

## SPICES BOARD

(Ministry of Commerce & Industry, Govt.of India)  
Sugandha Bhavan, N.H. By Pass, P.B. No.2277  
Palarivattom. P.O., Kochi-682025  
[www.indianspices.com](http://www.indianspices.com) Tel: 0484-2333610 to 616.

### Selection of Trainees in Quality Evaluation Laboratory of Spices Board at Navi Mumbai [ Exclusively for Scheduled Caste(SC)/ Scheduled Tribe(ST) candidates ]

No. of Trainees	: Trainee Analyst(Microbiology) – 1; Sample Receipt Desk(SRD) Trainee – 1; A panel will be prepared for selection of trainees for future vacancies.
Educational Qualification	: <u>Trainee analyst (Microbiology)</u> : Bachelors degree in Microbiology from a recognised University/ Institute. <u>Sample Receipt Desk(SRD) Trainee</u> : Graduation/ Degree in any discipline from a recognised University/ Institute with computer knowledge
Eligibility	: 1. The upper age limit should not exceed 25 years as on the date of written test. 2. Those who are trained/ undergoing training in any of the department of the Spices Board are not eligible.
Tenure	: Two years.
Stipend	: Trainee Analyst(Microbiology) : 1 <sup>st</sup> Year at ₹17,000 per month and 2 <sup>nd</sup> year at ₹18,000 per month. Sample Receipt Desk(SRD) Trainee: ₹ 17,000 per month for two years.
Leave Eligibility	: One day per month.
Date, Time & Place of written test	: <b>Date/time and place will be announced in Board's web site <a href="http://indianspices.com">indianspices.com</a> (opportunities page). Candidates are advised to visit the page <i>regularly</i> for updates.</b>

#### **Instructions to candidates :**

- Eligible candidates may send their details as in Annexure-I along with scanned copies of resume, recent passport size photo, certificates (Proof for age, education, caste certificate, etc. and experience if any) email to "[sbmumbairecruitment@gmail.com](mailto:sbmumbairecruitment@gmail.com)" in advance, **on or before 15<sup>th</sup> June , 2021.**

- The email should bear the subject titled as "*Application for .....*"
- If the candidate, want to apply for more than one trainee position, separate applications may be sent for each trainee position he/she wishes to apply for.
- Applications, which are not received in the prescribed format i.e. as per Annexure-I of the notification along with the supporting documents will not be considered.
- Candidate has to mention the appropriate trainee position he/she would like apply in the application form(Annexure-I). [Example : "*Application for Trainee Analyst-Microbiology*" or "*Application for Sample Receipt Desk(SRD) Trainee*" as the case may be].
- Candidates may sent the application as a single PDF attachment in the following order (a) Annexure-I (b) Educational qualifications(in chronological order) (c) Caste/Community certificate (d) ID proof (e) Experience certificate, if any.
- If large number of applications are received, same will be shortlisted as per the criteria as decided by Spices Board.
- Spices Board reserves the right to modify/alter/restrict/enlarge/cancel the selection process, without assigning any reason. The decision of the Board will be final and no appeal will be entertained in this matter.
- The acknowledgement of applications received by email, if in order, will be sent between 5:00 to 5:30 pm on working days.
- Candidates are advised to check opportunities/notices in Board's website [www.indianspices.com](http://www.indianspices.com) for updates and not to rely on information from 3rd party websites.

The written test shall be conducted as per the COVID-19 protocol as per the guidelines of Ministry of Health & Family Welfare, Govt. of India.

**Dated: 20<sup>th</sup> May, 2021**  
**Kochi-25**

**Director(Admin.)**  
**Spices Board**

**Hindi version follows**

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**Details to be sent via email**

The details may be sent by email with subject as “**Application for .....** .”  
to [sbmumbairectruitment@gmail.com](mailto:sbmumbairectruitment@gmail.com)

1.	Name:	
2.	Father/Guardian Name:	
3.	Sex:	
4.	Date of Birth:	
5.	Marital status:	
6.	Religion:	
7.	Category(SC/ST):	
8.	Nationality:	
9.	ID proof:	
10.	Phone no.:	
	Alternate no.:	
11.	Email id:	
12.	Address for communication:	
13.	Permanent Address:	
14.	Educational Qualification(Copies may be enclosed as attachment):	
	Exam	Specialisation/Subject
		University/ Institute
		Year of passing
		Percentage/ GPA
15.	Details of experience(if any) (copies may be enclosed as attachment):	
16.	Any other relevant information:	

**Declaration**

I hereby declare that the information furnished above are true, complete and correct to the best of my knowledge and belief. I am in possession of the documents in proof of the claim made in this application.

Date:

(Signature)

Place:

(Name)