

**SPICES BOARD**  
**(Ministry of Commerce & Industry, Govt.of India)**  
**Sugandha Bhavan, N.H. By Pass, P.B. No.2277,**  
**Palarivattom. P.O., Kochi – 682025**  
**Tele: 0484-2333610 to 616**

**WALK IN TEST FOR THE SELECTION OF SYSTEM ENGINEER ON CONTRACT BASIS  
IN SPICES BOARD**

Spices Board propose to conduct walk-in -test for the selection of System Engineer on contract basis. The number of requirement, Eligibility criteria, Qualification, Skills, Experience, responsibilities etc required for the above position are given below :

**System Engineer**

1	No. of personnel required	One
2	Qualifications	B.E / B.Tech/MCA/BSc/ BCA in Computer Engineering/Computer Science/Information Technology/Electronics & Communication from a recognized university or Three years Diploma in Computer Engineering/Computer Hardware/Information Technology from polytechnics
3	Mandatory Skills	Windows/Linux/Ubuntu Operating systems. Hardware maintenance, system installation & networking
4	Key Responsibilities	1.Support for Server, Desktops, Printers, Scanners and other peripherals 2.Management of System Data, allocation and support 3.Coordination with vendors for AMC management 4.Maintenance of Backups 5.Troubleshooting Network Related issues 6.User level support 7.Help desk management
5.	Post Qualification Experience	Minimum two years in System Support in reputed organizations
6	Location	Spices Board, HO, Kochi
7.	Emoluments	First Year Rs. 20,500/- per month Second Year Rs. 22,200/- per month
8.	Age	Not exceeding 40 years
9.	Date, Time and venue of walk in Test	<b>Venue: SPICES BOARD (Ministry of Commerce &amp; Industry, Govt. of India) “SugandhaBhavan”,N.H.ByPass, Palarivattom.P.O, Kochi – 682025, Kerala, India. - Ph: 0484 2333610-16</b>  <b>Date : 10<sup>th</sup> March, 2023</b> <b>Time: 11.00 am.</b>  <b>(Format to be filled up by the candidates appearing for Walk-In-Test for the selection of System Engineer in Spices Board is attached as Annexure-1)</b>

### **Instructions to candidates :**

1. 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.
2. The Appointment shall be valid initially for one year and extendable upto two (2) years and shall stand automatically terminated at the expiry of the Term. Any extension of the Term shall be at the sole discretion of the SPICES BOARD .The term of appointment shall in no event exceed three (3) years.
3. Eligible candidates may appear for the Walk in Test at the venue on the prescribed date & time.
4. Candidates appearing for the walk-in-test shall bring filled up the application form attached in annexure-I and submit the same in the center for attending walk-in-test. Candidate shall affix his/her recent passport size photograph in the application form. The candidates reporting after the specified time, will not be allowed to appear in the test
5. Before applying, candidates should ensure that they fulfill the eligibility criteria for the post as mentioned above.
6. 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 selection, his/her services are liable to be terminated.
7. Decisions of the Spices Board in all matters regarding eligibility, conduct of test, detailed test and selection procedure would be final and binding on all candidates. No representation or correspondence will be entertained by the Board in this regard.
8. Canvassing in any form will be a disqualification.
9. No TA/ DA will be given to candidates who attend the walk-in-test.
10. Candidates are advised to check notification/opportunities in Board's website [www.indianspices.com](http://www.indianspices.com) for updates and not to rely on information from 3rd party websites.
11. The number shown is provisional and may vary based on quantum of work. Such requirements will be filled from the rank list.
12. Validity of rank list will be for two years.
13. Age, Experience and all other prescribed qualifications will be counted as on the date of walk in test.
14. The period of experience shall be counted after obtaining the prescribed qualification.
15. 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. The Spices Board reserves its right to re-schedule the date and time at any stage of the selection process.
16. The selected candidate shall execute an agreement in stamp paper worth Rs.200/-
17. Termination: Spices Board reserves the right to terminate this Contract by giving one (1) months' prior written notice.

DIRECTOR(ADMIN)

Date: 16<sup>th</sup> February, 2023

Hindi version follows.

Format to be filled up by eligible candidates appearing for Walk-In-Test for the selection of System Engineer on contract basis in Spices Board

Affix recent passport size photograph

1	Name of the position applied for	System Engineer on contract basis	
2	Full Name (In block letters)		
3	Father's/Husband's Name		
4	Date of Birth		
5	Contact details	Mobile No /Tel No	
		Email ID	
6	Address for communication		
		Pin code	
7	Permanent Address		
		Pin code	

8. Eligibility criteria/documents submitted.

Sl No.	Eligibility/Criteria	Details	Document is attached (Yes/No)	Verification (Office purpose only)
1.	a) Date of birth b) Age	a) b)		

	(not more than 40 years as on the date of walk in test)					
2.	Educational Qualifications	Name of the University/ Institution	Year of Passing	Class obtained with % of marks obtained		
3.						
4.						

### 9. Details of experience

Sl. No.	Area of Experience	Experience details		Period		Documents attached (Yes/No)	Verification (Office purpose only)
		Positions held (Employee)	Name of the institution	From -To	Completed Years & months		
1							
2							
3							

### Declaration

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information given above found false or incorrect/incomplete or ineligibility being detected at any time before or after the selection/test/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Spices Board. I have read all the terms and conditions above and I am ready to accept all the terms and conditions for engagement of System Engineer on contract basis.

Place :  
Date:

Signature :  
Name: