

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

NOTIFICATION NO.8

SELECTION OF TRAINEES FOR MARKET RESEARCH

1. Market Research Trainee	Two (2) Nos.
Category	General
Stipend	Rs.21,000/- per month
Method of selection	Written test(objective type)
Training Location	Kochi, Kerala
Age	Not more than 30 years (as on last date of receiving applications)
Tenure of Training	One year from the date of joining (extendable to one more year)
Leave eligibility	One day per month
Qualification	Essential "MBA (Regular Course) with specialization in Marketing/Foreign Trade/ Agri Business or Post Graduate Diploma in Business Management (PGDBM)-2 Years (Regular Course) with specialization in Marketing /Foreign Trade/ Agri Business".
Skills and competencies required	Knowledge of International Business procedures and practices. Capability to analyze the trade related information. Computer skills-especially thorough working knowledge in Excel functions to organize and analyze trade data, Create charts, graphs and preparation of presentations. Ability to identify and understand technical information available in different platform for proper compilation in user friendly formats. Good written and spoken communication skills in English and Excellent inter-personal skills to work as a team.
Venue, Date and time of written test for the selection of Market Research	Will be announced in Board’s website indianspices.com (opportunities page). Candidates are advised to visit the page regularly for updates

Last date for receiving applications : **23th March, 2022**

How to apply:

1. Eligible candidates may send their applications as in Annexure-I along with scanned copies of certificates (Proof for age, education, etc.), recent passport size photo,

resume and experience, if any) via email to spices.recruitment@gmail.com in advance, on or before the last date for receiving applications

2. The email should bear the subject titled as "Application for Market Research Trainee".
3. Applications, which are not received in the prescribed format i.e. as per Annexure-I of the notification along with the supporting documents will not be considered.
4. Candidates may send the application as a single PDF attachment in the following order (a)Annexure-I (b) Educational qualifications(in chronological order) (c) ID proof (d)Experience certificate(s), if any and (e) Resume.
5. If number of applications received is more. The applications will be shortlisted based on the criteria as decided by Spices Board.
6. List of short-listed candidates for written test will be published in Board's website. Original documents for eligibility criteria submitted should be available for verification at the time of written test, failing which the candidate will not be allowed to attend the test.
7. Candidates are advised to check opportunities/notices in Board's website www.indianspices.com for updates and not to rely on information from 3rd party websites.
8. The selection process will be as per the COVID-19 protocol as per the guidelines of Ministry of Health & Family Welfare, Govt. of India.

General Instructions:

1. Applications should be submitted in the prescribed format along with supporting documents. Late applications will not be entertained.
2. Before applying, candidates should ensure that they fulfill the eligibility criteria for Market Research Trainee.
3. Candidates are advised to keep their e-mail ID and mobile number active for receiving communication from the Spices Board.
4. In case it is detected at any stage of selection process 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 canceled.
5. If any of these shortcomings is/are detected even after the selection, his/her services are liable to be terminated.

6. Decision of Spices Board in all matters regarding eligibility, conduct of test, detailed test/interview and selection procedure would be final and binding on all candidates. No representation or correspondence will be entertained by the Board in this regard.

7. 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.

8. Canvassing in any form will be a disqualification.

9. The eligibility of applicants with respect to age, Educational qualification, experience etc. will be determined as on the last date for receiving applications.

10. Information related to changes in date of submission of application (if any), date & time of test, etc. will be published in Board's website www.indianspices.com.

11. 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 therefore. The decision of Spices Board will be final and no appeal will be entertained against this issue.

Kochi-25
09th March, 2022

DIRECTOR(ADMIN)
SPICES BOARD

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Hindi version follows

Annexure-I

Application for the selection of Market Research Trainee

Affix
Recent
passport size
Colour
photograph

1.	Name of the candidate (in Block letters):			
2.	Address for communication:			
	Contact No.:			
	Email ID:			
3.	Permanent Address:			
4.	Identity proof submitted, with details:			
5.	Eligibility criteria/documents submitted:			
Sl. No.	Eligibility criteria	Details	Documents attached (Yes/No)	Verification (Office purpose only)
i.	a) Date of Birth b) Age (Not more than 30 years as on last date of receiving applications)	a) b) years months.		

Sl. No.	Educational qualifications	Name of the University/ Institute.	Year of Passing.	CGPA/OGPA /Percentage obtained.	Documents attached (Yes/No)	Verification (Office purpose only)	
6.	Details of previous training/experience(if any):						
Sl. No.	Area of Experience/ Training	Experience details		Period		Documents attached (Yes/No)	Verification (Office purpose only)
		Position held (Employee/ Trainee)	Name of the Institution.	From – To	Completed Years & Months.		

Declaration

I hereby declare that I have read the notification for selection of Market Research Trainee and the details given above and the supporting documents submitted are true & valid to the best of my knowledge.

Place :
Date:

Signature :
Name:

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