

Advt. No. 1

SPICES BOARD
(Ministry of Commerce & Industry, Govt. of India)
Sugandha Bhavan, N.H.By Pass
KOCHI – 682 025

Invites applications for the following post:

Name of the post	Deputy Director (Administration)
No. of post	One
Category	General
Scale of Pay	PB-3 Rs.15600-39100/- + Grade Pay Rs.6600/-
Place of posting	Presently at HO, Kochi, but liable for transfer to anywhere in India
Age	Not more than 40 years as on 01.07.2013.
Educational & Other Qualifications	a) Essential: 1) First Class Degree from a recognized University. 2) Post Graduate Degree in Public Administration/Personnel Management/Human Resources Management from a recognized University/Institution. 3) Five years experience in supervisory capacity in Personnel/General Administration/Finance/Legal Departments of a reputed firm/institution. b) Desirable : Degree in Law from a recognized University.
Method of Selection and Syllabus	Selection will be through written examinations and interview. Examinations will be held in two phases Phase - I – ON-LINE test covering Human Resource Development(HRD) General Administration, Establishment and Personnel matters Phase – II – Detailed test and interview

Phase 1: Examination Centres

Mumbai, New Delhi, Chennai, Kolkata
(Spices Board, however reserves the right to cancel any of the examination centres if there are no sufficient candidates for the respective centre. No request for change of examination centre will be entertained. Candidates should appear for the examination at their own expenses)

Application Fee (Non-Refundable)

Rs.500/- (excluding SC, ST, PH and Female candidates) in the form of Demand Draft drawn in favour of "Secretary, Spices Board" payable at Kochi

Interested candidates can apply through <http://spices.sifyitest.com>. Applications received by any other mode would summarily be rejected. Candidates are requested to take print-out of their application form and forward it to "Secretary, Spices Board, Sugandha Bhavan, N.H. By Pass, Kochi – 682 025" along with Demand Draft/documents for fee exemption.

The cover containing the print-out of application, Demand Draft/ documents shall be superscribed as 'Application for the post of Deputy Director(Admin)'.

Online submission of application	
Opening Date	19th Aug 2013
Closing date	7th Sep 2013
Last date for receiving print-out of Application along with DD/documents for fee exemption in Spices Board Head Office, Kochi	17 th Sep 2013

SECRETARY

Place: Kochi
Date 16.08.13