/She should have worked in the domain of public policy/development/infrastructure sector <b>for at-least 20 years</b>. Of which a minimum of 5-6 years should be in leading policy formulation and programme implementation on a National scale at Government of India and should have proven experience in building Missions and handling large teams at the National Level along with coordination with all State Governments to achieve Mission targets, across the country.</li></ol> |

the NCM

- Implementation of Mission towards stated and agreed targets.
2. The CPO will also be given other additional assignments which include reengineering of Coir Board to improve productivity and revitalization of the coir sector as well as providing policy/strategic inputs for other related programmes of Ministry of MSME.

Ernakulam,  
06.03.2018

Sd/-

**SECRETARY, COIR BOARD**



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06.03.2018

## 2- Policy Support Managers- detailed terms of reference

Applications are invited for filling up of vacancies of Policy Support Managers on Project Mode under Coir Board. The Qualifications and experience of the Policy Support Manager are as given below:

| <b>Roles &amp; Responsibilities</b>  | <b>Qualification and Experience</b>   |
|--|---|
| <ol style="list-style-type: none"><li>1. Support to CPO on all policy related domains.</li><li>2. Collate all research and data into required domains as directed by CPO.</li><li>3. Support to CPO in all drafting and policy formulation exercises.</li><li>4. All other drafting, research and policy support required under the Mission.</li></ol> | <ol style="list-style-type: none"><li>1. The policy support managers should have post graduate qualifications in relevant domain (management/policy/rural development/sustainable livelihoods) from premier national /international institutes.</li><li>2. They should have relevant work experience of not less than 5 years and not more than 10 years.</li></ol> |

Ernakulam,  
06.03.2018

Sd/-

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F/2/2016-PM

06.03.2018

## 2-Implementation Support Manager- detailed terms of reference

Applications are invited for filling up of vacancies of Implementation Support Managers on Project Mode under Coir Board. The Qualifications and experience of the Implementation Support Manager are as given below:

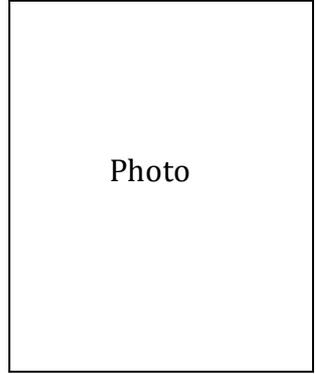
| <b>Roles &amp; Responsibilities</b>  | <b>Qualification and Experience</b>  |
|--|--|
| <ol style="list-style-type: none"><li>1. Support to CPO on all reengineering tasks.</li><li>2. Co-ordination support with coir board headquarters and other offices in India</li><li>3. Support to CPO in ensuring achievement of targets set under the framework.</li><li>4. Overall Support in execution of implementation deliverables.</li></ol> | <ol style="list-style-type: none"><li>3. The implementation support managers should have post graduate qualifications in relevant domain (management/rural development/sustainable livelihoods) from premier national /international institutes.</li><li>4. They should have relevant work experience of not less than 5 years and not more than 10 years.</li></ol> |

Ernakulam,  
06.03.2018

Sd/-

**SECRETARY, COIR BOARD**

**PROFORMA FOR APPLICATION FOR THE POST OF  
CHIEF PROGRAMME OFFICER, COIR BOARD, MSME**



1. NAME OF THE APPLICANT :
2. DATE OF BIRTH :
3. CATEGORY- (SC/ST/OBC/GEN) :
4. DETAILS:
  - i. Address for Communication :
  - ii. Permanent Address :
  - iii. Mobile No :
  - iv. Land Line no :
5. ACADEMIC QUALIFICATIONS ( Starting from latest to earliest and enclose scanned copies) :

| Year |    | Institution | University | Degree |
|------|----|-------------|------------|--------|
| From | To |             |            |        |
|      |    |             |            |        |
|      |    |             |            |        |

6. WORK EXPERIENCE( Starting from latest to earliest):

| Year |    | Organisation | Title/Designation | Roles/Responsibilities |
|------|----|--------------|-------------------|------------------------|
| From | To |              |                   |                        |
|      |    |              |                   |                        |
|      |    |              |                   |                        |

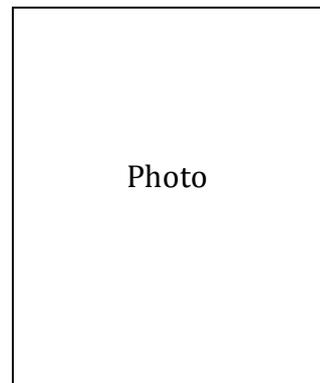
7. REFERENCES ( Atleast 3 references with Mobile Nos.) :
8. STATEMENT OF PURPOSE ( with description of suitability for the job in 150 words):
9. PREFERRED STATION FOR INTERVIEW IN CASE SHORTLISTED :  
(1) DELHI (2) KOCHI
10. I HEREBY CERTIFY THAT THE ABOVE FACTS ARE TRUE :

SIGNATURE OF CANDIDATE

*Date:*

*Place:*

**PROFORMA FOR APPLICATIONS FOR THE POSTS OF  
POLICY SUPPORT MANAGER AND IMPLEMENTATION  
SUPPORT MANAGER, COIR BOARD,MSME**



1. NAME OF THE APPLICANT :

2. DATE OF BIRTH ;

3. CATEGORY- (SC/ST/OBC/GEN) :

4. DETAILS:

i. Address for Communication :

ii. Permanent Address :

iii. Mobile No :

iv. Land Line no :

5. ACADEMIC QUALIFICATIONS ( Starting from latest to earliest and enclose scanned copies) :

| Year |    | Institution | University | Degree |
|------|----|-------------|------------|--------|
| From | To |             |            |        |
|      |    |             |            |        |
|      |    |             |            |        |

6. WORK EXPERIENCE( Starting from latest to earliest) :

| Year |    | Organisation | Title/Designation | Roles/Responsibilities |
|------|----|--------------|-------------------|------------------------|
| From | To |              |                   |                        |
|      |    |              |                   |                        |
|      |    |              |                   |                        |

7. REFERENCES ( Atleast 3 references with Mobile Nos.) :

8. STATEMENT OF PURPOSE ( with description of suitability for the job in 150 words):

9. PREFERRED STATION FOR INTERVIEW IN CASE SHORTLISTED:

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10. I HEREBY CERTIFY THAT THE ABOVE FACTS ARE TRUE :

SIGNATURE OF CANDIDATE

Date :

Place :