

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

ADM/ENGA/05/2022-23

Notification No. 28/2025

ENGAGEMENT OF EXECUTIVES (MARKETING) ON CONTRACT BASIS

Spices Board invites applications from eligible candidates for engaging as Executive (Marketing) on contract basis for engaging in Spices Board, Head Office, Kochi. 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:

1	No. of contract staffs required	One (01) No.
2	Place of Engagement	Spices Board Head office, Kochi
3	Educational Qualification	MBA(Marketing) or equivalent (Regular Course)
4	Age limit	Not exceeding 40 years.
5	Experience	Minimum 2 Years of Experience in Marketing of Agri commodities/Trade or Exports activities/ Implementation of infrastructure schemes etc.
6	Remuneration	Rs. 30,000/- for the first Year and Rs 35,000/- for the extended period, per month based on level of experience and qualifications achieved by the selected Executive.
7	Period of engagement	One year extendable to one more year based on performance and requirement
8	Selection method	Selection will be based on written test and/or interview
9	Venue, Date & Time of interview	Spices Board, Kochi 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 (Marketing) **on contract basis** as per the requirement of the Board. The validity of the panel shall be for Two years. Eligible candidates may submit their applications online in the link: <http://spicesboard.in/recruitment> on or before **08.10.2025**.

DIRECTOR(ADMIN)i/c

Date: 17th September, 2025

Instructions to candidates :

1. Before applying, applicants should ensure that they fulfill the eligibility criteria for the post on contract 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. List of shortlisted applicants for test/interview will be published in Board's website. Venue & date of interview will be informed in due course.
5. Applicants are advised to keep their e-mail ID and mobile number active for receiving communications from the Spices Board.
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 be **treated as** canceled. If any of these shortcomings is/are detected even after selection, his/her services are liable to be terminated.
7. Canvassing in any form will be a disqualification.
8. The eligibility of applicants with respect to age, qualification etc. will be determined as on **the date of this Notification.**
9. Applicants are advised to check notification/opportunities in Board's website www.indianspices.com for updates and not to rely on information from 3rd party websites.
10. Incomplete Applications will not be considered.
11. Termination: Spices Board reserves the right to terminate this Contract by giving one (1) months' prior written notice.
12. Those who have already engaged on contract basis in Spices Board earlier, regardless of completed their tenure or not, need not apply again.

TERMS AND CONDITIONS FOR ENGAGEMENT OF EXECUTIVE (MARKETING) ,

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. 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) 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) 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) 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 (Marketing). 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). A TDS certificate shall be issued by the Board on demand.

8. During the period of engagement, the Executive (Marketing) 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) in following conditions:

(i) The Executive (Marketing) 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) fails in timely achievement of the milestones as finally decided by the Board;

(iv) The Executive (Marketing) is found lacking in honesty and integrity.

(v) Any other Administrative reasons of the Board.

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.

DIRECTOR(ADMIN)i/c

Date: 17th September 2025

