

**File No.ADM/APP/MRT-SAT/2018-19**  
**SPICES BOARD**  
(Ministry of Commerce & Industry, Govt. of India)  
“Sugandha Bhavan” N.H. By Pass, Palarivattom.P.O,  
Cochin – 682025, Kerala, India  
( Phone: 91-484-2333610 – 616)  
[www.indianspices.com](http://www.indianspices.com)

**SELECTION OF TRAINEES FOR MARKET RESEARCH AND STATISTICAL ANALYSIS**

**Ref: Notification dated 27.07.2021 and Corrigendum No.ADM/APP/MRT-SAT/2018-19 dated 10.08.2021 (copy attached below).**

.....

In continuation to the notification dated 27.07.2021 and Corrigendum dated 10.08.2021, regarding selection of Trainees for Market Research and Statistical Analysis, it is to inform that eligible candidates may submit their application in online using the following link. The written test will be conducted online. List of shortlisted/ eligible candidates will be published in Board’s website. The date and time of online test will be published in Board’s website.

Sl. No.	Type of Trainee	Link for submitting application
1.	<b>MARKET RESEARCH TRAINEE</b>	<a href="https://docs.google.com/forms/d/e/1FAIpQLScgVG6WD0oZh2rBKyx7eFARlhzQu1GKZptJHpIM-8AOkKHA/viewform?usp=sf_link">https://docs.google.com/forms/d/e/1FAIpQLScgVG6WD0oZh2rBKyx7eFARlhzQu1GKZptJHpIM-8AOkKHA/viewform?usp=sf_link</a>
2.	<b>STATISTICAL ANALYSIS TRAINEE</b>	<a href="https://docs.google.com/forms/d/e/1FAIpQLSebexcCzz5dmtOsRvYLMTe2PhbOZwdR3HACmO3F2IqdOiiEhQ/viewform?usp=sf_link">https://docs.google.com/forms/d/e/1FAIpQLSebexcCzz5dmtOsRvYLMTe2PhbOZwdR3HACmO3F2IqdOiiEhQ/viewform?usp=sf_link</a>

The last date for submission of application in online is 21.10.2021

**Instructions to candidates :**

1. Validity of rank list will be for one year. The number of trainee shown is provisional and such requirements will be filled from the rank list.
2. Candidates shall upload all the necessary documents in respect of age and qualifications at the time of online application. verification of the uploaded documents will be done and candidates will be shortlisted for the test.
3. Age, Experience and all other prescribed qualifications will be counted as on the last date of submission of application.
4. The Spices Board reserves its right to re-schedule the date and time at any stage of the selection process.
5. Secretary, Spices Board reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
6. Candidates are advised to check opportunities/notices in Board’s website [www.indianspices.com](http://www.indianspices.com) for updates and not to rely on information from third party websites.
7. The selected candidate shall execute an agreement in stamp paper worth Rs.200/-

Kochi-25  
13.08.2021

DIRECTOR(ADMIN)  
SPICES BOARD

Hindi version follows

**SPICES BOARD**  
**(Ministry of Commerce & Industry, Govt. of India)**  
**“Sugandha Bhavan” N.H.By Pass, Palarivattom.P.O, Cochin – 682025, Kerala, India**  
**( Phone: 91-484-2333610 – 616)**  
[www.indianspices.com](http://www.indianspices.com)

**WALK IN TEST FOR SELECTION OF TRAINEES FOR MARKET RESEARCH AND STATISTICAL ANALYSIS**

<b>1. Market Research Trainee</b>	Two (2) Nos.
<b>Category</b>	General
<b>Stipend</b>	Rs.20,000/- per month
<b>Method of selection</b>	Walk-in-test(objective type and/or descriptive type)
<b>Training Location</b>	Kochi, Kerala
<b>Age</b>	Not more than 30 years as on the date of walk-in- test
<b>Tenure of Training</b>	One year from the date of joining (extendable to one more year))
<b>Leave eligibility</b>	One day per month
<b>Qualification</b>	<p><b>Essential</b></p> <p>PG Degree in International Business/International Marketing/Foreign Trade/Agri. Business from a recognized university/reputed institution with 50 %marks.</p> <p style="text-align: center;">Or</p> <p>MBA with specialization in International Business/ International Marketing/ Foreign Trade/ Agri. Business from a recognized university/ reputed institution with 50% marks.</p> <p style="text-align: center;">Or</p> <p>Post Graduate Diploma in Business Management (PGDBM) – 2 years (Full time course) with specialization in International Business/ International Marketing/ Foreign Trade/ Agri. Business from a recognized university/ reputed institution with 50% marks.</p>
<b>Skills and competencies required</b>	Sound knowledge of International Business procedures and practices, Ability to carry-out trade policy-oriented research, Strong mathematical and analytical skills, Computer skills: Use Excel functions to organize and analyze data, Create charts,graphs and presentations, Good written and spoken communication skills in English; Good observation, investigation, judgment and decision making skills, Ability to understand technical and complex information, Self-starter with the ability to strategically plan own works, Good net worker with the ability to maintain a positive and fruitful dialogue and ability to maintain a positive and fruitful dialogue and relationship with Exporter and trade related organizations; Excellent inter-personal skills, ability to work as part of a team.

268168/2021/ADMINISTRATION

<b>2. Statistical Analysis Trainee</b>	One (1) No.
<b>Category</b>	General
<b>Stipend</b>	Rs.20,000/- per month
<b>Training Location</b>	Kochi, Kerala
<b>Method of selection</b>	Walk-in-test(objective type and/or descriptive type)
<b>Age</b>	Not more than 30 years as on the date of walk-in- test
<b>Tenure of Training</b>	One year from the date of joining (extendable to one more year))
<b>Leave eligibility</b>	One day per month
<b>Qualification</b>	<b>Essential</b>  M.Sc in Statistics/Agricultural Statistics from a recognized institution or University with 60% marks.
Skills and competencies required	Strong mathematical and analytical skills, Proficiency in statistical data analysis with SPSS/SAS/STATA or R programming in addition to excellent computer skills and proficiency in Microsoft Office, specifically advanced Excel, PowerPoint, Word and database software; Ability to organize & analyze data, report, create data visualizations and presentations; Good written and spoken communication skills in English; Good observation, investigation, judgment and decision making skills; Self starter with the ability to strategically plan own work; Excellent interpersonal skills, ability to work alone or as part of a team;
<b>Venue, Date and time of Walk-in-test for Market Research and Statistical Analysis Trainee</b>	<b>Venue: Spices Board</b> (Ministry of Commerce & Industry, Govt. of India) “Sugandha Bhavan” N.H.By Pass, Palarivattom.P.O, <b>Kochi – 682025</b> , Kerala, India Ph: 0484 2333610
<b><u>Candidates who have not yet received their final PG degree need not appear for the walk-in-test</u></b>	<b>Date: 12<sup>th</sup> August, 2021,</b> <b>Time: 9.30 AM to 10.00 AM : Document Verification.</b>  The walk-in test for eligible candidates will be conducted thereafter on the same day.
<b>Instructions to candidates:</b>  Eligible candidate appearing for the test should fill-in and sign the form placed as Annexure I of this notice and bring along with all necessary documents given below:	
<ul style="list-style-type: none"> <li>o passport size color photograph,</li> <li>o original certificates for: <ul style="list-style-type: none"> <li>▪ Identity proof (Voter card, Aadhaar card etc.)</li> <li>▪ proof of age</li> <li>▪ proof of education and training</li> <li>▪ Caste Certificate</li> <li>▪ publications if any</li> </ul> </li> <li>o One set of attested photocopies of the above document stapled to the filled-in and</li> </ul>	

268168/2021/ADMINISTRATION

signed Annexure 1.

**The number of trainees indicated is provisional and may vary at the time of selection.**

**Date: 27<sup>th</sup> July, 2021**

**DIRECTOR(ADMIN.)**

Hindi version follows.

**Annexure – 1**

Format to be filled up by eligible candidates  
appearing for **walk-in test** for selection of  
**Market Research Trainee / Statistical Analysis Trainee**  
**in Spices Board**

One set of self attested and signed photocopies of each of the eligibility criteria should be attached to this filled-in format. Original documents for each of the eligibility criteria submitted below should be available for verification, failing which, the candidate will not be allowed to attend the walk-in-test.

Affix recent  
passport-size  
colour photograph here

1. Name of the Trainee post :

2. Full Name :

3. Full Address, with  
contact number and  
e-mail :

4. Id card (Name and no. of  
document submitted) :

5. Eligibility Details:

	<b>Eligibility Criteria</b>	<b>Details</b>	<b>Documents</b>	<b>Verification (Office purpose only)</b>
a)	Date of Birth  Age	(Not more than 30 years as on the date of walk-in-test)  _____ Years	Proof of age ( name of document submitted)	
b)	Post Graduate Degree	Tick against the right one: M.Sc/MBA/2 year PG Diploma (Completed) in: <ul style="list-style-type: none"> <li>• International Business</li> <li>• International Marketing</li> <li>• Foreign Trade</li> <li>• International Trade</li> <li>• Agri Business</li> <li>• Statistics</li> <li>• Agricultural Statistics</li> </ul>	Year of passing:  % of Marks:  Name of university/Institute	

268168/2021/ADMINISTRATION

c)	Published papers / reports (if any)	Details of papers / reports published, with title, source and date (attach as a separate sheet if needed). If none, write 'Nil'	Attach copy of papers / reports (if none, write 'N/a'):	
6	Training on a) Data analysis & reporting b)Market Research c) MS Excel d) Trade Databases e)Communication	Details of previous training (if none, write 'Nil')	Attach copy of training certificate (if none, write 'N/a'):	
7	Any other relevant information you may wish to add, including training & experience in the relevant area	Write details (if none, write 'Nil')		

**Declaration**

I hereby declare that I have read the notification for selection of Market Research Trainee/Statistical Analysis Trainee and the details given above are / self attested documents submitted are correct.

Signature:

Name:

Date:

---



## SPICES BOARD

(Ministry of Commerce and Industry  
Government of India)  
Sugandha Bhavan  
N.H. By-pass  
P.B. No. 2277  
Palarivattom P.O.  
Cochin - 682 025, India

## स्पाइसेस बोर्ड

(वाणिज्य एवं उद्योग मंत्रालय,  
भारत सरकार)  
सुगन्ध भवन  
एन. एच. बाइपास  
पी. बी. नं. 2277  
पालारिवट्टम पी.ओ.  
कोचिन - 682 025, भारत

No. ADM/APP/MRT-SAT/2018-19

10<sup>th</sup> August, 2021

### CORRIGENDUM

**Sub: Selection of Trainees for Market Research and Statistical Analysis  
in Spices Board.**

**Ref: Notification dated 27<sup>th</sup> July, 2021**

The walk-in-test proposed to conduct at Spices Board, Sugandha Bhavan, Kochi on 12<sup>th</sup> August 2021 may be read as **Online test and the date for submission of application for online test and date of online test will be notified in due course .**

The candidates are also advised to regularly check Spices Board official website [www.indianspices.com](http://www.indianspices.com) for updates.

10.08.2021  
Kochi

DIRECTOR(ADMIN.)  
SPICES BOARD

Hindi version follows.