

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

Notification No:21/2023

**SELECTION OF OFFICIAL LANGUAGE TRAINEE IN
SPICES BOARD, HEAD OFFICE, KOCHI**

No. of Trainees required	One (01) No. (A panel will be prepared for future requirements)
Stipend	Rs.21,000/- per month.
Training Location	Spices Board Head Office,Kochi.
Age	Not more than 30 years as on the date of this notification
Tenure of Training	One year from the date of joining (extendable upto one more year).
Leave eligibility	One day per month.
Qualification	<p>1.Master's degree in Hindi from a recognized University with English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p style="text-align: center;">OR</p> <p>Master's degree in English from a recognized University with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>2. Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government Office, including Government of India Undertaking.</p> <p style="text-align: center;">AND</p> <p>3. Knowledge in Computer with a Hindi Typewriting speed @ 25 w.p.m.</p> <p>Candidates who have completed training in any of the offices of the Board are not eligible to apply.</p>

Submission of application: Eligible candidates may submit their applications in Online.

Last date for submission of application is 10.11.2023. Applications received in any other mode will not be considered. Link for submission of application is given below:

Link:<http://spicesboard.in/recruitment/>

Method of Selection: Shortlisted applicants will be called for written test by the Board. A rank list of the applicants who qualify in the test will be formed and will be engaged as Official Language Trainee as per the requirement of the Board.

Instructions to candidates:

1. Before applying, applicants should ensure that they fulfill the eligibility criteria for the post as mentioned above.
2. Candidate has to submit the application in online. Applications received in any other mode will not be considered.
3. List of shortlisted applicants for test/interview will be published in Board's website. Date & time of written test and/or interview will be informed in due course.
4. The eligibility of applicants with respect to age, qualification etc. will be determined as on the last date for receiving application.
5. The period of experience shall be counted after obtaining the prescribed educational qualification.
6. Applicants are advised to keep their e-mail ID and mobile number active for receiving communications from the Spices Board.
7. 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.
8. The selected candidate shall execute an agreement in stamp paper worth Rs.200/-
9. 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.
10. Canvassing in any form will be a disqualification.
11. 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.

12. 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.
13. Candidates are advised to check Notifications/opportunities in Board's website www.indianspices.com for updates and not to rely on information from 3rd party websites.
14. Candidates are advised to keep their e-mail ID and mobile number active for receiving communication from the Spices Board.
15. For proof of Identity, Age, Address, Qualification, Experience etc., candidates have to produce original documents at the time of certificate verification.
16. Information related to changes in date of submission of application (if any), date & time of test/ interview, etc. will be published in Board's website www.indianspices.com.
17. All queries/issues regarding the notification are to be addressed to the Director(Admn.)i/c, Spices Board, Kochi-682025 only through e-mail: olspices@gmail.com.

DIRECTOR(ADMN.)

Kochi
27.10.2023