

**SPICES BOARD**  
**(Ministry of Commerce & Industry, Govt.of India)**  
**Sugandha Bhavan, N.H. By Pass, P.B. No.2277,**  
**Palarivattom. P.O., COCHIN – 682025**  
**Tele: 0484-2333610 to 616, 2347965**  
**Fax : 0484 – 2341935**

**Notification No. ADM/ENGA/05/2022-23-16**

**ENGAGEMENT OF EXECUTIVES (MARKETING), EXECUTIVES (DEVELOPMENT) & TRADE ANALYST ON CONTRACT BASIS**

Spices Board invites applications from eligible candidates for engaging as Executives (Marketing) Executives (Development) & Trade Analyst on contract basis for deployment in Spices Board, Head Office, Kochi and its outstation offices . The engagement will be for an initial period of one year and extendable by one more year based on performance and requirement. Detailed terms and conditions of engagement and eligibility criteria are as given below:

**EXECUTIVE (MARKETING)**

Sl. No.	Office-wise requirement/ place of assignment	Name of offices	Expected requirement
1		Guntur, A.P Nizamabad, Telangana Gangtok, Sikkim Guna Spices Park, M.P Kochi, Kerala Sivaganga Spices Park, Tamil Nadu Guwahati, Assam Mumbai, Maharashtra	1 1 1 1 1 1 1 1
2	Educational Qualification	MBA(Marketing) or equivalent (Regular Course)	
3	Age limit	Not exceeding 40 years.	
4	Experience	Minimum 2 Years of Experience in Marketing of Agri commodities/Trade or Exports activities/ Implementation of infrastructure schemes etc.	
5	Remuneration	Rs. 30,000/- to Rs 40,000/-, per month based on level of experience and qualifications achieved by the selected Executive.	
6	Period of engagement	One year extendable to one more year	
7	Selection method	Selection will be based on written test and/or interview	
8	Venue, Date & Time of interview	Spices Board office at the concerned location Date and time will be intimated in due course	

## EXECUTIVE (DEVELOPMENT)

Sl. No.	Office-wise requirement/ place of assignment	Name of offices	Expected requirement
1		Kochi, Kerala Barabanki, U.P Mangan, Sikkim Itanagar, Arunachal Pradesh Bodinayakanur, Tamil Nadu Warangal, A.P Nedumkantam, Kerala Sukhiapokri, West Bengal Ponda, Goa Una, H.P	2 1 1 1 1 1 1 1 1 1
2	Educational Qualification	B.Sc. (Agri./ Horti./ Forestry) (Regular Course) OR MSc. Botany (General / Specialization) (Regular Course)	
3	Age limit	Not exceeding 40 years.	
4	Experience	Minimum Two years in the respective area of study or in Agri / horti related fields.	
5	Remuneration	Rs. 30,000/- to Rs 40,000/-, per month based on level of experience and qualifications achieved by the selected Executive.	
6	Period of engagement	One year extendable to one more year	
7	Selection method	Selection will be based on written test and/or interview	
8	Venue, Date & Time of interview	Spices Board office at the concerned location Date and time will be intimated in due course	

## TRADE ANALYST

Sl. No.	Office-wise requirement/ place of assignment	Name of offices	Expected requirement
1		Kochi, Kerala	1
2	Educational Qualification	MA (Economics) from a Recognized University under UGC (Regular Course)	
3	Age limit	Not exceeding 40 years.	
4	Experience	Minimum 2 Years of Experience in Market Research / Trade or Exports Promotion/Data Analysis/ Digital Marketing / FMCG Experience.	
5	Remuneration	Rs. 30,000/- to Rs 40,000/-, per month based on level of experience and qualifications achieved by the selected Trade Analyst.	

6	Period of engagement	One year extendable to one more year
7	Selection method	Selection will be based on written test and/or interview
8	Venue, Date & Time of interview	Venue: SPICES BOARD (Ministry of Commerce & Industry, Govt. of India), "SugandhaBhavan", N.H.By Pass, Palarivattom.P.O, Kochi – 682025, Kerala, India. - Ph: 0484 2333610 Date and time will be intimated in due course

**Method of Selection:** Shortlisted applicants will be called for written test and/or interview by the Board. A rank list/panel of the applicants who qualify in the interview will be formed and will be engaged as Executive (Development) / Executive (Marketing)/ Trade Analyst as per the requirement of the Board. Separate panels/ rank list will be made for each offices mentioned above and the validity of the panel will be for one year. Eligible candidates may submit their applications in the given format (format attached as Annexure I) along with relevant documents in support of qualification and experience to the [hmdatp.sb-ker@gov.in](mailto:hmdatp.sb-ker@gov.in) on or before **19.08.2022**. **Candidates should clearly mention the location of their choice in the Application.** The hard copy of the application may be submitted to the Secretary, Spices Board, Kochi on or before **26.08.2022**.

**DIRECTOR(ADMIN)**

**Date: 08<sup>th</sup> August, 2022**

Hindi version follows.

**Instructions to candidates :**

1. Before applying, applicants should ensure that they fulfill the eligibility criteria for the post as mentioned above.
2. 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.
3. The selected candidate shall execute an agreement in stamp paper worth Rs.200/-
4. Applications may be sent as a single PDF attachment in the following order (a) Annexure-I (b) Educational qualifications (in chronological order) (c) ID proof (d) Experience certificate(s), (e) Relevant documents, if any. Candidate has to mention the appropriate position he/she would like to apply in the application form(Annexure-I). [Example: "Application for Executive (Marketing)/Executive (Development)/ Trade Analyst".
5. List of shortlisted applicants for test/interview will be published in Board's website. Venue & date of interview will be informed in due course.
6. Applicants are advised to keep their e-mail ID and mobile number active for receiving communications from the Spices Board.
7. 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 be **treated as canceled**. If any of these shortcomings is/are detected even after selection, his/her services are liable to be terminated.
8. Canvassing in any form will be a disqualification.
9. The eligibility of applicants with respect to age, qualification etc. will be determined as on **19.08.2022**.
10. Applicants 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. 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.
12. Termination: Spices Board reserves the right to terminate this Contract by giving one (1) months' prior written notice.
13. The selection process shall be conducted as per the COVID-19 protocol/guidelines of Ministry of Health & Family Welfare, Govt. of India.

### **TERMS AND CONDITIONS FOR ENGAGEMENT OF EXECUTIVE (MARKETING) , EXECUTIVE (DEVELOPMENT) & TRADE ANALYST IN SPICES BOARD**

1. The remuneration payable would be Rs. 30,000/- to Rs 40,000/- per month based on level of experience and qualifications achieved by the selected Executive/ Trade Analyst. The remuneration for service rendered in a month shall be payable in the subsequent month.
2. The period of engagement will be initially for one year and is further extendable by one more year as per requirement and based on performance.
3. Executive (Marketing), Executive (Development) & Trade Analyst shall not be entitled to any kind of allowance or accommodation facility eg. Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement etc
4. No TA/DA shall be admissible for test/interview, joining the assignment or on its completion. However, should they require to travel inside the country in connection with the official work of the Board, TA/DA as admissible to a regular employee of the same grade will be paid to him/her after obtaining approval of the competent authority.
5. Working Hours: Executive (Marketing), Executive (Development) & Trade Analyst may follow the normal office working hours as prescribed (i.e. 09:00 AM to 05:30 PM). However, as per the exigency one has to work on Saturdays and after Office hours to complete the time bound work.
6. Leave: Executive (Marketing), Executive (Development) & Trade Analyst shall be eligible for Twelve (12) Days leave in a calendar year on pro- rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to Executive (Development), Executive (Marketing) & Trade Analyst. Also, un-availed leave shall neither be carried forward to next year nor encashed.
7. Tax Deduction at Source (TDS): TDS as admissible shall be deducted from the monthly remuneration of Executive (Marketing), Executive (Development) & Trade Analyst. A TDS certificate shall be issued by the Board on demand.
8. During the period of engagement, the Executive (Marketing), Executive (Development) & Trade Analyst would be required to attend all important items of works pertaining to the Board as assigned by the Board from time to time.
9. During the period of their assignment with the Spices Board and also thereafter, it is likely that they may come across certain information of important/confidential nature. They will not divulge any information gathered by them during the period of their assignment to anyone who is not authorized to

know/have the same.

10. The Spices Board reserves the right to modify/alter/restrict/enlarge/cancel the selection process, if need so arises, without issuing any further notice or assigning any reasons thereafter. The decision of the Board will be final and no appeal will be entertained against this issue.

11. Termination of engagement: Spices Board will terminate the engagement of Executive (Marketing), Executive (Development) & Trade Analyst in following conditions:

(i) The Executive (Marketing), Executive (Development) & Trade Analyst is unable to address the assigned work;

(ii) Quality of the work is not up to the satisfaction of the Board;

(iii) The Executive (Marketing), Executive (Development) & Trade Analyst fails in timely achievement of the milestones as finally decided by the Board;

(iv) The Executive (Marketing), Executive (Development) & Trade Analyst is found lacking in honesty and integrity.

Note: The Board reserves the right to terminate the engagement, by serving one month's written notice without assigning any reason. Termination shall be effected on the day right after the completion of one month of delivery of such notice.

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Application for the post of Executive (Marketing) / Executive (Development)/ Trade Analyst

**Location:**

Affix recent passport  
size photograph

1	Name of the position applied for	Executive (Marketing)/ Executive (Development)/ Trade Analyst	
2	Location <b>( Candidates should clearly mention the location of their choice in the Application)</b>		
3	Full Name (In block letters)		
4	Father's/Husband's Name		
5	Date of Birth & Gender		
6	Contact details	Mobile No /Tel No	
		Email ID	
7	Address for communication		
		Pin code	
8	Permanent Address		
		Pin code	

9. 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 (not more than 40 years as on 19.08.2022)	a) b)				
2.	Educational Qualifications	Name of the University/ Institution	Year of Passing	Class obtained with % of marks obtained		
3.						

10. 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							

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 Executive (Marketing)/ Executive (Development)/ Trade Analyst.

Place :

Date:

s

Signature :

Name: