

## 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 Fax: 91-484-2349135)

[www.indianspices.com](http://www.indianspices.com)

Walk-in-test for selection of Project Trainee in the Spices Board's Codex Cell, to work on assignments with regard to the 4<sup>th</sup> Session of Codex Committee on Spices and Culinary Herbs (CCSCH) and other work related to the Board's liaison with the Codex Alimentarius Commission (CAC)

**[Exclusively for Scheduled Caste (SC) Candidates]**

<b>No: of trainees required</b>	Two
<b>Stipend</b>	Rs. 18,000/- per month
<b>Duty Station Location</b>	Cochin, Kerala
<b>Qualifications:</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"><li>• A Postgraduate Degree (M.Sc) in Food Science, Biochemistry, Chemistry, Microbiology and Food technology with <b>60% marks</b> from a recognized university.</li><li>• Demonstrated ability to draft technical/scientific reports in English</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Training in the development and implementation of food control programmes at regional, national, or international level, including the elaboration of food standards, guidelines and regulations;</li><li>• Knowledge of intergovernmental bodies, governmental services and international non-governmental organizations operating in the field of standards, particularly in relation to food;</li></ul>
<b>Age</b>	Not more than 30 years as on the date of walk-in- screening test
<b>Skills and competencies:</b>	<ul style="list-style-type: none"><li>• Self-starter with the ability to strategically plan own work;</li><li>• Be familiar with international standard setting organizations (Codex Alimentarius Commission in particular) procedures and cycles;</li><li>• Good networker with the ability to maintain a positive and fruitful dialogue and relationship with the main institutions or organizations;</li><li>• Good written and spoken communication skills in English;</li><li>• Excellent interpersonal skills and ability to operate effectively across organisational boundaries;</li></ul>

	<ul style="list-style-type: none"> <li>• Good judgment/Decision-making skills;</li> <li>• Good observation and attention to detail;</li> <li>• Ability to deal with a diverse team of people of different national and cultural backgrounds in an international setting;</li> <li>• The ability to understand technical and complex information;</li> <li>• Good analysis and investigation skills;</li> <li>• Ability to work alone or as part of a team;</li> <li>• Computer skills</li> </ul>
<b>Tenure of Training:</b>	Six months from the date of joining (extendable upto one year)
<b>Leave eligibility</b>	One day per month
<b>Activities during the training period</b>	<ul style="list-style-type: none"> <li>• Preparation of technical/ scientific reports, discussion papers relating to quality standards of spices and spice products;</li> <li>• Act as liaison between the Spices Board and interested sectors and other international governmental and non-governmental organizations concerned with the health, quality and trade aspects of food standards;</li> <li>• Participate in and contributes to meetings on Codex-related issues including food safety, quality and standards, and works closely with relevant technical units to ensure consistency between the policies and the work of the Commission Alimentarius Commission;</li> <li>• Responsible for ensuring the quality and efficient delivery of support and services to the National Codex Contact point of India, Codex Alimentarius Commission and its subsidiary bodies;</li> </ul>
<b>Method of selection</b>	<p>(a) Walk-in screening test for one hour. The test will be objective type, of one hour duration, covering the following subjects:</p> <ul style="list-style-type: none"> <li>• General Food Chemistry/Biology</li> <li>• General English</li> <li>• Basic Knowledge of Codex Alimentarius Commission</li> <li>• National and International Food Related Regulations</li> </ul> <p>(b) Those who qualify for the screening test will be called for a descriptive test and discussion, of 1 hour duration, to assess English language skills and subject knowledge.</p>
<b>Date and time of Walk-in-test:</b>	<p><b>Date: 16-10-2018</b>  <b>Time: 9 AM – 12 PM : Document Verification</b>  <b>The screening test for eligible candidates will be conducted thereafter on the same day.</b></p>

<p><b>Venue of Walk-in-test:</b></p>	<p><b>Spices Board</b>  (Ministry of Commerce &amp; Industry, Govt. of India)  “Sugandha Bhavan” N.H.By Pass, Palarivattom.P.O, Cochin  – 682025, Kerala, India  Ph: 0484 2333610 Ext. 520</p> <p><b>The date, time and venue of the second level test will be informed at a later date to successful candidates who qualify the walk-in screening test</b></p>
<p><b>Instructions to the candidate:</b>  <b>Note:</b></p>	<ul style="list-style-type: none"> <li>• Eligible candidate appearing for the screening 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"> <li>o passport size photograph,</li> <li>o original certificates for: <ul style="list-style-type: none"> <li>▪ Identity proof (Voter card, Aadhaar card etc.)</li> <li>▪ proof of age</li> <li>▪ caste certificate(SC)</li> <li>▪ proof of education and training</li> <li>▪ publications if any</li> </ul> </li> <li>o One set of attested photocopies of the above documents stapled to the filled-in and signed Annexure 1.</li> </ul> </li> <li>• Those who have not yet received their final degree certificate need <b>not appear</b> in the test.</li> <li>• The number of vacancies indicated is provisional and may vary at the time of selection. The Board reserves the right to short-list applicants for the second level test.</li> </ul>

Hindi Advertisement will follow.

## Annexure – 1

Format to be filled up by eligible candidates  
appearing for **Walk-in screening test** for selection of  
**Project Trainee in the Spices Board's Codex Cell**

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, barring which the candidate will not be allowed to attend the screening test.

Affix recent  
passport-size  
photograph here

1. Full Name :
2. Full Address, with  
contact numbers and  
e-mail :
3. Id card (Name and no. of  
document submitted) :
4. Eligibility Details:

	<b>Eligibility Criteria</b>	<b>Details</b>	<b>Documents</b>	<b>Verification (Office purpose only)</b>
1.	Date of Birth  Age	(Not more than 30 years as on the date of screening test)  _____ Years	Proof of age – name of document submitted:	
2.	Caste	SC Category	Certificate for proof of SC Category	
3.	Post graduate degree	Tick any one: M.Sc Degree (Completed) in: <ul style="list-style-type: none"><li>• Food Science,</li><li>• Biochemistry,</li><li>• Chemistry,</li><li>• Microbiology</li><li>• Food technology</li></ul>	Year of passing:  % of Marks:	

	<b>Eligibility Criteria</b>	<b>Details</b>	<b>Documents</b>	<b>Verification (Office purpose only)</b>
4	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'):	
5	Training (if any)	Details of previous training (if none, write 'Nil')	Attach copy of training certificate (if none, write 'N/a'):	
6	Any other relevant information you may wish to add, including experience in relevant area	Write details (if none, write 'Nil')		

**Declaration**

I hereby declare that I have read the notification for selection of project trainee and the details given above are / self attested documents submitted are correct.

Signature:

Name:

Date:

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