

Power and Duties of the Officers:

(ANNEXURE 1)

Sl. No.	Designation of Post	No. of Sanctioned Posts	No. of Persons in position	Scale of Pay with Grade Pay, if any, (Rs.)		Special Allowance, if any	Other Allowance	Duties and Responsibilities	Method of Recruitment (Direct/ Promotion/ Other methods)	Essential Recruitment qualification/ experience with age limit for each type of recruitment (copies of recruitment rules, if any, to be furnished)	Designation(s) of feeder post(s) with scale(s) of pay from which promotion is made
				Scale of Pay	Grade Pay						
1	Director	1	1	PB-5 - 37,000 – 60,000	8,700	-	HCA	Administrative financial and technical control of the Directorate with offices at Kolkata and at different areas of Darjeeling District, including implementation of programmes of work for all plantations, factories, and Research section. Duties also include organizational management of officers, staff and labourers working in different offices, plantation, and factories of the Directorate.	i) By selection (direct recruitment), departmental candidates being eligible to apply. ii) By deputation of a senior scale/ junior administrative grade officer from the Indian administrative service or of equivalent scale of the Indian forest service or the west Bengal civil service.	(For direct recruitment) <u>A) Essential:</u> i) A Doctorate Degree or a First class master's Degree in Botany or Chemistry from a recognized University or Institute. ii) Five years' experience in research work in Botany and Chemistry corroborated by publication of paper or paper on the subject.	

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										iii) Five years' experience either in the Cultivation of Medicinal Plants or in the manufacture of Medicinal plants. iv) Administrative experience. <u>B)Desirable Experience:</u> i) Workable Knowledge of soil science & Chemistry with special reference to plant products in the cases of holders of post graduate degree in Botany and of soil science and Botany in the cases of holders of Post Graduate degree in Chemistry. ii) Acquaintance with the flora of	

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										<p>Darjeeling.</p> <p>iii) Ability to tackle labor problem.</p> <p>iv) Business capacity.</p> <p>C) <u>Age</u>: Not more than 45 years on 1st January of the year of advertisement, relaxable in the case of highly qualified and experienced candidates.</p>	
2	Joint Director	1	0	PB-4A,15,600–42,000	6,600	-	HCA	To assist the Director of Cinchona & Other Medicinal Plants, West Bengal on various official works.	By promotion from the post of: <ul style="list-style-type: none"> i) Quinologist. ii) Deputy Director (Plantation). ii) Research & Development officer and iv) Chief Chemist under DCOMP, WB. 	-	<ul style="list-style-type: none"> i) Quinologist- PB-4A 15,600–42,000 + 6,600 ii) Deputy Director (Plantation)- PB-4A 15,600–42,000 + 6,600. iii) Research & Development officer- PB-4A 15,600– 42,000

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											+ 6,600. iv) Chief Chemist- PB-4A 15,600– 42,000 + 6,600
3	Deputy Director (Plantation)	1	0	PB-4A 15,600– 42,000	6,600		HCA	The holder of the post will co-ordinate the technical and implement directions of the Director relating to Labor management, rationing and all other technical instructions in connection with cultivation and production of Medicinal and Aromatic plants. He is to assist the Director in solving all the administrative and Labour problem in Plantation and co-ordinate the same with the Administrative Deptt. of the Govt. He will also look after the work of Director during his leave or absence otherwise.	By selection (direct recruitment) or By promotion of confirmed Managers, Cinchona & Other Medicinal Plants, West Bengal having 5 years' experience in the post.	For Direct recruitment: i) A minimum second class Master's degree in Botany or Agriculture from a recognized University or Institute. ii) 5 (five) years' experience either in the cultivation of medicinal and aromatic plants or in the manufacture of medicinal products from Cinchona and other medicinal plants. iii) Ability to tackle labour	PB-4A 15,600– 42,000 + G.P. 5,400

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										problems. Age for direct recruitment shall not more than 40 years of age.	
4	Manager	5	5	PB-4A 15,600– 42,000	5,400		HCA	Overall Charge of the Plantation administration including technical activities. Supervision of the work of subordinate officer, the planning of the seasonal works and the supervision of accounts. He also performs duties of the Drawing and Disbursing Officer of his unit. In charge of general welfare of the workers of Plantations, including Health, Education and Food.	(i) Either by direct recruitment through the PSC, WB, or (ii) By promotion, in consultation with the PSC, WB, from the post of Assistant Manager having at least 5 (five) years service as Assistant Manager under the DCOMP, WB.	Qualification for direct recruitment: (a) M.Sc. degree in Agriculture or B.Sc. (Hons) degree either in Botany or Biochemistry or Microbiology or Biotechnology from a recognized University; (b) (i) Degree/ Diploma in Plantation Management/Personnel Management/Business Administration from a recognized	Assistant Manager PB-4 9,000 – 40,500 + G.P. Rs. 4,600

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										University. (ii) One (1) year administrative experience in Plantation Management/Forest Management/Labour Management in any Govt./ Govt. undertaking/Statutory Body/Companies registered or deemed to have been registered under the Companies Act, 2013.	
5	Account Officer	1	0	PB-4A 15,600– 42,000	5,400		HCA	Preparation and submission of Proforma Accounts and other related accounts of the Directorate under commercial system of Accounting.	Through deputation of WBA&AS Officer.		
6	Administrative Officer	1	0	PB-4 9,000 – 40,500	4,600		HCA	To assist the director in the Head Quarter at Mungpoo office in different administrative matters of the Directorate.	(i) Ordinarily by promotion from the posts of Manager and Assistant Manager, Govt.	(i) A degree of a recognized university (ii) Five years' experience in a	

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									<p>Quinine Sales Depot, Calcutta and Head Clerk, Head Clerk cum Cashier, UDC, Special Officer (Foodgrains) and Accountant of the Directorate of Cinchona & Other Medicinal Plants, WB, having five years' service in one or more of the feeder posts as aforesaid taken together; or</p> <p>(ii) By transfer from the WBCS (Exe.) or by intertransfer of the Personal Assistant to the Director of Cinchona & Other Medicinal Plants, WB, or the Administrative Officer under the</p>	<p>supervisory post in a Government office or in a reputable commercial concern and knowledge of the system of accounting and commercial procedure in a Government Office.</p> <p>(iii) Age for direct recruitment” Not more than 35 years on the 1st January of the year of advertisement.</p>	

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									Directorate of Cinchona and Other Medicinal Plants, WB, as the case may be; or (iii) By selection (direct recruitment), departmental candidates being eligible to apply.		
7	P.A. to Director	1	0	PB-4 9,000 – 40,500	4,600			To assist the Director for administrative work.	(iv) Ordinarily by promotion from the posts of Manager and Assistant Manager, Govt. Quinine Sales Depot, Calcutta and Head Clerk, Head Clerk cum Cashier, UDC, Special Officer (Foodgrains) and Accountant of the Directorate of Cinchona & Other Medicinal Plants, WB, having five	(iv) A degree of a recognized university (v) Five years' experience in a supervisory post in a Government office or in a reputable commercial concern and knowledge of the system of accounting and commercial	

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									<p>years' service in one or more of the feeder posts as aforesaid taken together; or</p> <p>(v) By transfer from the WBCS (Exe.) or by intertransfer of the Personal Assistant to the Director of Cinchona & Other Medicinal Plants, WB, or the Administrative Officer under the Directorate of Cinchona and Other Medicinal Plants, WB, as the case may be; or</p> <p>(vi) By selection (direct recruitment), departmental candidates being eligible to apply.</p>	<p>procedure in a Government Office.</p> <p>(vi) Age for direct recruitment" Not more than 35 years on the 1st January of the year of advertisement.</p>	
8	R&D Officer	1	0	PB-4A	6,600		HCA	Responsible for Research and	By selection direct	i) A Doctorate or	

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				15,600–42,000				Development work of the entire Directorate including introduction of new crops and important of existing plantation by research methods, General supervision of different research sub-units of the Directorate.	recruitment or by promotion from amongst the officers in the following post(s) under the DCOMP, W.B. having 5 years' experience in the respective feeder post(s) a) Horticulturist b) Analytical Chemist c) Plant Pathologist or other similar research posts.	First Class Master's degree in Botany/ Agriculture/Chemistry/Bio-Chemistry from a recognized University. ii) 5 years' experience in Research of medicinal and aromatic plants as evidenced by published papers. Age should be not more than 40 years.	PB-4A 15,600–42,000 + G.P. 5,400
9	Horticulturist	1	0	PB-4A 15,600–42,000	5,400		HCA	Propagation of Cinchona and Other Medicinal Plants by various methods so as to improve the quality, establishment of high grade blocks in different plantation.	By Direct Recruitment	(i) A second Class M.Sc. degree in Botany or and M.Sc. (Agriculture degree in Horticulture) (ii) Two years' research experience in	

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										Horticulture, relaxable for otherwise well qualified candidates. Desirable practical experience in Plant breeding. Not more than 35 years.	
10	Asstt. Horticulturist	2	0	PB-4 9,000 – 40,500	4,700		HCA	To assist Research and Development Officer and also Horticulturist in their technical and administrative work.	By selection (direct recruitment) departmental candidates being eligible to apply or by promotion from the confirmed (a) Horticultural Overseer and (b) Agricultural Assistants under Directorate of cinchona and Other Medicinal Plants, West Bengal.	M.Sc. degree or equivalent qualification in Horticulture of a recognized University or Institute; or a degree in Agriculture; or a B.Sc. degree with Botany as a subject plus a degree/diploma/ Certificate of Training in Horticulture from a recognized Institute or three years experience in	Horticultural Overseer PB-3, 7,100 - 37,600 + G.P. Rs. 3,900 and Agricultural Assistant PB-3, 7,100 - 37,600 + G.P. Rs. 3,600

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										Horticultural practices. Not more than 30 years. Relaxable in the cases of candidates possessing exceptional qualification and certificate.	
11	Plant Pathologist	1	0	PB-4A 15,600– 42,000	5,400		HCA	In charge of Plant disease, control of the entire plantations and its eradication, basic methods for meeting disease free plant stocks.	(i) By Selection (Direct Recruitment) (ii) By promotion of confirmed Botanist under the DCOMP, WB.	i) A second class Master's Degree in Botany or Agriculture from recognized university. ii) Two years research experience in Pathological problems of medicinal plants and Tissue Culture. Not more than 35 years.	Botanist, Pay scale PB-4, 9,000-40,500 + G.P. 4,700

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12	Soil Chemist	1	0	PB-4 9,000 – 40,500	4,700		HCA	Mainly soil survey and soil mapping.	By Direct Recruitment	A second class M.Sc. degree in Organic Chemistry. Two years Research experience in Soil Chemistry after obtaining M.Sc. degree. Knowledge of Soil Science and experience in Soil analysis. Knowledge of Botany upto B.Sc. stage. Age between 25 to 35 years	
13	Botanist	4		PB-4, 9,000 – 40,500	4,700		HCA	To assist R&D Officer in all botanical aspects of work of different medicinal plants of the Directorate including survey of new plants and its introduction.	Direct Recruitment OR by promotion from amongst the Agricultural Assistants having 5 years experience in the posts.	i) A master's Degree in Botany or Agriculture from a recognized university. ii) One years reseach experience in Genetic and Breeding	Agricultural Assistant PB-3, 7,100 - 37,600 + G.P. 3,600

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										Physiology/Pharmacognosy, preferably relating to Medicinal and Aromatic Plants. Age should be not more than 35 years.	
14	Assistant Manager	8	1	PB-4 9,000 – 40,500	4,600		HCA	In charge of the Divisions of Plantation & works under the Manager to supervise day to day administration and technical activities. Disbursing of pay & wages to labourers and other staff. He has to look after the Plantation operation including management of labour problems.	(i) Either by direct recruitment; or (ii) By promotion from the posts of Horticultural Overseer and Agricultural Assistant	Qualification for direct Recruitment: (a) A degree in Agriculture of a recognized university with Botany or Horticulture as one of the subjects, a degree in science of a recognized university with Botany as one of the subject (Preference being given to a	i) Horticultural Overseer - PB-3, 7,100 - 37,600, G.P. 3900 ii) Agricultural Assistant PB-3, 7,100 - 37,600 + G.P. 3,600

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										person holding Honours degree in Science of a recognized university with Botany as one of the subject).	
15	Medical Officer	4	0	PB-4A 9,000 – 40,500	5,400		HCA	Overall management of hospital.	As existed in the Govt. Hospitals of Govt. of West Bengal		
16	Chief Chemist	2	0	PB-4A 15,600– 42,000	6,600		HCA	Overall management of the factory. Act as Drawing and Disbursing Officer, responsible for R&D work in the factory to increase production.	Direct through P.S.C. W.B. or promotion of Assistant Quinologist, Analytical Chemist, Process Control Chemist	Doctorate or 1 st Class Master's degree in Organic/Industrial/ Pharmaceutical Chemistry + 5 years experience in any Industrial concerns + Research Experience / not more than 40 years.	(Assistant Quinologist, Analytical Chemist, Process Control Chemist) PB-4A 9,000 – 40,500 +G.P. Rs. 5,400/-
17	Production Chemist	2	0	PB-4A 15,600– 42,000	5,400		HCA	Management of Diosgenin production/Emetine Production in the Emetine/Diosgenin Factory, responsible for R&D work in	By direct Recruitment (departmental candidates being eligible to apply). By promotion from the	i) A 2 nd Class M.Sc. degree in Bio-Chemistry/ Industrial Chemistry/	PB-4 9,000 – 40,500 + G.P. 4,700

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								the factory to increase production. Finally he is answerable to the Chief Chemist, Govt. Emetine/Diosgenin Factory.	posts of Chemist having at least two years' experience as such under the DCOMP, WB.	Pharmaceutical Chemistry/ Organic Chemistry/ Pharmacy of an Indian University with knowledge of Chemistry of Plant Products or equivalent qualification. ii) Two years Research cum Production experience.	
18	Process Control Chemist	1	0	PB-4A 15,600– 42,000	5,400		HCA	Management of Diosgenin/Emetine production in the Emetine/Diosgenin Factory, responsible for R&D work in the Factory to increase production. Finally he is answerable to the Chief Chemist, Govt. Emetine/Diosgenin Factory.	Direct through P.S.C. and Promotion of Chemist	M. Pharm/B. Pharm (with experience)	PB-4 9,000 – 40,500 + G.P. 4,700
19	Senior Analyst	1	0	PB-4 9,000 –	4,700		HCA	Analytical works in the	By direct Recruitment	Recruitment Rule	

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				40,500				Factories of the Directorate.		enclosed.	
20	Quinologist	1	0	PB-4A 15,600– 42,000	6,600		HCA	Overall Management of Quinine production in the Factory, acts as the drawing & disbursing officer, responsible for R&D work in the Factory to increase production. Finally he is answerable to the Director of Cinchona & Other Medicinal Plants.	Either by direct appointment or by promotion from the post of Assistant Quinologist.	A person appointed to the post of Quinologist shall hold an M.Sc. degree in Chemistry or M. Pharm in Pharmaceutical Chemistry (preference will be given to an applied Chemist or an Industrial Chemist) of an Indian University with a first class either in Master's degree or in the B.Sc. Honours degree (preference will be given to a person with a sound knowledge of Botany). Or Shall have experience in industrial concerns producing quinine or	

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										pharmaceutical drugs and research experience for a period of at least two years. Age shall be between 30 and 40 years.	
21	Asstt. Quinologist	3	0	PB-4A 15,600– 42,000	5,400		HCA	Supervision of technical work at the Quinine Factory at the direction of Quinologist and at the Laboratory, maintenance of manufacturing accounts	Recruitment of a person to the post of Assistant Quinologist shall be by direct recruitment.	A person appointed to the post of Assistant Quinologist shall hold an M.Sc. degree in Chemistry (an applied Chemist or pharmaceutical chemist or M. Pharm or B.Tech (with Chemistry as the major subject or an Industrial Chemist will be preferred) of an Indian University, preferably with a first class either in Master's degree or in the B.Sc honour's	

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										degree (preference will be given to a person with a knowledge of Botany) or Shall hold an equivalent degree of a British or other recognized foreign university He shall have research experience for a period of at least one years. He shall not be more than 30 years of age.	
22	Chemist	2	0	PB-4 9,000 – 40,500	4,700		HCA	Research analysis of Cinchona and all sorts of medicinal and supervise the laboratory works.	By (Selection) Direct Recruitment.	A good degree in Pharmacy or a good Master's degree in Organic Chemistry Desirable Research Experience Age Between 25 and 35 years	
23	Analytical Chemist	1	0	PB-4A 15,600–	5,400		HCA	Analysis of Cinchona and Other Medicinal plants	Direct Recruitment	M.Sc. degree in Chemistry with	

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				42,000				products, so as to find the optimum condition for quick analysis to be utilized in the improvement of the Directorate.		physical chemistry as special subject preference being given to one having obtained a first class either in the B.Sc. Honours or M.Sc. examination. Age between: 25 to 35 years.	
24	Research Assistant	1	0	PB-4 9,000 – 40,500	4,700		HCA	Carryout the various Research work in the Research laboratory of the Directorate and to assist the immediate superior officer.			
25	Manager, Govt. Quinine Sales Depot	1	0	PB-4 9,000 – 40,500	4,400		HCA	Overall charges of the Quinine Sales Depot, Kolkata, supervision of work of subordinate officers and responsible for all the works.	By direct or by promotion from the post of Assistant Manager, Govt. Quinine Sales Depot, Kolkata.	Qualification for direct Recruitment: i) A degree with economics as one of the subjects ii) Adequate knowledge and experience in business, and administrative	PB-3, 7,100 - 37,600 + G.P. Rs. 3,600

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										experience. Preference will be give to a person having knowledge of accounts and Quinine Market. Age shall be between 30 and 40 years.	
	Total (Gr. A)	48									

ANNEXURE - 2

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26	Accountant	3		PB-3, 7,100 - 37,600	3,600		HCA	Preparation of various report related to accounts and maintenance of record.	Direct Recruitment		
27	Agriculture Assistant	2		PB-3, 7,100 - 37,600	3,600		HCA	Research work on cultivation of medicinal plants and supervision of research plots and pilot scale cultivation.	By direct Recruitment	Degree or Diploma in Agriculture of a recognized university. Or Degree in Science of a recognized university with Botany as one of the subject. Age: Not more than 30 years.	
28	Assistant Manager, Sales Depot	1		PB-3, 7,100 - 37,600	3,600		HCA	To help the Manager in administrative matters and to supervise the work relating to sales of Quinine and other medicinal herbs and products.	By direct Recruitment OR by promotion from the post of Head Clerk of the office of the Director of Cinchona and Other Medicinal Plants, WB.	Qualification for direct Recruitment: A person shall possess and Degree with Economics as on the subjects or a degree in Commerce of recognized university. Preference will be given to a person having knowledge and experience in business and administrative experience. Age should be between 25 and 30	

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				Scale of Pay	Grade Pay						
										years.	
29	Head Clerk cum-Cashier	8		PB-3, 7,100 - 37,600	3,900		HCA	He is the ministerial head of the office, supervises the work of other clerks under him and also deals with intricate correspondence work. Responsible for the efficiency and management of the office. Incharge of the cash and maintenance of cash account.	By promotion from amongst the eligible UDC/Assistant who have rendered minimum 5 (five) years of continuous satisfactory service in the DCOMP, WB.	-	UDC, PB-3, 7,100 - 37,600 + G.P. Rs. 3,600
30	Head Clerk	2		PB-3, 7,100 - 37,600	3,900		HCA	He is the ministerial head of the office, supervises the work of other clerks under him and also deals with intricate correspondence work. Responsible for the efficiency and management of the office	By promotion		UDC, PB-3, 7,100 - 37,600 + G.P. Rs. 3,600
31	Horticulture Overseers	6		PB-3, 7,100 - 37,600	3,900		HCA	In charge of the overall management of divisions of Plantations, arrangement of distribution of divisional works to workers, keeping progress of workers, keeping accounts	By Direct Recruitment	M.Sc. degree or equivalent qualification in Horticulture of a recognized University or Institute. Or a	

Sl. No.	Designation of Post	No. of Sanctioned Posts	No. of Persons in position	Scale of Pay with Grade Pay, if any, (Rs.)		Special Allowance, if any	Other Allowance	Duties and Responsibilities	Method of Recruitment (Direct/ Promotion/ Other methods)	Essential Recruitment qualification/ experience with age limit for each type of recruitment (copies of recruitment rules, if any, to be furnished)	Designation(s) of feeder post(s) with scale(s) of pay from which promotion is made
				Scale of Pay	Grade Pay						
								of financial involvements of these works, in charge of general welfare of the workers of the Plantations, health, education, ration etc.		degree in Agriculture or B.Sc. degree of a recognized university with Botany as one of the subject. Age: Not more than 30 years.	
32	PHN	2		PB-3, 7,100 - 37,600	3,600		HCA	Look after the day to day activities of the hospital and also to help the concerned ANM in the nursing the patients.	By Direct Recruitment.	As in the H&FW, Govt. of West Bengal.	
33	Nepali Translator	1		PB-3, 7,100 - 37,600	3,200		HCA	Carry out the translation work and to attend the other office work.	Direct Recruitment	Degree from any recognized university.	
34	Shift Operator	2		PB-3, 7,100 - 37,600	3,600		HCA	To supervise the Factory operation of the Govt. Disogenin and Downstream Factory, Rongo.	By Direct Recruitment or By promotion from the post of (a) Lab. Asstt. or equivalent post with atleast three year's experience or (b) By Foreman or equivalent post with atleast five year's experience.	Qualification for Direct Recruitment: At least Higher Secondary in Science with Chemistry as one of the subjects. Age for Direct Recruitment: from 18 to 35 years.	Lab. Assistant PB2, 25,400 - 25,200 + G.P. 2,600

Sl. No.	Designation of Post	No. of Sanctioned Posts	No. of Persons in position	Scale of Pay with Grade Pay, if any, (Rs.)		Special Allowance, if any	Other Allowance	Duties and Responsibilities	Method of Recruitment (Direct/ Promotion/ Other methods)	Essential Recruitment qualification/ experience with age limit for each type of recruitment (copies of recruitment rules, if any, to be furnished)	Designation(s) of feeder post(s) with scale(s) of pay from which promotion is made
				Scale of Pay	Grade Pay						
35	Shift Supervisor	1		PB-3, 7,100 - 37,600	3,600		HCA	To supervise the Factory operation of the Govt. Disogenin and Downstream Factory, Rongo.	Direct Recruitment or By promotion from the post of Shift Operator who has served in the Directorate of Cinchona and Other Medicinal Plants, West Bengal, satisfactorily for at least three years or by Lab. Assistant who has served in the Directorate satisfactorily for atleast five years.	At least a Bachelor's Degree in Science with Chemistry as one of the subjects. Age for direct Recruitment: From 21 years to 35 years.	Shift Operator PB-3, 7,100 - 37,600 + G.P. 3,600 Lab. Assistant PB2, 25,400 - 25,200 + G.P. 2,600
36	Special Officer, Food Grains	1		PB-3, 7,100 - 37,600	3,600	-	HCA	To supervise the supply of foodgrain to concerned labour of the Directorate and to attend to other office work.	By promotion of UDC.	-	UDC, PB-3, 7,100 - 37,600 + G.P. Rs. 3,600
37	Stenographer	2		PB-3, 7,100 - 37,600	3,600	-	HCA	Stenography	Direct Recruitment	-	
38	U.D. Clerk	37		PB-3, 7,100 - 37,600	3,600	-	HCA	To supervise all office work and the maintenance of all office records.	By promotion of LDC	-	PB2, 25,400 - 25,200 + G.P. 2,600
	Total (Gr. B)	68									
39	Accountant cum Typist	1		PB2, 25,400 - 25,200	2,600		HCA	To assist the Accountant and undertake normal office work.	By Direct Recruitment	Class XII.	

Sl. No.	Designation of Post	No. of Sanctioned Posts	No. of Persons in position	Scale of Pay with Grade Pay, if any, (Rs.)		Special Allowance, if any	Other Allowance	Duties and Responsibilities	Method of Recruitment (Direct/ Promotion/ Other methods)	Essential Recruitment qualification/ experience with age limit for each type of recruitment (copies of recruitment rules, if any, to be furnished)	Designation(s) of feeder post(s) with scale(s) of pay from which promotion is made
				Scale of Pay	Grade Pay						
40	ANM	11		PB2, 25,400 - 25,200	2,600		HCA	Nursing of patients in the hospital and help the Doctors in smooth operation of hospitals.	In concurrence to the recruitment in the Govt. Hospitals.	In concurrence to the recruitment in the Govt. Hospitals.	
41	Assistant Planter	2		PB2, 25,400 - 25,200	2,300		HCA	To supervise inter-divisional field works, guide the Gangman and field supervisors to expedite the plantation works judiciously and efficiently and co-ordinate inter-division relation.	By promotion from the post of Head Mali, Gangman or having and equivalent scale of pay PB2, 25,400 - 25,200 + G.P. 2,300	-	Head Mali, PB2, 25,400 - 25,200 + G.P. 2,300
42	Assistant Foreman	1		PB2, 25,400 - 25,200	2,100		HCA	To assist the superiors in the operation of the factories.	By promotion from the post of Chargeman and Process Helper.	-	Chargeman and Process Helper -PB2, 25,400 - 25,200 + G.P. Rs. 1,900
43	Blacksmith	25		PB2, 25,400 - 25,200	2,100		HCA	Work in the concerned workshop/trade	By promotion of Group Staff, if any, in the concerned trade on seniority cum merit basis. OR By Direct recruitment of daily rated worker, male, of	Class VIII.	-

Sl. No.	Designation of Post	No. of Sanctioned Posts	No. of Persons in position	Scale of Pay with Grade Pay, if any, (Rs.)		Special Allowance, if any	Other Allowance	Duties and Responsibilities	Method of Recruitment (Direct/ Promotion/ Other methods)	Essential Recruitment qualification/ experience with age limit for each type of recruitment (copies of recruitment rules, if any, to be furnished)	Designation(s) of feeder post(s) with scale(s) of pay from which promotion is made
				Scale of Pay	Grade Pay						
									the Directorate through written and oral or practical interview.		
44	Boiler Attendant	7		PB2, 25,400 - 25,200	2,100		HCA	To attend the Boiler operation of the Factories.	By promotion of Group Staff, if any, in the concerned trade on seniority cum merit basis.		PB-1, 4,900 - 16,200 + G.P. 1,700
45	Carpenter	42		PB2, 25,400 - 25,200	2,100		HCA	Work in the concerned workshop/trade	By promotion of Group Staff, if any, in the concerned trade on seniority cum merit basis. OR By Direct recruitment of daily rated worker, male, of the Directorate through written and oral or practical interview.		
46	Chaprasi	85		PB2, 25,400 - 25,200	1,900		HCA	To assist the Ministerial Staff in office work. OR To undertake plantation work including labour management as per direction of the immediate superior officer.	By promotion of Daffadar (Office Helper and Technical)/Mali (Field) on seniority and merit basis.		PB-1, 4,900 - 16,200 + G.P. 1,700

Sl. No.	Designation of Post	No. of Sanctioned Posts	No. of Persons in position	Scale of Pay with Grade Pay, if any, (Rs.)		Special Allowance, if any	Other Allowance	Duties and Responsibilities	Method of Recruitment (Direct/ Promotion/ Other methods)	Essential Recruitment qualification/ experience with age limit for each type of recruitment (copies of recruitment rules, if any, to be furnished)	Designation(s) of feeder post(s) with scale(s) of pay from which promotion is made
				Scale of Pay	Grade Pay						
								OR To assist senior staff members/officers while carrying out other works including security of the Plantation property as per direction. OR To supervise the field works and be in charge of the immediate subordinate staff and the labour at the work site. Assist the Gangman			
47	Chargeman	9		PB2, 25,400 - 25,200	1,900		HCA	To assist the superiors in the operation of factory.	By promotion on seniority cum merit basis of adequately qualified Adult Worker, if any, attached to the Govt. Quinine/Emetine/Diosgenin and Downstream Factory.		PB-1, 4,900 - 16,200 + G.P. Rs. 1,700
48	Compounder	7		PB2, 25,400 - 25,200	2,300		HCA	To assist the Medical Officer in the smooth operation of the hospitals and oversee hospitals activities in absence	By Direct Recruitment.	Recruitment Rule of Pharmacist of Department of H&FW, Govt. of West	

Sl. No.	Designation of Post	No. of Sanctioned Posts	No. of Persons in position	Scale of Pay with Grade Pay, if any, (Rs.)		Special Allowance, if any	Other Allowance	Duties and Responsibilities	Method of Recruitment (Direct/ Promotion/ Other methods)	Essential Recruitment qualification/ experience with age limit for each type of recruitment (copies of recruitment rules, if any, to be furnished)	Designation(s) of feeder post(s) with scale(s) of pay from which promotion is made
				Scale of Pay	Grade Pay						
								of Medical officer.		Bengal is followed in this regard.	
49	Electrician	2		PB2, 25,400 - 25,200	2,300		HCA	Management of electricity in Factories and other office of the Directorate.	By Direct Recruitment.	Higher Secondary and holding ITI certificate in the particular trade.	
50	Fieldman	4		PB2, 25,400 - 25,200	2,300		HCA	To supervise inter-divisional field works, guide the Gangman and field supervisors to expedite the plantation works judiciously and efficiently and co-ordinate inter-division relation.	By promotion of Gangman on seniority cum merit basis.		PB2, 25,400 - 25,200 + G.P. 2,100
51	Foreman	9		PB2, 25,400 - 25,200	2,300		HCA	Overall supervision of Factory, equipments, maintenance and management of technical personal.	By promotion on seniority cum merit basis of Asstt. Foreman.		Asstt. Foreman PB2, 25,400 - 25,200 + G.P. 2,100
52	Gangman	15		PB2, 25,400 - 25,200	2,100		HCA	To be the overall in charge of the muster of respective Division, to judiciously deploy labour and subordinate supervisory staff, visit	By promotion of Chaprasi (technical) seniority cum merit basis.		Chaprasi PB-1, 4,900 - 16,200 + G.P. 1,700

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				Scale of Pay	Grade Pay						
								different work sites and check quality and quantity of works in progress, prepare daily reports of labour deployment, plantation returns and act as bridge between the field and the Divisional office.			
53	Head Carpenter	2		PB2, 25,400 - 25,200	2,300		HCA	Supervise and work in the concerned trade	By promotion on seniority-cum-merit basis of personnel in concerned trade.		PB2, 25,400 - 25,200 + G.P. 2,100
54	Head Mason	2		PB2, 25,400 - 25,200	2,300			-do-	-do-		PB2, 25,400 - 25,200 + G.P. 2,100
55	Head Gangman	4		PB2, 25,400 - 25,200	2,300		HCA	To supervise inter-divisional field works, guide the Gangman and field supervisors to expedite the plantation works judiciously and efficiently and co-ordinate inter-division relation.	By promotion of Gangman on seniority cum merit basis.		PB2, 25,400 - 25,200 + G.P. 2,100
56	Head Mali	2		PB2, 25,400 -	2,300		HCA	To be the overall in charge of	By promotion of		PB2, 25,400 -

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				Scale of Pay	Grade Pay						
				25,200				the muster of respective Division, to judiciously deploy labour and subordinate supervisory staff, visit different work sites and check quality and quantity of works in progress, prepare daily reports of labour deployment, plantation returns and act as bridge between the field and the Divisional office.	Chaprasa/Mali on seniority cum merit basis.		25,200 + G.P. 1,900
57	Havildar	2		PB2, 25,400 - 25,200	1,900		HCA	To be the overall supervisor of the security system and lead the contingent of subordinate staff	By promotion of Naik on seniority cum merit basis.		PB-1, 4,900 - 16,200 + G.P. 1,800
58	Junior Clerk	19		PB2, 25,400 - 25,200	2,600		HCA	To attend office works, particularly of the Divisions and supervise the office works of the Divisional office and assist the superiors.	By promotion of Chaprasa in seniority cum merit basis.		PB2, 25,400 - 25,200 + G.P. 1,900
59	Laboratory Assistant	7		PB2, 25,400 - 25,200	2,600		HCA	Work in the Factory/Research laboratory	By promotion on seniority cum merit basis of Lab. Attendant		PB2, 25,400 - 25,200 + G.P. Rs. 2,300

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				Scale of Pay	Grade Pay						
									or Chargeman/Foreman attached to Govt. Quinine/Emetine/Diosgenin and Downstream Factory, if adequately qualified.		
60	L.D. Clerk	40		PB2, 25,400 - 25,200	2,600		HCA	To attend office works	By promotion of Junior Clerk, Salesman on seniority cum merit basis.		PB2, 25,400 - 25,200 + G.P. Rs. 2,600
61	Lady Health Visitor (LHV)	4		PB2, 25,400 - 25,200	2,300		HCA	Look after the day to day activities of the hospital and also to help the concerned ANM in the nursing the patients.	By Direct Recruitment	As in the H&FW Department, Govt. of West Bengal	
62	Mason	19		PB2, 25,400 - 25,200	2,100		HCA	Work in the concerned workshop/trade	By selection from amongst the daily rated labour of Directorate of Cinchona & Other medicinal Plants, who have satisfactorily served for atleast 10 years in the relevant field.	Should be able to read and write in Nepali/Bengali.	
63	Motor	2		PB2, 25,400 -	2,100		HCA	Maintain service and attend	By promotion of Motor		PB-1, 4,900 -

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				Scale of Pay	Grade Pay						
	Mechanic			25,200				normal and minor repairs of the Department vehicle. Maintain service and attend normal and minor repairs of the Department vehicle.	Khalasi/Stretcher bearer –cum- Cleaner on seniority cum merit basis.		16,200 + G.P. 1,700
64	Motor Driver, Gr-I	17		PB2, 25,400 - 25,200	2,600		HCA	To drive the assigned Department vehicle and maintain the same.	By Direct Recruitment or by promotion from the post of Motor Khalasi/Stretcher bearer cum cleaner on seniority cum merit basis.		PB-1, 4,900 - 16,200 + G.P. 1,700
65	Process Helper	6		PB2, 25,400 - 25,200	1,900		HCA	To assist the superior in Factory Operation of Govt. Diosgenin and Downstream Factory, Gairibas.	By Direct Recruitment By selection from amongst daily wage workers contingent and regular contingent menials and Peons of Diosgenin Factory or Downstream Factory who served for at least five years.	Passed atleast Class VIII. Age for Direct Recruitment: from 18 years to 35 years.	
66	Record Supplier	1		PB2, 25,400 - 25,200	1,900		HCA	To compile the record of sales of Quinine in the Govt. Quinine Sales Depot Office.	By Direct Recruitment By selection from amongst daily wage labourers of this	Class VIII	

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				Scale of Pay	Grade Pay						
									Directorate who served for at least five years.		
67	Salesman	4		PB2, 25,400 - 25,200	2,600		HCA	To attend office works, particularly of the Divisions and supervise the office works of the Divisional office and assist the superiors.	By promotion of Storeman and Chaprasi on seniority cum merit basis.		PB2, 25,400 - 25,200 + G.P. Rs. 2,100
68	Storeman	8		PB2, 25,400 - 25,200	2,100		HCA	To maintain & keep up to date records of the stores and materials and assist the superiors in office works.	By promotion of Chaprasi on seniority cum merit basis		PB2, 25,400 - 25,200 + G.P. Rs. 1,900
69	Surveyor (Gr. C)	4		PB2, 25,400 - 25,200	2,600		HCA	Survey of the plantation area of the Directorate measurement of plantation crops, preparation of Area Statement. Demarcation of land, distribution of khet land.	As in the Land and Land Reform Department of Govt. of West Bengal.	As in the Land and Land Reform Department of Govt. of West Bengal.	
70	Trained Dhai	4		PB2, 25,400 - 25,200	2,600		HCA	To assist the immediate Nursing staff/Medical Officer in taking care and nursing of the patients and any other works in the Hospital as per direction of the immediate superior officer.			

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				Scale of Pay	Grade Pay						
71	Typist	3		PB2, 25,400 - 25,200	2,600		HCA	Normal office work and typing.	By Direct recruitment.		
72	Typist cum Store Clerk	1		PB2, 25,400 - 25,200	2,600		HCA	Normal office work and typing.	By Direct Recruitment.		
	Total (Gr. C)	371									
	Adult worker	295		PB-1, 4,900 - 16,200	1,700		HCA	To render security to Plantation properties, escort Officers during their field visits, maintain minor law and order, patrol the boundaries /areas assigned during day or night, as the case may be. Or To attend office works as immediate assistant to the ministerial staff.	By selection from amongst the daily rated labour of Directorate of Cinchona & Other medicinal Plants, who have satisfactorily served for atleast 10 years in the relevant field.	Should be able to read and write in Nepali/Bengali.	
2	Chowkidar	73		PB-1, 4,900 - 16,200	1,700		HCA	-do-	-do-	-do-	
	Watchman	27		PB-1, 4,900 - 16,200	1,700		HCA	-do-	-do-	-do-	
	Ayah	13		PB-1, 4,900 - 16,200	1,700		HCA	To assist the Nursing Staff/Medical Officer of the Plantation hospital and other works connected to nursing as per direction of the Medical	-do-	-do-	

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				Scale of Pay	Grade Pay						
								Officer.			
	Cleaner	2		PB-1, 4,900 - 16,200	1,700		HCA	To maintain the cleanness of the office.	-do-	-do-	
	Cook	4		PB-1, 4,900 - 16,200	1,700		HCA	To cook and serve food, as prescribed by the Diet keeper, to the patients, maintain kitchen hygiene etc.	-do-	-do-	
	Daffadar	226		PB-1, 4,900 - 16,200	1,800		HCA	To attend office works and to assist the Ministerial staff.	-do-	-do-	
	Dakwala	13		PB-1, 4,900 - 16,200	1,800		HCA	To run on errands to out station offices, collect/deliver files (letters), attend assigned post office works.	-do-	-do-	
	Darwan	2		PB-1, 4,900 - 16,200	1,700		HCA	To run on errands within Local station, Collets & Deliver files, stationeries etc.	By Direct Recruitment	Must be able to read and write in Bengali/Nepali and English. Age between 18 and 35 years.	
	Diet Keeper	2		PB-1, 4,900 - 16,200	1,700		HCA	To prepare diet chart depending upon type of patient and issue dietary items accordingly to the cooking	By selection from amongst the daily rated labour of Directorate of Cinchona & Other medicinal Plants, who	Should be able to read and write in Nepali/Bengali.	

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				Scale of Pay	Grade Pay						
								section, to inspect the quality/quantity of food served to the patient, ensure hygiene of kitchen etc. under the direction of the concerned officer.	have satisfactorily served for atleast 10 years in the relevant field.		
	Duftry	2		PB-1, 4,900 - 16,200	1,800		HCA	Normal office work.	-do-	-do-	
	Guard	2		PB-1, 4,900 - 16,200	1,700		HCA	To render security to Plantation properties, escort Officers during their field visits, maintain minor law and order, patrol the boundaries /areas assigned during day or night, as the case may	-do-	-do-	
	Head Guard	3		PB-1, 4,900 - 16,200	1,800		HCA	To head and lead the team of Security Guards, organize patrolling strategy etc.	By promotion of Guard in seniority cum merit basis.		Guard PB-1, 4,900 - 16,200 + G.P. Rs. 1,700
	Laboratory Attendant	1		PB-1, 4,900 - 16,200	1,800		HCA	To attend the laboratory works and assist the superiors.	By promotion of Adult Worker of Research Section of the Directorate of Cinchona & Other Medicinal Plants.		Adult Worker, PB-1, 4,900 - 16,200 + G.P. Rs. 1,700

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				Scale of Pay	Grade Pay						
	Mali	58		PB-1, 4,900 - 16,200	1,800		HCA	To raise medicinal/Aromatic / floriculture/ horticulture/ silviculture/ plants seedlings nurseries; and management thereof as per direction of the immediate superior officers.	By selection from amongst the daily rated labour of Directorate of Cinchona & Other medicinal Plants, who have satisfactorily served for atleast 10 years in the relevant field.	Should be able to read and write in Nepali/Bengali.	
	Mazdoor	3		PB-1, 4,900 - 16,200	1,700		HCA	Normal office work.	-do-	-do-	
	Mail Runner	1		PB-1, 4,900 - 16,200	1,800		HCA	To run on errands to out station offices, collect/deliver files (letters), attend assigned post office works.	-do-	-do-	
	Motor Cleaner	1		PB-1, 4,900 - 16,200	1,700		HCA	Work in the departmental/ambulance vehicle	-do-	-do-	
	Motor Khalasi	1		PB-1, 4,900 - 16,200	1,700		HCA	Work in the departmental/ambulance vehicle.	-do-	-do-	
	Naik	1		PB-1, 4,900 - 16,200	1,800		HCA	To head and lead the team of Security Guards, organize patrolling strategy etc.	By promotion of Chowkidar/Watchman on seniority cum merit basis.	-do-	Watchman PB-1, 4,900 - 16,200 + G.P. 1,700

Sl. No.	Designation of Post	No. of Sanctioned Posts	No. of Persons in position	Scale of Pay with Grade Pay, if any, (Rs.)		Special Allowance, if any	Other Allowance	Duties and Responsibilities	Method of Recruitment (Direct/ Promotion/ Other methods)	Essential Recruitment qualification/ experience with age limit for each type of recruitment (copies of recruitment rules, if any, to be furnished)	Designation(s) of feeder post(s) with scale(s) of pay from which promotion is made
				Scale of Pay	Grade Pay						
	Orderly	10		PB-1, 4,900 - 16,200	1,700		HCA	To run on errands within Local station, Collets & Deliver files, stationeries etc.	By selection from amongst the daily rated labour of Directorate of Cinchona & Other medicinal Plants, who have satisfactorily served for atleast 10 years in the relevant field.	Should be able to read and write in Nepali/Bengali.	
	Orderly/Peon	1		PB-1, 4,900 - 16,200	1,700		HCA	To run on errands within Local station, Collets & Deliver files, stationeries etc.	-do-	-do-	
	Packer	4		PB-1, 4,900 - 16,200	1,800			Packing of Cinchona bark in the Govt. Quinine Sales Depot, Kolkata.	-do-	-do-	
	Peon	12		PB-1, 4,900 - 16,200	1,700		HCA	To run on errands within Local station, Collets & Deliver files, stationeries etc.	-do-	-do-	
	Sweeper	9		PB-1, 4,900 - 16,200	1,700		HCA	To maintain cleanliness of the area/premises assigned.	-do-	-do-	
	Stretcher-bearer-cum-cleaner	4		PB-1, 4,900 - 16,200	1,700		HCA	Work in the departmental/ambulance vehicle.	-do-	-do-	
	Syce	15		PB-1, 4,900 - 16,200	1,800		HCA	General upkeep of the Horse	-do-	-do-	

Sl. No.	Designation of Post	No. of Sanctioned Posts	No. of Persons in position	Scale of Pay with Grade Pay, if any, (Rs.)		Special Allowance, if any	Other Allowance	Duties and Responsibilities	Method of Recruitment (Direct/ Promotion/ Other methods)	Essential Recruitment qualification/ experience with age limit for each type of recruitment (copies of recruitment rules, if any, to be furnished)	Designation(s) of feeder post(s) with scale(s) of pay from which promotion is made
				Scale of Pay	Grade Pay						
								and the stable. He will accompany the officer riding the horse during plantation supervision.			
	Total (Gr. D)	785									
	Grand Total	1272									