

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 FOR MARKET RESEARCH AND
STATISTICAL ANALYSIS**

1. Market Research Trainee	Two (2) Nos.
Category	General
Stipend	Rs.20,000/- per month
Method of selection	Walk-in-test(objective type and/or descriptive type)
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 to one more year))
Leave eligibility	One day per month
Qualification	<p>Essential</p> <p>PG Degree in International Business/International Marketing/Foreign Trade/Agri. Business from a recognized university/reputed institution with 50 %marks.</p> <p style="text-align: center;">Or</p> <p>MBA with specialization in International Business/ International Marketing/ Foreign Trade/ Agri. Business from a recognized university/ reputed institution with 50% marks.</p> <p style="text-align: center;">Or</p> <p>Post Graduate Diploma in Business Management (PGDBM) – 2 years (Full time course) with specialization in International Business/ International Marketing/ Foreign Trade/ Agri. Business from a recognized university/ reputed institution with 50% marks.</p>
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 works, Good net worker with the ability to maintain a positive and fruitful dialogue and ability to maintain a positive and fruitful dialogue and relationship with Exporter and trade related organizations; Excellent inter-personal skills, ability to work as part of a team.

2. Statistical Analysis Trainee	One (1) No.
Category	General
Stipend	Rs.20,000/- per month
Training Location	Kochi, Kerala
Method of selection	Walk-in-test(objective type and/or descriptive type)
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 to one more year))
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 August, 2021, Time: 9.30 AM to 10.00 AM : Document Verification. The walk-in test for eligible candidates will be conducted thereafter on the same day.
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:	
<ul style="list-style-type: none"> o passport size color photograph, o original certificates for: <ul style="list-style-type: none"> ▪ 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.

Date: 27th July, 2021

DIRECTOR(ADMIN.)

Hindi version follows.

Annexure – 1

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