

**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](http://www.indianspices.com)

File No.:ADM/ENGA/05/2022-23

**Notification No : 51/2025**

**ENGAGEMENT OF EXECUTIVES (SAMPLE RECEIPT DESK(SRD))  
ON CONTRACT BASIS**

Spices Board propose to conduct walk-in -test for the selection of Executives [(Sample Receipt Desk (SRD))] on contract basis. The number of requirement, Eligibility criteria, Qualification, Skills, Experience, responsibilities etc required for the above position are given below :

1	No. of requirement	Two (02) nos.
2	Qualifications	Graduation/Degree in any discipline from a recognized University/Institute, with computer knowledge
3.	Post Qualification Experience	Two years experience as Trainee in any of the Sample Receipt Desk (SRD) of Spices Board or similar work experience in other Govt. institutions.
4	Location	Cochin
5	Remuneration	Rs.25,000/- per month(fixed)
6.	Age	Not exceeding 30 years as on the date of walk in test
7	Tenure of engagement	One year from the date of joining (extendable upto one more year as per requirement and based on performance)
8	Method of selection	Walk in test

Venue, Date and time of Walk-in-test	Venue: SPICES BOARD (Ministry of Commerce & Industry, Govt. of India), SugandhaBhavan, N.H. By Pass, Palarivattom.P.O, Kochi – 682025, Kerala. Ph: 0484 2333610-616  Date: 30.04.2026. Time: 10.30.am (Format to be filled up by the candidates appearing for Walk-In-Test for the selection of Executive [Sample Receipt Desk(SRD)]in Spices Board is attached as Annexure-1)
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### **Instructions to candidates :**

1. 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.
2. The Appointment shall be valid initially for initial one year and extendable upto one more year and shall stand automatically terminated at the expiry of the Term. Any extension of the Term shall be at the sole discretion of the SPICES BOARD .
3. Eligible candidates may appear for the Walk in Test at the venue on the prescribed date & time.
4. Candidates appearing for the walk-in-test shall bring filled up application form attached in annexure-I and submit the same in the center for attending walk-in-test. Candidate shall affix his/her recent passport size photograph in the application form. The candidates reporting after the specified time, will not be allowed to appear in the test
5. Before applying, candidates should ensure that they fulfill the eligibility criteria for the post as mentioned above.
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 stand cancelled. If any of these shortcomings is/are detected even after selection, his/her services are liable to be terminated.
7. Decisions of the Spices Board in all matters regarding eligibility, conduct of test, detailed test and selection procedure would be final and binding on all candidates. No representation or correspondence will be entertained by the Board in this regard.
8. Canvassing in any form will be a disqualification.
9. No TA/ DA will be given to candidates who attend the walk-in-test. Candidates 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.
10. Validity of rank list will be for two years from the date of publishing.
11. Age, Experience and all other prescribed qualifications will be counted as on the date of walk in test.
12. The period of experience shall be counted after obtaining the prescribed qualification.
13. 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. The Spices Board reserves its right to re-schedule the date and time at any stage of the selection process.
14. Those who have already engaged on contract basis in Spices Board earlier, regardless of completed their tenure or not, need not apply again.
15. The selected candidate shall execute an agreement in stamp paper worth Rs.200/-
16. Termination: Spices Board reserves the right to terminate this Contract by giving one (1) months' prior written notice.

**DIRECTOR(ADMN.)/C**

Date: 11.03.2026

Hindi version follows.

## Annexure – I

Format to be filled up by eligible candidates appearing for Walk-In-Test for the selection of Executive (Sample Receipt Desk) on contract basis in Spices Board

Affix recent passport size photograph

1	Full Name (In block letters)		
2	Father/Guardian Name		
3	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/> Transgender <input type="checkbox"/>
4	Date of Birth(DD/MM/YY)		
5	Contact details	Mobile No /Tel No	
		Email ID	
6	Address for communication		
		Pin code	
7	Permanent Address		
		Pin code	

8. Eligibility criteria (copies may be enclosed as attachment)

Sl No.	Eligibility/Criteria	Details			Document is attached (Yes/No)	Verification (Office purpose only)
1.	a) Date of birth b) Age ( as on the date of walk in test	a) b)				
2.	Educational Qualifications	Name of the University/ Institution	Year of Passing	Class obtained with % of marks obtained		
3.						

9. Details of experience(copies may be enclosed as attachment

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 (Sample Receipt Desk) on contract basis

Place :  
Date:

Signature :  
Name: