

Notification No. 7

SPICES BOARD

(Ministry of Commerce & Industry, Govt.of India)
Sugandha Bhavan, N.H. By Pass, P.B. No.2277,
Palarivattom. P.O., KOCHI – 682025
Website: <http://www.indianspices.com>

Invites applications for the following posts:

Note: “Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.”

1. Assistant Director (Accounts)

Number of Post	:	1 (One)
Category	:	ST
Qualifications		
Essential	:	1. CA/ICWA/CFA/ACS/MBA (First Class) with specialization in Finance from a recognized University.
	:	2. Two years experience in Computer based accounting.
Place of Posting	:	Anywhere in India
Age	:	Not more than 30 years as on 1st October 2015 Relaxation in upper age limit will be applicable for ST candidates as per rules
Scale of Pay	:	PB-3: Rs.15600-39100 + GP Rs.5400

2. Assistant Director (Marketing)

Number of Post	:	2 (Two)
Category	:	UR
Qualifications		
Essential	:	1. First Class Degree from a recognized University/Institution
	:	2. First Class Post Graduate Degree/ two year Post Graduate Diploma in Agricultural Business Management, Business Administration with specialization in Marketing/Foreign Trade from a recognized University/Institution.
Place of Posting	:	Anywhere in India
Age	:	Not more than 30 years as on 1st October 2015
Scale of Pay	:	PB-3: Rs.15600-39100 + GP Rs.5400

3. Assistant Director (Cyber Security& Marketing)

Number of Post	:	1 (One)
Category	:	UR
Qualifications		
Essential	:	<p>1. 1st Class B.E/B.Tech in Computer Science/ Information Technology/Electronics & Communication/ Applied Electronics & Instrumentation from a recognized University with 4 years experience in IT Infrastructure Management, Linux & Windows Server Administration, Networking, Database Administration, Unified Threat Management (UTM) and IT/Data Security (Servers & Software)</p> <p>OR</p> <p>1st Class Masters Degree in Computer Application/Computer Science with 4 years experience in IT infrastructure Management, Linux & Windows Server Administration, Networking, Database Administration, Unified Threat Management (UTM) and IT/Data Security (Servers & Software)</p>
Desirable	:	1. Two years experience in Cyber and Data Security in IT projects
	:	2. Working knowledge on vulnerability assessments, system security design process authentication & authorization, system integration, risk, management, intrusion detection, configuration control, auditing
	:	3. Certifications in CISA(Certified Information System Auditor) or CISM (Certified Information Security Management) or CISSP (Certified Information Systems Security Professionals) or ISC2 Certified Information Systems Security Professional (CISSP) or ISC2 Certified Authorization Professional (CAP) or CompTIA Advanced Security Practitioner (CASP)
Place of Posting	:	Anywhere in India
Age	:	Not more than 35 years as on 1st October 2015
Scale of Pay	:	PB-3: Rs.15600-39100 + GP Rs.5400

4. Senior Field Officer

Number of Post	:	1 (One)
Category	:	ST
Qualifications		
Essential	:	1. Degree in Agriculture/Horticulture/Forestry from a recognized University with minimum 6 OGPA out of 10 OR M.Sc in Botany with first class (60%) from a recognized University.
		2. Two years experience in the production development of agriculture/horticulture crops
		3. Computer literate with knowledge of computer fundamentals and working knowledge in Windows/Linux operating system, word processing, electronic worksheet, e-mail etc.
Place of Posting	:	Anywhere in India
Age	:	Not more than 30 years as on 1st October 2015 Relaxation in upper age limit will be applicable for ST candidates as per rules.
Scale of Pay	:	PB- 2: Rs.9300-34800 + GP Rs.4600

5. Assistant Library & Information Officer

Number of Post	:	1 (One) (Ad-hoc vacancy for 2 years)
Category	:	UR
Qualifications		
Essential	:	1. Post graduate Degree from a recognized University.
		2. Degree in Library Science from a recognized University
		3. Five years experience in Library work in a College/University/Govt. Library in any other Institution of repute.
Place of Posting	:	Anywhere in India
Age	:	Not more than 35 years as on 1st October 2015
Scale of Pay	:	PB-2: Rs.9300-34800 + GP Rs.4600

6. Export Promotion Officer

Number of Post	:	3 (Three)
Category	:	UR
Qualifications		
Essential	:	1. First Class Graduate Degree in Statistics/ Commerce/Economics from a recognized University/Institution.
		2. Post Graduate Degree/Diploma in Marketing/Business Administration/Commerce/Agriculture Business Management from a recognized University / Institution
		3. Computer knowledge and familiarity with software tool for statistical design/ analysis, word processing and Electronic worksheet.
Place of Posting	:	Anywhere in India
Age	:	Not more than 30 years as on 1st October 2015
Scale of Pay	:	PB-2: Rs.9300 – 34800 + GP Rs.4200

7. Editor

Number of Post	:	1 (One)
Category	:	UR
Qualifications		
Essential	:	1. First Class Degree from a recognized University
		2. Post Graduate Degree or Diploma in Journalism/ Communications/Public Relations from a recognized University
		3. Two years experience in Journalism/Communications/Public Relations
		4. Computer literate with knowledge of computer fundamentals and working knowledge in Windows or Linux Operating System, Word Processing, Electronic Worksheet, sending/receiving e-mail etc.
Place of Posting	:	Anywhere in India
Age	:	Not more than 30 years as on 1st October 2015
Scale of Pay	:	PB2: Rs.9300-34800 + GP Rs.4200

8. Statistical Assistant

Number of Post	:	1 (One)
Category	:	ST
Qualifications		
Essential	:	1. First Class Post Graduate Degree in Statistics/Agricultural Statistics from a recognized University.
		2. Computer knowledge and familiarity with software tool for statistical design/analysis, word processing and Electronic worksheet.
Place of Posting	:	Anywhere in India
Age	:	Not more than 30 years as on 1st October 2015 Relaxation in upper age limit will be applicable for ST candidates as per rules.
Scale of Pay	:	PB-1: Rs.5200 – 20200 + GP Rs.2800

9. Agriculture Demonstrator

Number of Post	:	1 (One)
Category	:	ST
Qualifications		
Essential	:	Degree in Agriculture/Horticulture/Botany/ Forestry from a recognized University with 1st Class (60%) or minimum 6 OGPA out of 10.
Place of Posting	:	Anywhere in India
Age	:	Not more than 30 years as on 1st October 2015 Relaxation in upper age limit will be applicable for ST candidates as per rules.
Scale of Pay	:	PB-1: Rs.5200-20200 + GP Rs.1900

Application Fee and Mode of Remittance

SC/ST/Female/Ex-servicemen/PWD candidates are exempted from fee payment and Rs.400/- for others. Fee is Non-refundable.

Application fee has to be remitted only through Demand Draft drawn in favour of the Secretary, Spices Board payable at Kochi, Kerala

Method of Selection

Senior Field Officer, Assistant Library & Information Officer, Export Promotion Officer, Editor, Statistical Assistant and Agriculture Demonstrator -

Selection will be through Examinations in multiple phases. {Objective tests (MCQ) and/or Essay type tests followed by Group Discussions and/or presentations}. Practical tests may also be held wherever necessary.

Assistant Director (Accounts), Assistant Director (Marketing) and Assistant Director (Cyber Security & Marketing) –

Selection will be through Examinations in multiple phases. {Objective tests (MCQ) and/or Essay type tests followed by Group Discussions and/or presentations and/or interviews}. Practical tests may also be held wherever necessary.

Relaxation in age is as follows:

- a. Age relaxation as per Govt. rules for SC/ST/OBC/Ex-Servicemen candidates.
- b. Upper age limit is relaxable by 5 years to all candidates who had originally been domiciled in the state of Jammu & Kashmir during the period from 01.01.80 to 31.12.89.
- c. Age relaxation of 10 years will be granted to the candidates having 40% physical disability.

Test centers

Assistant Director (Accts), Senior Field Officer, Statistical Assistant, Agriculture Demonstrator	Aizawl, Raipur, Ranchi, Jodhpur, Bhubaneswar, Bhopal
Assistant Director (Mktg), Export Promotion Officer	Srinagar
Assistant Director (Cyber Security & Marketing)	Chennai, Bangalore, Hyderabad
Editor	Mumbai
Assistant Library & Information Officer (ALIO)	Kochi

HOW TO APPLY

Candidates residing in North East & Sikkim Region can apply through online as well as offline mode. Candidates from other parts of India shall apply only through online mode.

The weblink for the online submission of application is as follows:

http://112.133.204.82/sb_application/

Candidates residing in North East/Sikkim region who would like to apply through offline mode may download the prescribed form of application from the following link:

<http://www.indianspices.com/admin/homeFiles/applicationformat.pdf>

Last date for applying online is 30th November 2015

Last date for receipt of hard copy of application(s) by post from the candidates residing in the locations (Except Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Spiti District & Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep) in the Spices Board Head Office is 15th December 2015.

Last date for receipt of hard copy of application(s) by post in Spices Board Head Office from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Spiti District & Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep is 31st December 2015.

The candidates may send the application (print out of the application duly signed by the

candidate in case of online submission), relevant supporting documents, Demand Draft and copy of caste certificate in an envelope superscribed as “Application for the post of” addressed to:

The Secretary, Spices Board, Sugandha Bhavan, Palarivattom P.O., Kochi – 682025, Kerala

Date of exams for the above posts would be intimated soon.

SECRETARY

Date: 15.10.2015
Kochi-25

Note:

SC – Scheduled Caste; ST – Scheduled Tribe, OBC – Other Backward Classes, UR – Unreserved; PWD – Persons with Disabilities; MCQ - Multiple Choice Question

Instructions to the candidates

- 1) Applications without supporting documents/Demand Draft or applications received after the prescribed date shall not be entertained.
- 2) Before applying, candidates should ensure that they fulfill the eligibility criteria for the post. Applicants may check whether the post is un-reserved or reserved. If applying for posts against reserved vacancies then make sure that it is suitable for the category/community the applicant belongs to.
- 3) Candidates applying for more than one post should submit separate application form for each post.
- 4) Candidates are advised to keep their e-mail ID and mobile number active for receiving communications from the Spices Board.
- 5) The centre for written test, once submitted, cannot be changed later and hence this has to be opted carefully.
- 6) Allocation of test centres would be done at the discretion of the Spices Board, subject to availability of sufficient number of applicants opting for the respective test centre. The Spices Board, however reserves the right to cancel any of the Examination Centres if there are insufficient number of candidates.
- 7) To prove Identity, Age, Address, Qualification, Experience, Community, Special category, etc., candidates have to produce original documents while appearing for Group Discussions or Presentations or interviews.
- 8) 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 appointment, his/her services are liable to be terminated
- 9) 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.
- 10) Any legal proceedings in respect of any matter of claim or dispute arising out of this vacancy notification and/or an application, tests etc. in response thereto can be instituted only in Kochi and courts at Kochi only shall have sole and exclusive jurisdiction to try any cause / dispute.
- 11) Canvassing in any form will be a disqualification.

- 12) The application fee(s) paid shall neither be refunded under any circumstances nor be held in reserve for any other application.
- 13) The eligibility of applicants with respect to age, Educational qualification, experience etc. will be determined as on 1st October 2015. The period of experience in a discipline/area of work, wherever prescribed, only after the date of acquiring the essential qualification will be counted.
- 14) In case of candidates who do not have the required class or % of marks or CGPA/OGPA for the prescribed qualification, the class or % of marks or CGPA/OGPA obtained at a higher level qualification (in the same discipline), if any, shall be considered if it meets the requirement.
- 15) Information related to changes in date of submission of application (if any), date and venue of written test and result of written test etc., will be published in Board's website www.indianspices.com. Candidates are advised to regularly visit www.indianspices.com for details and updates.
- 16) Applicants employed in Govt. Departments/PSUs/Autonomous bodies should forward their applications through proper channel and must produce No Objection Certificate (NOC) from their employer at the time of final selection phase. In case, the candidate fails to produce the NOC, his/her candidature will not be considered.
- 17) The number of vacancies indicated against each category is provisional and may vary at the time of selection. Spices Board reserves the right to shortlist applicants for Group Discussions/Presentations/Interviews.
- 18) Wherever CGPA/OGPA in a degree is awarded, the candidates will have to produce document indicating equivalent percentage of marks as per norms adopted by the University/Institute at the time of final selection phase.
- 19) Selected candidates are liable to be posted anywhere in India.
- 20) The Spices Board reserves the right to modify/alter/restrict/enlarge/cancel the recruitment process, if need so arises, without issuing any further notice or assigning any reasons therefor. The decision of the Management will be final and no appeal will be entertained against this issue.
- 21) The post of Assistant Library & Information Officer is ad-hoc & does not guarantee regularization or further extension after completion of the tenure.
- 22) All queries/issues regarding submission of application etc. are to be addressed to the Secretary, Spices Board only through e-mail: sbrecruitment2015@gmail.com
- 23) Syllabus for Objective (MCQ) test:

Name of post	Test syllabus/area
Assistant Director (Accts)	Financial Accounting/Management, Computer knowledge, Psychometric evaluation etc.
Assistant Director (Mktg)	Business management, Marketing, Foreign Trade , Computer knowledge, Reasoning ability and Numerical Aptitude, Psychometric evaluation etc.
Assistant Director (Cyber Security & Marketing)	Linux & Windows Server Administration , Network Administration, Database Administration, Unified Threat Management (UTM) and IT/Data Security (Servers & Software), Psychometric evaluation etc.

Senior Field Officer	Agriculture/Horticulture / Computer literate / knowledge in Windows/Linux operating system, word processing, electronic word processing, electronic worksheet, e-mail, Psychometric evaluation etc.
Asst.Library & Information Officer	Library Science, Computer knowledge, Psychometric evaluation etc.
Statistical Assistant	Statistical Methods, Sampling Methods, Probability Distributions, Design of Experiments, Estimation and testing of Hypothesis, Correlation, Regression and Trend analysis, English and basic computer knowledge, Psychometric evaluation etc.
Editor	Mass communication- Print and electronic Media and content, Writing for media, writing for specialised publications, New Media, Media relations, Press releases, press conferences, Creative writing, Editing, proof reading, layout and printing, Development journalism and Farm journalism.
Export Promotion Officer	Business management, Marketing, Foreign Trade , Computer knowledge, Reasoning ability and Numerical Aptitude, Psychometric evaluation etc.
Agriculture Demonstrator	Agriculture, Agro ecology, Horticulture Botany, Agriculture Extension, General Awareness, General knowledge, Computer knowledge, Psychometric evaluation etc.

- 24) SC/ST candidates will be reimbursed to & fro second class sleeper railway/bus fare by shortest route. SC/ST candidates are requested to e-mail their travel claim for appearing in the tests/ final selection phase along with the bank details (Bank name, account number & IFSC Code), scanned copy of the caste certificate and scanned copy of the tickets to sbrecruitment2015@gmail.com . The e-mail regarding reimbursement may be addressed to the Secretary, Spices Board. There is no need to send any hard copy to the office for the claim of same.

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