

SPICES BOARD

(Ministry of Commerce & Industry, Govt. of India)
Sugandha Bhavan, N.H. By Pass, P.B. No.2277,
Palarivattom. P.O., Kochi – 682025
Tele: 0484-2333610 – 616

File No.: ADM/0019/2021ADMINISTRATION
Notification No.61/2024

SELECTION OF FACILITY MANAGER CUM ELECTRICIAN ON CONTRACT BASIS IN SPICES BOARD

Spices Board invites applications from eligible candidates for engaging as **Facility Manager cum Electrician on contract basis** at Spices Board, Head Office, Kochi as per the details given below. The engagement will be for an initial period of one year and further extendable to two more years. Eligibility criteria, Qualification, Skills, Experience, responsibilities are given below :

Facility Manager cum Electrician :

1	No. of personnel required	01 (one Facility Manager cum Electrician)
2	Educational Qualifications	ITI/Diploma in Electrical stream from a recognized Institution
	Experience	1)Minimum 06 years of hands-on experience in Repair/Maintenance/Installation of electrical installations and accessories in multi-storied buildings/office complex/similar facilities. 2)Experience in repair/maintenance of plumbing works
3	Mandatory Skills	Good knowledge and hands-on experience in repair/maintenance/installation of electrical accessories/equipment in multi storied buildings/office complex/similar facilities
4	Key Responsibilities	1.Co-ordination with various agencies in connection with the repair&maintenance of electrical installations and accessories, UPS, AC units,Lift etc. 2.Executing new minor electrical works/co-ordinating major electrical works with concerned agency, as per the requirements 3.Arranging timely repair & maintenance of plumbing system as per the requirements 4.Assisting the Engineering/Establishment section in day to day activities
5	Location	Kochi
6	Emoluments	First Year : Rs. 22,000/- per month Second Year: Rs. 22,500/- per month Third Year: Rs.23,000/- per month
7	Age	Not exceeding 45 years as on last date of submission of application

8	Method of selection	Written test or/and skill-test
Date and Time of written test or/and skill-test	Will be notified in Spices Board website in due course	
How to apply	<p>Eligible candidates may apply through the link -</p> <p>http://spicesboard.in/recruitment/</p> <p>Eligible candidate applying for the posts should upload the following documents</p> <ol style="list-style-type: none"> Identity proof (Voters ID etc.) Proof of age/ educational qualifications and experience certificates Photograph <p>The number of post indicated is provisional and may vary based on the requirement. The Board reserves the right to short-list applicants for online written test.</p>	
Last date for submission of application	25.01. 2025	

Instructions to candidate:

- Validity of rank list will be two years.
- The number shown is provisional and such requirements will be filled from the rank list.
- Candidates shall upload all the necessary documents in respect of age, qualifications and experience at the time of online application. verification of the uploaded documents will be done and candidates will be shortlisted for the test.
- Age, Experience and all other prescribed qualifications will be counted as on the last date of submission of application.
- The period of experience shall be counted after obtaining the prescribed qualification.
- 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.
- The Spices Board reserves its right to re-schedule the date and time at any stage of the selection process.
- Secretary, Spices Board reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
- Candidates are advised to check Notifications/ opportunities in Board's website www.indianspices.com for updates and not to rely on information from third party websites.
- The selected candidate shall execute an agreement in stamp paper worth Rs.200/-

DIRECTOR(ADMIN)

Date: 06th December, 2024

Kochi-25

Hindi Version follows:-