

**SPICES BOARD**

(Ministry of Commerce & Industry, Govt. of India)  
“Sugandha Bhavan” N.H.Bye Pass,  
Palarivattom.P.O, Cochin – 682025, Kerala, India  
( Phone: 91-484-2333610 – 616)  
[www.indianspices.com](http://www.indianspices.com)

**WALK IN TEST FOR SELECTION OF MARKET RESEARCH TRAINEES**

<b>Market Research Trainee</b>	: Two (2) Nos.
<b>Category</b>	: General
<b>Stipend</b>	: Rs. 18,000/- per month.
<b>Method of selection</b>	: Walk-in test (Objective type) followed by descriptive test and discussion.
<b>Training Location</b>	: Kochi, Kerala.
<b>Age</b>	: Not more than 30 years as on the date of walk-in test
<b>Tenure of Training</b>	: One year from the date of joining (extendable up to two years)
<b>Leave eligibility</b>	: One day per month.
<b>Qualification</b>	: <b>Essential</b>  PG Degree in International Business/ International Marketing/ Foreign Trade/ Agri. Business from a recognized university/ reputed institution with 50% marks  Or  MBA with specialization in International Business/ International Marketing/ Foreign Trade/ Agri. Business from a recognized university/ reputed institution with 50% marks.  Or  Post Graduate Diploma in Business Management (PGDBM) – 2 years (Full time course) with specialization in Internationa Business/ International Marketing/ Foreign Trade/ Agri. Business from a recognized universty/ reputed institution with 50% marks.
<b>Skills and competencies required</b>	: Sound knowledge of International Business procedures and practices, Ability to carry-out trade policy-oriented research, Strong mathematical and analytical skills, Computer skills: Use Excel functions to organize and analyze data, Create charts,graphs and presentations, Good written and spoken communication skills in English; Good observation, investigation, judgement and decision making skills, Ability to understand technical and complex information, Self-starter

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with the ability to strategically plan own works, Good networker with the ability to maintain a positive and fruitful dialogue and ability to maintain a positive and fruitful dialogue and relationship with Exporter and trade related organizations; Excellent inter-personal skills, ability to work as part of a team.

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**Date, Time and Venue of Walk-in test** : **5<sup>th</sup> September 2019, 10:00 am.** Document verification

**Candidates who have not yet received their final PG degree need not appear for the walk-in test.**

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Kochi – 682025, Kerala, India  
Ph: 0484-2333610**

The walk-in test (objective type) for eligible candidates will be conducted thereafter on the same day.

Those who qualify in the walk-in test (objective type) will be called for a descriptive test and discussion on the same day, subject to availability of time or on a different day.

The walk in test, descriptive test and discussion will cover questions/topics to assess the subject knowledge, skills and competencies mentioned above.

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**Instructions to Candidates:** : Eligible candidate appearing for the test should fill-in and sign the form placed as Annexure I of this notice and bring along with all necessary documents given below:

- passport size color photograph,
- original certificates for:
  - □ Identity proof (Voter card, Aadhaar card etc.)
  - □ proof of age
  - □ proof of education and training
  - □ Caste Certificate
  - □ publications if any
- One set of self-attested photocopies of the above document stapled to the filled-in and signed Annexure 1.

The number of trainees indicated is provisional and may vary at the time of selection. The Board reserves the right to short-list applicants for the second level descriptive test and discussions.

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**Date: 21<sup>st</sup> August 2019**

**SECRETARY**

**#ApprovedBy#**

No. \_\_\_\_\_ (For Office use)

**Annexure – 1**

Format to be filled up by eligible candidates  
appearing for walk-in test for selection of  
**Market Research Trainees in Spices Board**

Affix recent  
Passport size  
Colour  
photograph

One set of self attested and signed photocopies of each of the eligibility criteria should be attached to this filled-in format. Original documents for each of the eligibility criteria submitted below should be available for verification, failing which, the candidate will not be allowed to attend the walk-in-test.

1. Name of the Trainee post : \_\_\_\_\_
2. Full Name : \_\_\_\_\_
3. Full Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Contact No. : \_\_\_\_\_
- E-mail(in block letters) : \_\_\_\_\_
4. ID card : \_\_\_\_\_  
(Name and no. of the document submitted)

## 5. Eligibility Details:

	<b>Eligibility Criteria</b>	<b>Details</b>	<b>Documents</b>	<b>Verification (Office purpose only)</b>
a)	Date of Birth: (mm-dd-yyyy)  Age:	(Not more than 30 years as on the date of walk-in test)  _____ Years.	Proof of Age (Name of Document submitted)	
b)	Post Graduate Degree	Tick any one: M.Sc./ MBA/ 2 year PG Diploma(Completed) in:  • International Business	Year of Passing:  % of Marks/ CGPA:	

		<ul style="list-style-type: none"> <li>• International Marketing</li> <li>• Foreign Trade</li> <li>• International Trade</li> <li>• Agri. Business</li> <li>• Statistics</li> <li>• Agricultural Statistics</li> </ul>	Name of University/ Institute:	
c)	Published papers/ reports (if any)	Details of Papers/ reports published, with title, source and date (attach a separate sheet if needed). If none write 'Nil')	Attach copy of Papers/ reports (if none, write 'N/A');	
6.	Training on: <ul style="list-style-type: none"> <li>•Data Analysis &amp; Reporting</li> <li>•Market Research</li> <li>•MS Excel</li> <li>•Trade Databases</li> <li>•Communication</li> </ul>	Details of previous training (if none, write 'Nil')	Attach copy of training certificate (If none, write 'N/a');	
7.	Training & Experience in the relevant area and any other relevant information you may wish to add.	Write details (if none, write 'Nil')		

**Declaration**

I hereby declare that I have read the notification for selection of Market Research Trainee and the details give above and self attested documents are correct.

Signature:

Name:

Date:

#ApprovedBy#