

Spices Board
(Ministry of Commerce & Industry, Govt. of India)
"Sugandha Bhavan", N.H. By Pass, Palarivattom P.O., Cochin 682025, Kerala
Phone : 91-484-2333610 – 616 Fax : 91-484-2334429, 2331429

Walk in Test/Interview for selection of “P R Trainees” in the Board

Spices Board India, the nodal organization for the development and world wide promotion of the spice industry, under the Ministry of Commerce and Industry, Govt of India has made formidable new thrust and added new directions to ensure long term growth of the industry on a long term basis. The Board is implementing various initiatives in spice industry for promotion and publicity aiming at sustainability, food safety and traceability.

The Board is aiming to train young graduates with a flair for writing and possessing public relations skills to be associated with these programmes as well as with the ventures of Spices Board with Codex Alimentarius Commission. Those selected will be trained for a period of two years in Spices Board and will have to travel places as and when necessary.

No. of Trainees required	: Two
Location in which required	: Spices Board, H.O., Kochi
Qualification: : Essential	: First Class Degree or 60% marks from a recognized University/Institution
Desirable	: Post Graduate degree with First Class or 60% in Communicative English, English Literature or Journalism / Public Relations with good command over English language with demonstrated writing skills
Age	: Not more than 30 years as on 01.10.2014.
Stipend	: Rs.15000/- per month.
Tenure	: Two years from the date of joining

Leave eligibility : One day per month
Date & time of interview : 30.10.2014 at 10.30 a m
Venue of Interview : Spices Board, Sugandha Bhavan,
N H By pass, Cochin - 25

On selection, the trainee shall execute an agreement in stamp paper (worth Rs.100/-) on the **terms and conditions, for which the Format is attached as Annexure 1.**

Eligible candidates may appear for the walk in test/interview with their resume, passport size photograph, original certificates (proof of age, education and experience and publications if any) and a set of attested photocopies of the same on the day of the walk-in-test/interview.

Date: 14.10.2014

SECRETARY

Format for executing agreement by ‘P R Trainee’:

I,(Name) aged ... years(S/o / D/o)
(Permanent Address) executed this agreement in favor of Spices Board.

Whereas I am also aware that my training at Spices Board does not in any way confer any right or claims for further employment at Spices Board.

Whereas I,.....(Name) agree to faithfully undergo training in the Publicity Department of the Board in.....(place) for a period of two years commencing from(Date of Joining) in the following terms and conditions:

1. Duration of the training is two years i.e. up to..... However, the initial period of training shall be up to(one year) and extension of the training for the remaining period shall be based on review of performance. The training shall stand terminated on completion of the tenure, without the need for a separate termination order.
2. The Trainee shall have to attend the office six days in a week from 09.00 am to 5.30pm at a stipend of Rs.15000/- per month.
3. If the Board is not satisfied with the performance of the Trainee, the Board reserves the right to terminate the training without any advance notice.
4. She/He shall not leave the Board during and/or in the middle of the training period. However, if she/he intends to do so, she/he shall give one month's notice/stipend to the Board. **However, training certificate will be issued only on completion of at least one year tenure of the training.**
5. The Trainee will be eligible for one day leave of absence per month during the period of training. For availing additional leave, pro-rata deduction will be made from the monthly stipend.
6. She/He has to undergo training under the control of Deputy Director (Pub) .
7. Her/His selection as ‘P R trainee’ is subject to meeting the eligibility criteria of Marks and production of Degree Certificate within two months or on announcement of results whichever is earlier. If she/he fails to do so, her/his training will be terminated. **Monthly stipend will be paid only after production of Certificate or Mark list.**
8. The trainee shall submit consolidated report on training received, once in three months as soft copy.

Signed and delivered by
Trainee Name & Address:
Signature :
Date :
In the presence of : 1.

2.