

SPICES BOARD
(Ministry of Commerce & Industry, Govt.of India)
Sugandha Bhavan, N.H. By Pass, P.B. No. 2277,
Palarivattom. P.O., Kochi – 682 025
Tele: 0484-2333610 to 616

SELECTION OF YOUNG PROFESSIONALS ON CONTRACT BASIS IN SPICES BOARD

Spices Board proposes to engage Young Professionals on contract basis for coordinating the activities of its Publicity Section. The Young Professionals will be deployed in the Spices Board, Head Office, Kochi as mentioned in the details given below. The engagement will be for an initial period of one year and extendable to two more years. The number of requirement for Young Professionals category wise, Eligibility criteria, Qualification, Skills, Experience, responsibilities of each category are given below :

I. Young Professional (Marketing)

1	No. of personnel required	One
2	Qualifications	MBA in Marketing
3	Mandatory Skills	Good command over English, strong marketing and interpersonal skills
4	Key Responsibilities	1. To coordinate the functioning and activities of the 3D virtual platform and other public relations & trade promotion activities taken up by Spices Board.
5.	Experience	One (1) year experience
6	Location	Kochi
7.	Emoluments	Rs.25,000/- per Month (Consolidated)
8.	Leave	8 Leave per year
9.	Age	Not exceeding 35 years (on 1 st August 2021)

II. Young Professional (Public Relations)

1	No. of personnel required	One
2	Qualifications	Postgraduate Degree/ Postgraduate Diploma in Mass Communication and Journalism / Public Relations
3	Mandatory Skills	Good Command over English and proven skills in managing social media handles. Proficiency in copy writing and editing.
4	Key Responsibilities	2. To coordinate the functioning and activities of the 3D virtual platform and other public relations & trade promotion activities taken up by Spices Board. 3.
5.	Experience	One (1) year experience
6	Location	Kochi
7.	Emoluments	Rs.25,000/- per Month (Consolidated)

8. Leave	8 Leave per year
9. Age	Not exceeding 35 years (on 1 st August 2021)

Method of selection	Written Test, Group Discussion and/or Interview
How to apply	Candidates may apply through the online link given below: https://forms.gle/dc3UTbYNzDpxpYwT9
Last date for submission of applications through online	01.10.2021
Date and time of written test, Group Discussion and /or Interview	Will be uploaded in Board's website www.indianspices.com

Instructions to candidates:

1. Eligible candidates who possess the above qualification & experience may submit their applications through the online link given above along with relevant documents in support of qualification and experience on or before 01st October, 2021.
2. Applications received shall be screened by a committee constituted by Spices Board for the same. Applications received shall be scrutinized and shortlisted in the light of the applicant's qualification and experience. Mere fulfillment of qualification shall not confer any right for shortlisted by Spices Board. Shortlisted candidates will be called for a written test, Group discussion and or interview.
3. Validity of rank list will be for one year.
4. Applications for which required supporting documents are not uploaded will not be considered.
5. The number shown against each position is provisional and may vary based on quantum of work and requirement for developing and maintaining new applications. Such requirements will be filled from the rank list.
6. Age, Experience and all other prescribed qualifications will be counted as on 1st August 2021.
7. The period of experience shall be counted after obtaining the prescribed qualification.
8. The engagement of candidates will be purely on contractual basis and under no circumstances are linked to regular appointments and cannot be regularized at any stage.
9. The Spices Board reserves its right to re-schedule the date and time at any stage of the selection process.
10. 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.
11. Candidates are advised to check opportunities/notices in Board's website www.indianspices.com for updates and not to rely on information from third party websites.
12. The selected candidate shall execute an agreement in stamp paper worth Rs.200/-

The Written Test, Group Discussion and/or Interview shall be conducted as per the COVID-19 protocol as per the guidelines of Ministry of Health & Family Welfare, Govt. of India

Date: 10th September, 2021
Kochi-25

**DIRECTOR (ADMIN.)
SPICES BOARD**

Hindi version follows