

**SPICES BOARD**  
**(Ministry of Commerce & Industry, Govt.of India)**  
**Sugandha Bhavan, N.H. By Pass,**  
**Palarivattom. P.O., Kochi – 682025**  
**Tele: 0484-2333610 to 616**

**Engagement of Consultants (Marketing & Export Promotion) in Spices Board**

Spices Board invites applications from retired Govt. officials who had served in the Pay levels 8-10, 11, 12-13 of Pay Matrix or equivalent under Central/ State Govt entities viz. Departments/ PSUs/ Autonomous Bodies/ Commodity Boards, for engaging as Consultant for **Marketing & Export Promotion** for a period of one year, further extendable for another two years. The consultants will be deployed in Regional Offices of Spices Board at Mumbai, Unjha/Jodhpur, Barabanki/Guna, Nizamabad(Telangana), Guntur, Bangalore and Kochi. Job description of the consultant is given in Annexure-1. Detailed terms and conditions of engagement of Consultants are annexed as Annexure-2.

|   |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Consultants required      | Retired Govt. Officials – 7 Nos*, one each for Regional offices at Mumbai, Unjha/Jodhpur, Barabanki/Guna, Nizamabad (Telangana), Guntur, Bangalore and Kochi<br><br>(*Spices Board reserves the right to modify the no. of consultants indicated against the above categories)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2 | Eligibility               | Retired Govt Officials who had served in any Central/ State Government service namely Departments/ PSUs/ Autonomous Bodies/ Commodity Boards, with minimum 10 years experience in marketing of Spices or export promotion of spices/ plantation crops/ agricultural commodities or Spices extension activities.<br><br>a) In the pay Level 8-10 of the Pay Matrix equivalent to pre-revised Pay Scale with GP of Rs.4800/-to 5400** or<br>b) Level 11 of the Pay Matrix equivalent to pre-revised Pay Scale with GP Rs.6600/-** or<br>c) Level 12 & 13 of the Pay Matrix equivalent to pre-revised Pay Scale with GP Rs.7600/- **<br><br>(**Spices Board reserves the right to decide the no. of consultants under each pay level based on availability)<br><br><b>Preference will be given to candidates who knows the local language.</b><br><br>The candidates should possess excellent communication and inter personal skills with a strong flair for in-depth examination of subjects |
|   | Educational qualification | Degree from a recognised University.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|   | Age limit                 | Below 63 years as on last date of application.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 3 | Place of assignment       | Regional offices of the Board in Mumbai, Unjha/Jodhpur,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

|   |              |                                                                   |
|---|--------------|-------------------------------------------------------------------|
|   |              | Barabanki/Guna,Nizamabad(Telangana), Guntur, Bangalore and Kochi. |
| 4 | Remuneration | Level 8-10 of the Pay Matrix : Rs 40,000/- per month (fixed)      |
|   |              | Level 11 : Rs 50,000/- per month (fixed)                          |
|   |              | Level 12 & 13 : Rs 60,000/- per month (fixed)                     |

**Method of Selection:**

- Shortlisted candidates will be called for an interview by the Board.
- Weightage of marks: Experience, qualification & understanding of sector- 50 marks, Interview & Presentation - 50 marks.
- Spices Board reserves the right to modify the weightage marks mentioned by giving prior intimation to the shortlisted candidates before the written test/ interview.
- A panel of candidates who qualify in the interview will be prepared and will be engaged as consultant as per the requirement of the Board. The validity of the panel will be two years and consultants, additionally required, will be engaged from the approved panel.

**Instructions to candidates :**

- Retired Govt. officials who possess the above qualification & experience, good health and are willing to join immediately may submit their applications in the given format(Annexure-3) along with relevant documents in support of qualification and experience to the **Secretary, Spices Board, Sugandha Bhavan, N.H. By Pass, Palarivattom. P.O., Kochi – 682025, Tele: 0484-2333610 to 616** on or before **17<sup>th</sup> March, 2023**.
- The candidates should duly superscribe on the cover/envelope enclosing application & all other enclosures as “**Application for the Post of Consultants (Marketing & Export Promotion) in Spices Board**.”
- Applications, which are not received in the prescribed format i.e. as per Annexure-3 of the notification along with the supporting documents will not be considered.
- Candidates may send the application as a single PDF attachment in the following order (a) Annexure-3 (b) Educational qualifications(in chronological order) (c) ID proof (d) Experience certificate(s) & (e) Relevant documents, if any.
- Candidates are advised to check opportunities/notices in Board’s website [www.indianspices.com](http://www.indianspices.com) for updates and not to rely on information from 3rd party websites.

**03<sup>rd</sup> March, 2023**  
**Kochi-25**

**DIRECTOR(ADMIN.)**  
**SPICES BOARD**

**Hindi version follows**

**JOB DESCRIPTION**

1. To coordinate with the Regional Office of the Board, State Govt. authorities, Growers, traders/exporters to promote export of Spices from the region and to improve the quality of spices produced for export. Also to domestic marketing of cardamom(Small & Large).
1. To Work in close association with agencies like State Organic Missions, other Commodity Boards, State Horticulture and other line Departments, State Agriculture Universities, Central Research Institutes, Central Government Agencies viz. Customs, DGFT, ECGC, etc., Exporters association and trade chambers (ICC, FICCI, FINER, ASSOCHAM, CIL, PHD etc.), registered Farmer Producer Companies in the Region and involving them in the Outreach Programmes.
2. To coordinate with the producer groups, exporters, processors, other stakeholders for ensuring quality for export.
3. To organize a help desk to address the grievances of spices exporters in the region. To have frequent interaction with the stakeholders of spices sector in the region, develop strategies to address the issues.
4. To Support and organize capacity building programmes such as Buyer Seller Meet, Workshop, Training Programmes, Entrepreneurship Development Programmes for spices exports etc., for exporters/ Farmer Producer Companies and ensure participation of exporters in the region.
5. To organize exposure visits to new exporters, exporters located in rural location and exporters belonging to SC/ ST particularly to Spices Parks, major spice growing locations, R&D institutions viz. CFTRI, IIP, IISR, NRCSS etc.
6. To Chalk out necessary strategies for increasing the exports of spices grown in the Region in consultation with technology development institutions for technology transfer for exports.
7. To Liaison with exporter/logistic providers for transportation of the commodities and for creating infrastructure facilities like Pack House, Cold Storages, refrigerated vans by utilizing resources from Central/State Government for facilities/ schemes of the Govt.
8. To co-ordinate as well as monitor the activities of spices clusters identified in the Region under the Agri Export Policy(AEP) in association with State Nodal Agency for AEP.
9. To develop strategies for promoting GI(Geographical Indication) tagged spices exports from the Region.
10. To provide support to FPC and Exporters in establishing market linkage.

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11. To popularize Board's schemes among the exporters in the Region. To design launch promotion campaigns aimed at promotion of spices exports and highlighting the quality of spices in export
12. To create a digital database by compiling information on the following:
  - a) List of suppliers of machineries for spices processing/ value addition/ packaging, etc. in the region.
  - a) Trade information for the spices grown in the region viz. Major exporting countries, major importing countries, tariff barriers, non-tariff barriers, etc. from the WTO, ITC and other authentic websites.
  - b) Trade/ Market information of major spices grown viz market arrivals, variety/grade, price, etc from the major assembling centers/ APMC markets in the region on weekly/fortnightly interval.
  - c) Schemes for development of spices in the region, for market / export promotion implemented by Central / State Agencies in the Region along with list of beneficiaries;
  - d) Issues / challenges related to post harvest operations / Quality in export of the spices grown in the region and suggest remedial measures.
  - e) List of FPCs / Farmers groups ( for each spice) as prospective suppliers in the Region.
  - f) FPC / Farmers Groups having certified organic production of spices in the Region.
13. To prepare Bankable Projects for establishing spices processing units, value addition units (spice powder, masala powder, spices in whole consumer packs, Spices oils / spice oleoresin, etc) for the spices grown in the region for the reference / use of new entrepreneurs / exporters.
14. To implement steps that are required for maximizing the utilization of facilities available under Spices Parks of the Board and the QELs of the Board.
15. Any other works as and when assigned by the Head office / Regional Office of the Spices Board.

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**TERMS AND CONDITIONS FOR ENGAGEMENT OF CONSULTANT IN SPICES BOARD**

1. The total monthly remuneration and the Pension drawn by the Consultant shall not be more than the Last Pay Drawn by him/her calculated at the current rates of Dearness Allowance.
2. The period of engagement will be initially for one year and further extendable for another two years as per requirement based on their performance.
3. Consultants 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 interview, joining the assignment or on its completion. However, if 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, he/she retired from, will be paid to him/her after obtaining approval of the competent authority.
5. Working Hours: Consultants may follow the normal office working hours as prescribed (i.e. 09:00 AM to 05:30 PM, Monday to Friday). However, as per the exigency one has to work on Saturdays and after Office hours to complete the time bound work.
6. Drawal of Pension: A retired Government official appointed as Consultant shall continue to draw pension and the dearness relief on pension during the period of his engagement as Consultant. His engagement as Consultant shall not be considered as a case of re-employment.
7. Leave : Consultants 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 Consultants. Also, un-availed leave shall neither be carried forward to next year nor encashed.
8. Tax Deduction at Source (TDS): TDS as admissible shall be deducted from the monthly remuneration of Consultants. A TDS certificate shall be issued by the Board on demand.
9. Candidates appointed as Consultant would not be permitted to take up any other assignment during the period of consultancy with Spices Board.
10. 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.

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11. 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.

#### **TERMINATION OF ENGAGEMENT**

Spices Board will terminate the engagement of Consultant in following conditions:

- i. The Consultant is unable to address the assigned work;
- i. Quality of the work is not up to the satisfaction of the Board;
- ii. The Consultant fails in timely achievement of the milestones as finally decided by the Board
- iii. The Consultant is found lacking in honesty and integrity.

Note: The Board reserves the right to terminate the engagement, by serving fifteen (15) days' written notice to the Consultant. Termination will take effect from the date of the completion of fifteen (15) days from the date of delivery of such notice.

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**Application for Engaging Retired Government Officials as Consultant(Marketing & Export Promotion) in Spices Board (Ministry of Commerce & Industry, Department of Commerce), Govt. of India.**

Affix recent  
passport size  
photograph

|    |                                                                                   |                  |  |
|----|-----------------------------------------------------------------------------------|------------------|--|
| 1  | Name of the position applied for                                                  |                  |  |
| 2  | Full Name (In block letters)                                                      |                  |  |
| 3  | Father's/Husband's Name                                                           |                  |  |
| 4  | Date of Birth                                                                     |                  |  |
| 5  | Contact details                                                                   | Mobile No/Tel No |  |
|    |                                                                                   | Email ID         |  |
| 6  | Address for communication                                                         |                  |  |
|    |                                                                                   | Pin code         |  |
| 7  | Age as on last date of application                                                |                  |  |
| 8  | Educational qualification<br>(enclose copy of self attested copy of certificates) |                  |  |
| 9  | Experience and Achievements<br>(Details with supporting documents)                |                  |  |
| 10 | Date of joining of Government service                                             |                  |  |
| 11 | Date of retirement                                                                |                  |  |
| 12 | Designation and office from which retired                                         |                  |  |

| 13      | Last Pay drawn & the Level in Pay Matrix                                                                                           |                     |              |    |                |         |
|---------|------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------|----|----------------|---------|
| 14      | PPO No.(Please attach copy of PPO)                                                                                                 |                     |              |    |                |         |
| 15      | Monthly Pension                                                                                                                    |                     |              |    |                |         |
| 16      | Details of computer knowledge                                                                                                      |                     |              |    |                |         |
| 17      | Brief particulars of experience in the format below in a separate sheet – designation wise<br>(Please attach supporting documents) |                     |              |    |                |         |
| Sl. No. | Designation and office in which service rendered                                                                                   | Department/ Section | Period       |    | Nature of work | Remarks |
|         |                                                                                                                                    |                     | From         | To |                |         |
|         |                                                                                                                                    |                     |              |    |                |         |
|         |                                                                                                                                    |                     |              |    |                |         |
| 18      | Preference of posting (Refer serial number 3 in first page for place of assignment)                                                |                     |              |    |                | Place   |
|         |                                                                                                                                    |                     | Preference 1 |    |                |         |
|         |                                                                                                                                    |                     | Preference 2 |    |                |         |
|         |                                                                                                                                    |                     | Preference 3 |    |                |         |
|         |                                                                                                                                    |                     | Preference 4 |    |                |         |
|         |                                                                                                                                    |                     | Preference 5 |    |                |         |
|         |                                                                                                                                    |                     | Preference 6 |    |                |         |
|         |                                                                                                                                    |                     | Preference 7 |    |                |         |

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/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 Consultants.

Signature :  
(Full name of the applicant) :

Place:

Date: