THE RUBBER BOARD

USER MANUAL

for accessing the

Online Recruitment Website

(Pages-3)

TIPS

- Firstly, check the validity of your e-mail address by logging in to the e-mail website. Send a test mail to the same mail address (both 'from' mail-id and 'to' mail-id will be same). See if it was received promptly.

- Ensure that the mail IN box is not full, if full, mails may be bounced.

- Check that incoming mails are not blocked by SPAM filters etc. This might happen when corporate e-mail addresses are used or when certain anti-virus programs are installed or for any other reason. Hence check the SPAM /JUNK mail box also to see if there is any reply.

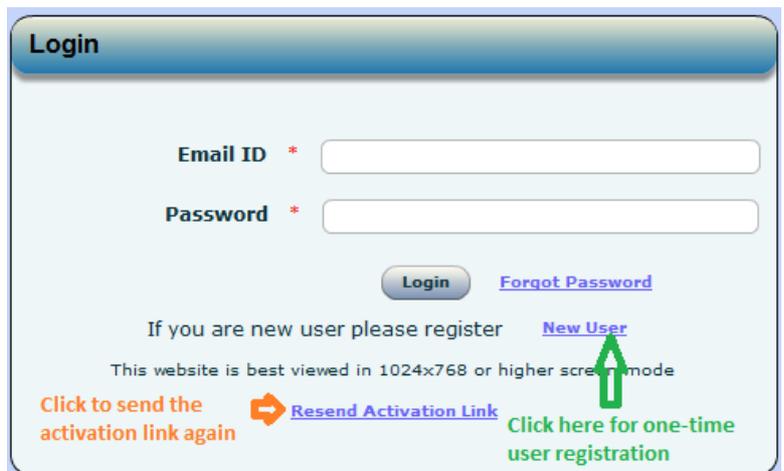*Online Recruitment Applications are invited for the following posts.*

Sl.#	Post-Code	Name of Post	Scale of Pay(Rs)	No. of Vacancies	Advt-Status	App-Status
1	2013-02-01	Director (Processing & Product Development)	15600-39100 (PB3)	1	Active	
		Click here to read the notification				Click here to see the status
2	2013-02-02	Asst Accounts Officer	9300-34800 (PB2)	2	Active	

1. Visit Rubber Board's website at http://www.rubberboard.org.in and click the link 'Careers Online' at the top right corner to access the home page of Online Recruitment Website. Read the NOTIFICATION & GUIDELINES thoroughly before filling up the applications.

- Click the link on the left of 'Post Name' (below 'Post-Code') to read the notification for that post.
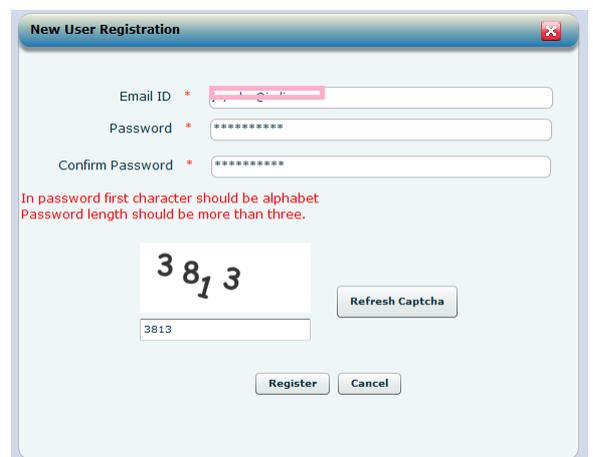
2. Click on 'Login' link in 'Online Recruitment Website'.

Login

Email ID *

Password *

Login   Forgot Password

If you are new user please register   New User

This website is best viewed in 1024x768 or higher screen mode

Click to send the activation link again   Resend Activation Link   Click here for one-time user registration

3. First time users have to proceed to **User Registration** by clicking the 'New User' link

4. Fill up the New User Registration form using a valid e-mail address.

- Use capital & small letters, numbers and special characters in password. Repeat the password to confirm it.

- REMEMBER THE PASSWORD. Communications, Call Letter, Admit Card etc., will be sent by e-mail only.

- Keep the password safe. DO NOT COMMUNICATE IT to any one for safety reasons.

New User Registration

Email ID *

Password *   **********

Confirm Password *   **********

In password first character should be alphabet
Password length should be more than three.

3 8 1 3

3813   Refresh Captcha

Register   Cancel

5. Now registration is confirmed and a popup is displayed. Click 'OK'.

6. Login to the e-mail site and check for the 'Computer generated Activation Mail' containing the Login-Id, password and activation link.
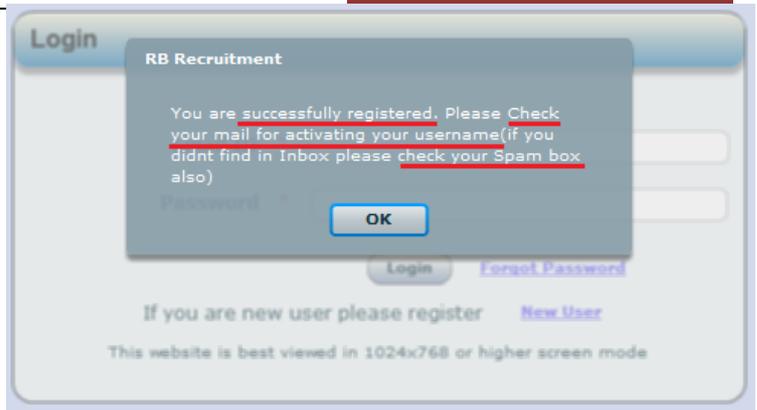
- Click on the link for 'Confirmation' provided inside the mail to activate the user registration.

- DO NOT REPLY to this activation mail. DO NOT forward it either.

- Click the 'Resend Activation-Link' link in the login screen to resend the activation mail in case it was not received.
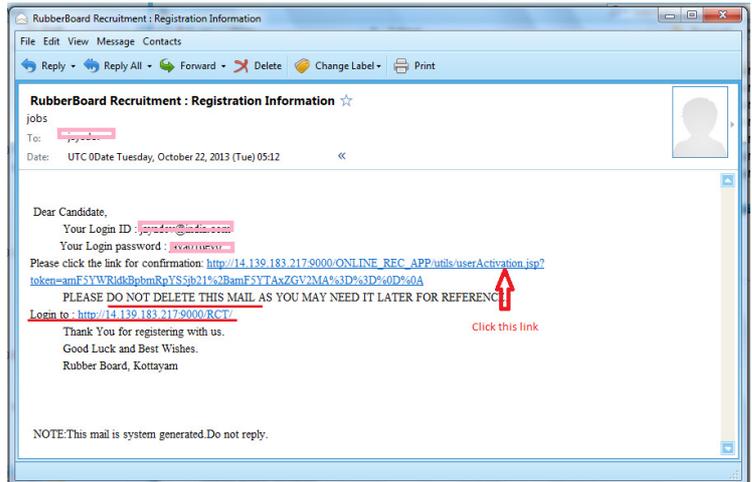
7. Go back to the website login page and login using the Login-ID and password.

- Use 'Online-Application' link to fill up the application and 'SAVE' it. Make corrections if needed. Login again to make corrections if logged out from the website. Applications will be received only when they are
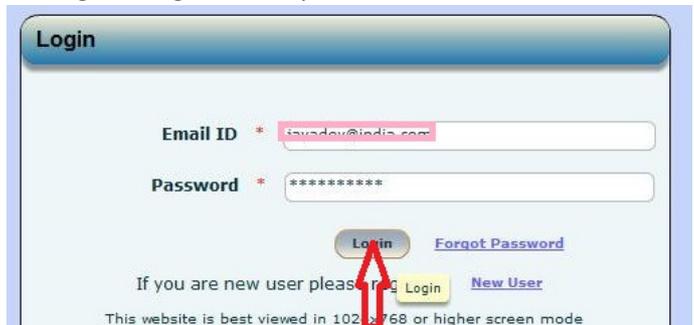
submitted.

- Recheck the Post Code & Location of Posting (such as Northeast, Andamans etc.) before filling up the application, as those cannot be altered AFTER SAVING the application.

- Choose the category correctly, if the post is reserved and reservation benefits are claimed.

- Provide qualifications, starting from 10th standard onwards. If qualification is equivalent, check the 'Equivalent' box after choosing the advertised qualification which is the nearest.

- Tick the check box 'Continuing' if employed currently.

- Furnish mobile number (10 digits) correctly to receive SMS messages.

- 'SUBMIT' THE APPLICATION ON OR BEFORE THE DUE DATE & TIME, after cross checking all the details carefully. Corrections cannot be made in the application after online submission. Hence In case of minor corrections, provide documents during the document verification before the interview, when called for. Hence DO NOT request any correction in online application.

8. Use the 'Download' link for Status Enquiry (Show Status), downloading or printing the Application, Call Letters or Admit Card.

9. Registered users can recover password using the 'Forgot Password' link provided in the login screen. Hence DO NOT REQUEST FOR RESETTING THE PASSWORDS.

10. Visit the home page of Online Recruitment Website periodically and click the 'Application Status' link in to see the status of the latest position.

11. Users once registered may submit applications in response to as many advertisements as they desire using the same Login-Id and password. Existing users need not register again in future.

GUIDELINES

for accessing the

Online Recruitment Website

(Pages-8)

ONLINE RECRUITMENT WEBSITE OF THE RUBBER BOARD

1. General Instructions
2. User Registration and Activation
3. Filing Application Online
4. Online Status Enquiry, Call Letter & Admit Card
5. Eligibility Criteria
6. Age Relaxation
7. Reference Date & Due Date
8. Qualifications
9. Candidates employed in Government /Public Sector

WARNING

WEBSITE POLICY

Correspondences shall be addressed to:

The Secretary,
Rubber Board, P.B.No.1122, Sub Jail Road, Kottayam 686 002, Kerala
Phone: ++91 (481) 230 1231; Fax: 257 1380;
e-mail: jobs@rubberboard.org.in

Please quote Application-No / Roll-No. in all correspondences

The contents of this website are informatory in nature. You are advised to verify the details from the Rubber Board's office or from the notice published in the 'Employment News'.

Amendments or changes, particularly in the case of change of due date, etc., if any will be advertised in the ORA website. Shortlist as well as Rank List of selected candidates will also be published in the ORA website.

The Rubber Board is a statutory body corporate constituted under the Rubber Act 1947 with its Head Office at Kottayam, Kerala. It functions under the Ministry of Commerce & Industry, Govt. of India. This is the Online Recruitment Website of the Board.

There is no application fee applicable. The number of vacancies indicated is provisional and may vary depending on the actual requirement. The Board reserves the right not to fill up all or any of the posts.

The Board also reserves the right to conduct test or interview or both and also to shortlist for interview only the optimum number of most eligible candidates from among applicants possessing the requisite qualifications and/or experience as the case may be. Test /interview centre would be allocated at the discretion of the Board, based on the number of candidates and availability of facilities at the respective locations.

Copies of any documents shall not to be uploaded/ sent to the Board unless sought for. Duly signed print out of the application and documents to prove identity, age, address, qualifications, relevant experience, community category, special category, etc., have to be produced when appearing for interview or only when communicated so by the Board.

All posts carry Dearness allowance and other benefits as applicable to Central Government employees. Govt. of India introduced a New Defined Contribution Pension Scheme replacing the existing System of Defined benefit Pension System. The Scheme came into operation w.e.f. 01.01.2004 and is applicable to all new entrants to Central Govt. service except to Armed Forces joining Govt. service on or after that date.

1. General Instructions

Candidates can submit applications through online only. Applications which are submitted not in accordance with the instructions given herein as well as received from candidates through any other mode would be summarily rejected.

Applicants are responsible to ensure **correctness** of the personal information as well as secrecy of the password.

- Read the notification **thoroughly** before filling the application form.
- See that not applying again for the same **Post-Code** in the same **Advt-Code**.
- If applying for multiple posts in the same advt., ensure that there are **no restrictions** for one applicant to apply for those posts.
- Check whether the post is un-reserved or reserved. If applying for posts with reserved vacancies then make sure that it is **suitable** for the category/ community the applicant belongs to.
- Find out if the candidate falls within the **age limit** or the relaxed limit, if eligible for such relaxation.
- Ensure that the applicant possess the required (i) **qualifications** and (ii) **years of experience** (iii) and **relevant experience** specified for the post.
- The **Sector of Posting** cannot be changed later on and to be opted carefully.

Keep the details such as **Post-Code, Application No. and Roll No. handy** for further communication with the Board.

2. User Registration and Activation

Before applying for any post, candidates should register through the '**Recruitments**' link provided in the official website of the Board **www.rubberboard.org.in**. A valid e-mail-ID (address) and a secure password have to be provided by the candidate as user-name and password during the registration process. An auto-generated e-mail containing the activation link will be sent to the registered e-mail-ID of the applicant. Candidate then shall login to the e-mail account and **click the activation link** to complete the user registration process.

Those who have completed **registration and activation** can apply by logging in to their profile using the registered e-mail-ID and password.

'Forgot Password' option is provided in the login page to help recover the password, in case of users already registered.

3. Filing Application Online

Name of the candidate in the application should be as in the 10th standard certificate. Otherwise Gazette notification for change of name should be produced for verification along with other certificates when sought for.

A **recent photograph** of the applicant (passport size or stamp size in colour or black & white) in formal dress taken against a lighter background, clearly showing the face and eyes and up to the shoulder shall be uploaded. Scanned image of the **specimen signature** of the applicant put on a good quality white paper using blue or black ink shall also be uploaded to appear horizontally at the centre of the box.

Specimen copy of the **photograph** of size 140 pixel (height) x 110 pixel (width) and **signature** of 110 pixel (h) x 140 pixel (w) may be scanned and uploaded. The file size should be 40kb or less. Any image editor software may be used to adjust the size of images.

*Tips: Search for and use any '**free online image resizer**' to resize photo/ signature.*

Applicant can **save** the application in 'DRAFT' mode clicking the '**SAVE-AS-DRAFT** button. They can view, make corrections and rectify defects anytime after saving it but before its submission. Saved draft application complete in all respects shall be **submitted** by clicking the '**SUBMIT**' button. **Changes cannot be made after its submission.**

Tips: *Save the application in draft mode. Before submitting it, view the DRAFT copy (photo & signature will not appear) and ensure that the details furnished are correct.*

Applicant may view the status of the application or print it using the 'My Applications' link. After its submission, a soft copy of the application (in pdf format) would also be sent to the registered e-mail address automatically. Print out of the **submitted** application (not the saved copy marked 'Draft') may be duly signed and kept ready which has to be produced at the time of interview along with the original certificates, when called for.

Tips: *While submitting the applications, the system will cross check the age, relaxation if permitted, category of the applicant, essential qualifications, etc. In case there is a mismatch, a warning will be displayed and that application cannot be submitted. In such case, applicant may verify the details entered with respect to that given in the notification. If the applicant possesses an **equivalent or higher qualification**, then the qualification/discipline/specialisation matching the notification maybe selected in the table, the box given for equivalency ('If equivalent, please specify') may be checked and the details of equivalent or higher qualification may be furnished to proceed with submission. Applicant shall provide supporting documents to prove equivalency.*

4. Online Status Enquiry, Call Letter & Admit Card

Generally, test centers will be allotted based on the **communication address** provided by the applicant. The Board will try to allot the nearest centre wherever possible considering the sector, availability of test centre, and the number of candidates. Request for change of test centre will not be entertained after allocation.

Call Letter and Admit Card for written test/ interview can be downloaded once the short listing of candidates and scheduling is complete. Candidates may login to the website clicking the '**Application**' link using their registered **User-Name** (registered e-mail address) and **password**. In case the password was forgotten, use the '**Forgot Password**' option to recover it.

After logged in, the '**My Applications**' link at the top right corner may be clicked to know the (i) Status of the application (ii) Roll-Number allotted (iii) Date & Time and Centre allotted for written test/interview (iv) and the Reasons, in case the application was rejected. Applicants may **download and print** the Call Letter/ Admit Card using this menu.

In case the photograph is not appearing in the **Admit Card** generated, a copy of the photograph shall be pasted in the space provided for while appearing for written test / interview.

5. Eligibility Criteria

A person who is a citizen of India, satisfying the requirements of age, category, qualifications and/or experiences prescribed and having good conduct is eligible to apply.

Candidate belonging to the specific category only are eligible to apply for the vacancies that are reserved.

Candidates belonging to **Other Backward Classes** (OBC) but coming in the 'Non-Creamy Layer' category are entitled to age-relaxation/reservation applicable as per rules. They should indicate their category as OBC-NCL. Other OBC applicants may record their category as OBC-CL (Creamy Layer) and will be treated as general category.

Physically Handicapped persons of certain disability types having 40% or more disability are also eligible to apply for the unreserved vacancies that are identified as 'Suitable for PH candidates of respective disability type'.

If the vacancy is reserved for persons with a specific disability type, candidates with 40% or more disability of the specified disability types only are eligible to apply. (PH of the specified disability types with less than 40% or of other disability types are not eligible to apply to such reserved posts).

Persons with disabilities (PH) claiming the benefit of reservations/age-relaxation should attach a copy of Medical Certificate as specified in 'The Persons With Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act of 1995' in support of their disability.

All candidates claiming age-relaxation/reservation should produce relevant certificates in the format as prescribed by the Govt. of India and issued by the Competent Authority. Proforma for such certificates are available at the home page.

6. Age Relaxation

Candidates **below 18 years** of age are not eligible to apply. Age shown in the advertisement is the **upper age limit** prescribed for each post. Upper age limit is not applicable to in-service (Rubber Board service) candidates.

Relaxation in upper age limit is allowed for the candidates as per rules of the Government of India (5 years in the case of SC/ST **c**andidates and 3 years in the case of OBC candidates belonging to Non-Creamy Layer; and as applicable in the case of Ex-servicemen, Physically Handicapped persons, widowed/divorced/judicially separated but not remarried women).

Age relaxation is applicable for candidates belonging to the categories SC/ST/OBC only if vacancies are reserved for that specific category (SC/ST/OBC) or for PH candidates of the specified disability type in the case of posts reserved or identified as suitable for persons with that disability type.

Physically Handicapped persons of certain disability types having 40% or more disability applying for the unreserved vacancies that are identified as 'Suitable for PH candidates of respective disability type' or vacancies reserved for them are allowed a relaxation of 5/10 years in upper age limit.

In the case of Ex-Servicemen, age relaxation of actual number of years of defence/military service plus 3 years is allowed subject to the maximum age-limit of 45 (UR), 50 (SC/ST) and 48 (OBC) years respectively including both special and community relaxations .

Both community and special relaxations are also applicable for women candidates who are widowed/ divorced/ judicially separated and not re-married, subject to the maximum age limit of 35 (UR), 40 (SC/ST) and 38 (OBC) for the posts having grade pay less than Rs.4200.

7. Reference Date & Due Date

Age as well as completed years of experience for the selection will be calculated as on the Reference Date given in the advertisement. **Due date and time for closing of online submission is given in the advertisement**. Applicants are required to submit the applications duly completed in all respects well before the due date & time fixed for each advertisement, after which the link will be disabled.

8. Qualifications

Candidates shall posses the prescribed academic qualifications as on the reference date. In case the applicant possess a qualification not same but equivalent to the prescribed one, relevant order of such acceptance by the Govt. of India or any of its departments or agencies or recognized universities set up in India shall be produced by the applicant when called for.

9. Candidates employed in Government /Public Sector

Those employed in departments, autonomous bodies, public sector undertakings, body corporate, societies, universities setup under the Government of India / State Governments/ Union Territories shall furnish a 'No Objection Certificate' from the current employer at the time of the interview.

WARNING

Candidates who are found guilty of the following items of misconduct shall be liable for disqualification, for being considered for a particular post or department from applying to Rubber Board either permanently or for any period OR the invalidation of their answer scripts or products in a written/practical test OR the initiating of criminal or other proceedings against them OR their removal or dismissal from office OR imposing of any other disciplinary action against them if they have been appointed OR any one or more of the above.

(i) Submitting applications with false information such as bogus address, name, uploading of image other than that of the applicant etc. Making of any false statement in the application form or any document produced in connection with selection or suppression of any material fact relevant to the selection from Rubber Board.

(ii) Production of any false or tampered document before Rubber Board or the tampering with any document produced before Rubber Board in connection with a selection after their production.

(iii) Any improper behaviour in connection with any interview or examination held by Rubber Board. Tampering with any answer book in an examination conducted by Rubber Board or writing, anything in such answer book in any manner which in the opinion of the Board would lead to the identification of the candidate against the instructions contained in the answer book.

(iv) Any attempt to prefer any false complaint before Rubber Board about a rival candidate in a selection.

(v) Making any false allegation against the Chairman or any other Member of the Selection Board or any Expert or Examiner who assist Rubber Board or any official of Rubber Board in connection with a selection.

(vi) Any attempt by or on behalf of candidates applying for selection by Rubber Board to influence the Chairman or any Member of the Selection Board or the Experts or Examiners who assist Rubber Board OR to canvass support of their selection. Any attempt to influence the staff of the Office of Rubber Board to do any undue favour to them OR to divulge any information which is to be kept secret until it is officially released under the Orders of Rubber Board.

(vii) Any other conduct which in the opinion of Rubber Board is likely to affect the fair selection of candidates by the Board.

WEBSITE POLICY

1. Terms and Conditions

This website is hosted by the Rubber Board, under the Ministry of Commerce & Industry, Government of India. These terms and conditions shall be governed by and construed in accordance with the Indian Laws. Any dispute arising under these terms and conditions shall be subject to the jurisdiction of the courts of India.

2. Privacy Policy

The Board does not collect personal information for any purpose other than to respond to the applicants. If the applicants choose to provide the Board with personal information like filling out a 'Feedback' form with an e-mail address or postal address, and submitting it to the Board through the website, that information is used to respond to messages, and to help them get the information they have requested. This website never collects information or creates individual profiles for commercial marketing.

3. Hyperlinking Policy

We do not permit our pages to be loaded into frames on your site. Our website's pages must load into a newly opened browser window of the user. We do not object to you linking directly to the information that is hosted on our site and no prior permission is required for the same. However, we would like you to inform us about any links provided to our site so that you can be informed of any changes or updations therein.

4. Copyright Policy

Contents of this website may not be reproduced partially or fully, without prior written permission from Rubber Board. If referred to as a part of another website, the source must be appropriately acknowledged. The contents of this website cannot be used in any misleading or objectionable context.

Suggestions & feedback may be sent to the technical support group:

Dy. Director,
EDP Division, Rubber Board, P.B.No.1122, Kottayam 686 002, Kerala

Phone: ++91 (481) 257 5402; Fax: 257 1380
230 1231 ext 333/325;
e-mail: edp@rubberboard.org.in

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