

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

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

[Exclusively for Scheduled Caste (SC) and Scheduled Tribe(ST) candidates]

(1)Market Research Trainee	Two (2) Nos.
Category	SC/ST
Stipend	Rs.18,000/- per month
Method of selection	Walk-in-test(objective type) followed by descriptive test and discussion
Training Location	Kochi , Kerala
Age	Not more than 30 years as on the date of walk-in- test
Tenure of Training	One year from the date of joining (extendable upto two years)
Leave eligibility	One day per month
Qualification	Essential Post Graduate Degree/MBA or 2 years PG Diploma from a recognized institution/University with 60% marks with specialization in International Business/ International Marketing/ Foreign Trade/Agri Business
Skills and competencies required	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 work, Good networker with the ability to maintain a positive and fruitful dialogue and relationship with Exporters and trade related organizations; Excellent interpersonal skills, ability to work alone or as part of a team;

(2) Statistical Analysis Trainee	One (1) No.
Category	SC/ST
Stipend	Rs.18,000/- per month
Training Location	Kochi , Kerala
Method of selection	Walk-in-test (objective type) followed by descriptive test and discussion
Age	Not more than 30 years as on the date of walk-in- test
Tenure of Training	One year from the date of joining (extendable upto two years)
Leave eligibility	One day per month
Qualification	Essential 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;

Venue, Date and time of Walk-in-test for Market Research and Statistical Analysis Trainee	Venue: Spices Board (Ministry of Commerce & Industry, Govt. of India) “Sugandha Bhavan” N.H.By Pass, Palarivattom.P.O, Kochi – 682025 , Kerala, India Ph: 0484 2333610
<u>Candidates who have not yet received their final PG degree need not appear for the walk-in-test</u>	Date: 12th Feb 2019, Time: 9.30AM to 11.30 AM : Document Verification. The walk-in test (objective type) for eligible candidates will be conducted thereafter on the same day. Those who qualify in the walk-in test (objective type) will be called for a descriptive test and discussion on the same day, subject to availability of time or on a different day. The walk in test, descriptive test and discussion will cover questions/topics to assess the subject knowledge, skills and competencies mentioned above.

Instructions to candidates:

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:

- o passport size color photograph,
- o original certificates for:
 - Identity proof (Voter card, Aadhaar card etc.)
 - proof of age
 - proof of education and training
 - Caste Certificate
 - publications if any
- o One set of attested photocopies of the above document stapled to the filled-in and signed Annexure 1.

The number of trainees indicated is provisional and may vary at the time of selection. The Board reserves the right to short-list applicants for the second level descriptive test and discussions.

Date: 1st February 2019

SECRETARY

Annexure – 1

Format to be filled up by eligible candidates
appearing for **walk-in test** for selection of
Market Research/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:

	Eligibility Criteria	Details	Documents	Verification (Office purpose only)
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 any one: M.Sc/MBA/2 year PG Diploma (Completed) in: <ul style="list-style-type: none"> • International Business • International Marketing • Foreign Trade • International Trade • Agri Business • Statistics • Agricultural Statistics 	Year of passing: % of Marks: Name of university/Institute	

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:
