

**SPICES BOARD**  
**(Ministry of Commerce & Industry, Govt. of India)**  
**Sugandha Bhavan, N.H.By Pass**  
**P.B.No.2277, Palarivattom**  
**COCHIN – 682 025**

Date: 28<sup>th</sup> June 2010

**Walk-in-interview for IT Support Person**

The Spices Board proposes to engage one IT Support Person in the Board's Head Office at Ernakulam, Cochin on a consolidated pay of Rs.20,000/- per month. The appointment will be on contract basis for a period of one year from the date of joining the post. The duties and responsibilities of the IT Support Person are: (1) Maintain application software for financial accounting, field level activities and other applications, (2) Provide training to Board's staff in outstations and in the Head Office for proper utilization of the software, and (3) Provide technical support in application development/amendment using Oracle Forms/reports and PHP. The qualifications, experience and skills prescribed for the post are as follows:-

Qualification.- Master's Degree in Computer Applications/Computer Science/Information Technology

Or

B.E/B.Tech in Computer Engineering /Computer Science/Information Technology from a recognized University.

Desirable .- Knowledge of accounting principles.

Experience.- Minimum One year experience in (1) maintaining financial accounting software or similar applications, (b) imparting training in usage of application software (c) maintaining applications developed in Oracle and PHP, and (d) software development/amendment using Oracle Forms/reports and PHP.

Skills.- Oracle 10g or above, SQL Plus, PL/SQL, Oracle Forms and reports, PHP, Apache, MS ACCESS, Excel and training skills.

Eligibility for TA .- The IT Support Person will have to organize training at various places for proper utilization of the software for financial accounting and field level

activities, for which admissible TA/DA on tour basis at the same rates as for the regular employees of the Board will be paid.

Age.- Shall not be more than 35 years as on 1<sup>st</sup> July 2010.

-2

The selection for the post is proposed to be made from a walk-in-interview to be held at the Board's Head Office at Sugandha Bhavan, Palarivattom P O, Kochi – 682 025 between 10.00 AM and 1.00 PM on 9<sup>th</sup> July, 2010. Candidates coming after 1.00 p.m. will not be permitted to appear for the interview. Persons who are found qualified/suitable for the post at the interview, will be required to do a practical test.

The appointment will be further subject to the following terms and conditions:

1. The services of the selected candidate shall stand terminated on expiry of the period of one year. However, the Board reserves the right to terminate the appointment without any reason even before the above period.
2. The candidate selected shall surrender all relevant certificates in original to the Board and the same will be in the custody of the Board during the period of his/her service.
3. Leave admissible during the service period will be one day per month. For availing additional leave, pro-rata deduction will be made from the consolidated monthly payment. The leave eligible should be availed in that particular month itself and no carry forward of the leave to the next month will be allowed.
4. No TA/DA will be paid to the candidates for attending the interview or for joining the post, if selected.
5. Candidates shall bring the Original certificates of qualification, date of birth, experience if any etc. and two passport size photographs at the time of the Walk - in - interview.

SECRETARY

