

**Notification No.3**

**(Application submission in hard copy only)**

**SPICES BOARD**

**(Ministry of Commerce & Industry, Govt.of India)**

**Sugandha Bhavan, N.H. By Pass, P.B. No.2277,**

**Palarivattom. P.O., COCHIN – 682025**

**web site : [www.indianspices.com](http://www.indianspices.com)**

Last date for receiving application Spices Board Head Office: 20<sup>th</sup> March 2014.

**Invites applications for the following posts:**

**1. Assistant Director (Marketing)**

Number of Post : 1 (One)

Category : S.T

Qualifications : a) Essential : 1. First Class Degree from a recognised University/Institution  
2. First Class Post Graduate Degree/ two year Post Graduate Diploma in Business Administration with specialisation in Marketing/Foreign Trade from a recognised University/Institution.

Place of Posting : Anywhere in India

Age : Not more than 30 years as on 01.01.2014  
Relaxation in upper age limit will be applicable as per rules.

Scale of Pay : PB-3: Rs.15600-39100 + GP Rs.5400

## **2. Computer Assistant**

Number of Post : 2 (Two)

Category : General

Qualifications :

**(a) Essential** : Degree in Computer Science/Computer Applications/Information Technology from a recognized University/Institution.

**(b) Desirable** : One year experience in computer/network maintenance, programming, IT services/ electronic data processing.

Place of Posting : Anywhere in India

Age : Not more than 30 years as on 01.01.2014 .

Scale of Pay : PB-1: Rs.5200 – 20200 + GP Rs.2800

## **3. Publicity Assistant**

Number of Post : 1 (One)

Category : General

Qualifications :

**(a) Essential** : 1. First Class Degree from a recognised University.

2. Post Graduate Degree or Diploma in  
Journalism / Communications / Public relations  
from a recognised University

3. Computer literate with knowledge  
of computer fundamentals and working  
knowledge in Windows/Linux operating  
system, word processing, electronic  
worksheet, e-mail etc.

**(b) Desirable** : Experience in Journalism/ Communication/  
Public relations

Place of Posting : Anywhere in India

Age : Not more than 30 years as on 01.01.2014 .

Scale of Pay : PB-1: Rs.5200-20200 + GP Rs.2800

#### **4. Senior Clerk**

Number of Post : 4 (Four)

Category : ST – 2, UR – 2

Qualifications : 1. First Class Degree from a recognised  
University  
2. Familiar with office productivity software  
like word processing, spreadsheet.

Place of Posting : Anywhere in India

Age : Not more than 30 years as on 01.01.2014  
Relaxation in upper age limit will be applicable as per rules.

Scale of Pay : PB-1: Rs.5200-20200 + GP Rs.2400

### **5. Junior Clerk**

Number of Post : 3 (Three)

Category : SC – 1, OBC – 2  
**(All the 3 posts are Reserved only for Physically challenged Persons in the mentioned categories.)**

Qualifications : 1. Degree from a recognized University  
2. Computer literate with knowledge of computer fundamentals and working knowledge in Windows/ Linux operating system, word processing, electronic worksheet, e-mail etc.

Place of Posting : Anywhere in India

Age : Not more than 30 years as on 01.01.2014  
Relaxation in upper age limit will be applicable as per rules.

Scale of Pay : PB-1: Rs.5200-20200 + GP Rs.1900

## **6. Agriculture Demonstrator**

Number of Post	: 21 (Twenty one)
Category	: ST -3, SC – 4, OBC – 8, Gen-6
Qualifications	: Degree in Agriculture/Horticulture/Botany from a recognized University with 1 <sup>st</sup> Class (60%) or minimum 6 OGPA out of 10.
Place of Posting	: Anywhere in India
Age	: Not more than 30 years as on 01.01.2014 Relaxation in upper age limit will be applicable for SC/ST/OBC candidates as per rules.
Scale of Pay	: PB-1: Rs.5200-20200 + GP Rs.1900

## **7. Scientist B (Microbiology)**

Number of Post	: 1 (One)
Category	: General
Qualifications : a) Essential	: Post Graduate Degree in Microbiology/ General Microbiology/Food Microbiology or Applied Microbiology from a recognized University with minimum 7 OGPA out of 10 or 70% marks.

b) Desirable : Doctorate Degree in Microbiology in any of the above discipline  
OR  
Three years' research experience in the field of quality control of agricultural products.

Place of Posting : Anywhere in India

Age : Not more than 35 years as on 01.01.2014

Scale of Pay : PB-3: Rs.15600-39100 + GP Rs.5400

### **8. Scientist B (Plant Breeding)**

Number of Post : 1 (One)

Category : General

Qualifications : a) Essential : 1. Post Graduate Degree in Agriculture/  
Horticulture with specialisation in Plant Breeding or Post Graduate Degree in Botany with specialisation in Plant Breeding/  
Genetics/Taxonomy/Cytology/Plant physiology from a recognised university.  
2. Should have a 7 OGPA/10 or 70% marks in Post Graduation.

b) Desirable : Doctorate Degree in Plant Breeding  
OR  
Three years' research experience in the above area of specialisation with supporting certificates/documents.

Place of Posting : Anywhere in India

Age : Not more than 35 years as on 01.01.2014

Scale of Pay : PB-3: Rs.15600-39100 + GP Rs.5400

**Method of Selection** : Selection will be through Examinations and interviews. Examinations will be held in two phases (Phase - I – Objective Test Phase – II – Detailed test & interviews)

**Test centres**

Assistant Director (Mktg)	Guwahati, Itanagar, Imphal, Shillong, Aizwal, Kohima, Agartala
Computer Assistant	
Publicity Assistant	
Senior Clerk/ Junior Clerk	
Scientist B (Microbiology) Scientist B ( Plant Breeding)	Guwahati, Itanagar, Imphal, Shillong, Aizwal, Kohima, Agartala & Gangtok
Agriculture Demonstrator	Hubli, Madurai, Guwahati, Itanagar, Imphal, Shillong, Aizwal, Kohima, Agartala

**Application Fee and Mode of Remittance** : Non-Refundable. Rs.350/- for SC, ST candidates and Rs.700/- for others.  
Application fee has to be remitted only through Demand Draft

**Information to the candidates**

- Prescribed form for submission of application is available in Board's Website: <http://www.indianspices.com/php/downloadForm.php>
- Application has to be submitted only in the prescribed format in hard copy. Candidates may please note that there is no online submission of application for this particular vacancy notification. Application submission through E-mail or any other mode will not be accepted.
- Eligible candidates may apply along with Demand Draft and copy of caste certificate (wherever applicable) to the Secretary, Spices Board, Sugandha Bhavan, Palarivattom P.O., Kochi – 682 025.
- Applications without supporting documents/Demand Draft or applications received after the prescribed date shall not be entertained.
- Before applying, candidates should ensure that they fulfill the eligibility criteria for the post. Applicants may check whether the post is un-reserved or reserved. If applying for posts against reserved vacancies then make sure that it is suitable for the category/ community the applicant belongs to. The Spices Board would call all the candidates who had applied for the post with the requisite fee for the written test and shall determine their eligibility only at the time of interview.
- Candidates applying for more than one post should submit separate application form for each post.
- Candidates are advised to keep their e-mail ID active for receiving communication namely call letters / interview advices etc.
- The centre for written test, once submitted, cannot be changed later and hence this has to be opted carefully.
- Allocation of test centres would be done at the discretion of the Spices Board, subject to availability of sufficient number of applicants opted for the respective test centre. The Spices Board, however reserves the right to cancel any of the Examination Centres if there are insufficient number of candidates.
- To prove Identity, Age, Address, Qualification, Experience, Community, Special category, etc., candidates have to produce original documents as and when called for.
- In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and / or that he/she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings is/are

detected even after appointment, his/her services are liable to be terminated

- Decisions of the Spices Board in all matters regarding eligibility, conduct of test, detailed test, interviews and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Board in this regard.
- Any legal proceedings in respect of any matter of claim or dispute arising out of this vacancy notification and/or an application, tests, interviews in response thereto can be instituted only in Kochi and courts at Kochi only shall have sole and exclusive jurisdiction to try any cause / dispute.
- Canvassing in any form will be a disqualification.
- The application fee(s) paid shall neither be refunded under any circumstances nor be held in reserve for any other application.
- The period of experience in a discipline/area of work, wherever prescribed, shall be counted after the date of acquiring the essential qualification prescribed for that post.
- Changes in date of submission of application (if any), date and venue of written test and result of written test/interview etc. will be published in Board's website [www.indianspices.com](http://www.indianspices.com). Candidates are advised to regularly check [www.indianspices.com](http://www.indianspices.com) for details and updates.
- Applicants employed in Government/Semi-Government Organizations should forward their applications through proper channel along with No Objection Certificate.
- The number of vacancies indicated against each category is provisional and may vary at the time of selection. Board reserves the right to shortlist applicants for interview.

**Cover to super-scribed as “Application for the post of .....**”

**Demand Draft has to be drawn in favour of the Secretary, Spices Board payable at Kochi.**

Place: Cochin – 25

Date: 19.02.14

SECRETARY