# SPICES BOARD
(Ministry of Commerce & Industry, Govt.of India)
Sugandha Bhavan, N.H. By Pass, P.B. No.2277
Palarivattom. P.O., Kochi – 682 025
Tele: 0484-2333610 to 616

## Selection of Trainees in Quality Evaluation Laboratory of Spices Board at NARELA.

[Exclusively for Scheduled Caste(SC)/ Scheduled Tribe(ST) candidates only]

| | | |
|---|---|---|
| No. of Trainees | : | Trainee Analyst (Chemistry)–1; Sample Receipt Desk(SRD) Trainee–1; A panel will be prepared for selection of trainees for future vacancies. |
| Educational Qualification | : | Trainee analyst (Chemistry): Bachelors degree in Chemistry from a recognised University/ Institute. Sample Receipt Desk(SRD) Trainee: Graduation/ Degree in any discipline from a recognised University/ Institute with computer knowledge. |
| Eligiblitiy | : | 1. The upper age limit should not exceed 35 years as on the date of written test. 2. Those who are trained/ undergoing training in any of the department of the Spices Board are not eligible. |
| Tenure | : | Two years. |
| Stipend | : | Trainee Analyst (Chemistry): $1^{st}$ Year ₹17,000 and $2^{nd}$ year ₹18,000 per month. Sample Receipt Desk(SRD) Trainee: ₹17,000 per month for two years. |
| Leave Eligiblity | : | One day per month. |
| Time, Date & Place of written test | : | $28^{th}$ January 2021, 10:00 AM at Spices Board, Quality Evaluation Lab, Sector A-7, Plot No.5, Narela, North West Delhi -110 040 (Ph: 011-27785379, 27785380). |

## How to apply & appear for written test:

Eligible candidates may send their details as in Annexure-I along with scanned copies of resume, recent passport size photo, certificates (Proof for age, education, caste certificate, etc. and experience if any) email to "**sbqelnarela@gmail.com**" in advance, before the date of written test for making necessary arrangements as per the preventive measures to contain the spread of

COVID-19. Candidates appearing for written test have to produce Annexure-I and self-attested copies of the documents submitted online at the time of written test.

## Instructions to candidates appearing for written test:

The generic measures which include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures are to be observed by all (staff and candidates) in the place of test at all times. These include:

- Physical distancing of at least 6 feet should be followed as far as feasible.
- Mandatory use of face covers/masks.
- Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty and use of alcohol-based hand sanitizers (for at least 20 seconds).
- To ensure respiratory etiquette, strict practice of covering one's mouth and nose while coughing/ sneezing with a tissue/ handkerchief/ flexed elbow and disposing off used tissues properly.
- Self-monitoring of health by all and reporting any illness at the earliest.
- Strict prohibition of spitting.
- Installation & use of Aarogya Setu App by all, as far as feasible.

The written test shall be conducted as per the Standard Operating Procedure(SOP) for conducting examinations laid down by the Ministry of Health & Family Welfare, Govt. of India.

Date: 13ᵗʰ January 2021.                                    **SECRETARY**

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- Hindi version will follow.

**Annexure - I**

## Details to be sent via email

The details may be sent by email with subject as "Application for Trainee Analyst (Chemistry)" to **sbqelnarela@gmail.com**.

| | | |
|---|---|---|
| 1. | Name: | |
| 2. | Father/Guardian Name: | |
| 3. | Sex: | |
| 4. | Date of Birth: | |
| 5. | Marital status: | |
| 6. | Religion: | |
| 7. | Category(SC/ST): | |
| 8. | Nationality: | |
| 9. | ID proof: | |
| 10 | Phone no.:<br><br>Alternate no.: | |
| 11. | Email id: | |
| 12. | Address for communication: | |
| 13. | Permanent Address: | |

14. Educational Qualification(Copies may be enclosed as attachment):

| Exam | Specialisation/Subject | University/ Institute | Year of passing | Percentage/ GPA |
|---|---|---|---|---|
| | | | | |

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|---|---|---|
| 15. | Details of experience(if any) (copies may be enclosed as attachment): | |
| 16. | Any other relevant information: | |

### Declaration:

I hereby declare that the information furnished above are true, complete and correct to the best of my knowledge and belief. I am in possession of the documents in proof of the claim made in this application.

Date:
Place:                                                    (NAME)