

Notification No.12

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

Invites applications for the following post:

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

Director (Marketing)

Number of post		1 (One)
Category		UR
Qualifications		
a) Essential		1. First Class Degree from a recognized University/ Institution. 2.First class Post Graduate Degree/Two Year Post Graduate Diploma in Business Administration with specialization in Marketing/Foreign Trade from a recognized university/Institution. 3.Ten years experience in managerial level in Marketing/Market Research/Operation/Trade information/Export Promotion/Foreign Trade.
b) Desirable		Experience in Exports of plantation crops/spices
Place of Posting		Anywhere in India
Age		Not more than 45 years as on 1 st November, 2016
Scale of Pay		PB3 Rs.15600-39100 + GP Rs.7600

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:

Selection process may be held in multiple phases comprising of Group Discussions and /or presentations and/or Interviews.

Relaxation in age is as follows:

1. Further extension of 10 years age relaxation will be granted to the candidates having 40% physical disability.
2. 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 1.1.1980 to 31.12.1989.

Interview centre : KOCHI

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

The weblink for the online application submission is as follows:

http://112.133.204.82/sb_application_nov_2016/

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://indianspices.com/sites/default/files/applicationformat.pdf>

Last date for applying online application is : 15.12.2016

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 31.12.2016.

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 15.01.2017.

The candidates may send the application (print out of the application duly signed by the candidate in case of online submission), supporting documents, (in respect of educational qualification, proof of age, experience etc.), Demand Draft and copy of caste certificate in an envelope superscribed as "Application for the post of Director(Marketing)" addressed to The Secretary, Spices Board, Sugandha Bhavan, Palarivattom P.O., Cochin – 682025, Kerala.

Date of Recruitment procedure for the above post would be intimated soon.

SECRETARY

Date:04.11.2016
Kochi

Note:

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

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.

- 3) Candidates are advised to keep their e-mail ID and mobile number active for receiving communication namely call letters / interview advices etc.
- 4) To prove Identity, Age, Address, Qualification, Experience, Community, Special category, etc., candidates have to produce original documents as and when called for.
- 5) 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.
- 6) Decisions of the Spices Board in all matters regarding eligibility, recruitment procedure and selection 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, recruitment procedure in response thereto can be instituted only in Cochin and courts at Cochin only shall have sole and exclusive jurisdiction to try any cause / dispute.
- 8) Canvassing in any form will be a disqualification.
- 9) The application fee(s) paid shall neither be refunded under any circumstances nor be held in reserve for any other application.
- 10) The eligibility of applicants with respect to age, Educational qualification, experience etc., will be determined as on 01.11.2016. The period of experience in a discipline/area of work, wherever prescribed, shall be counted after the date of acquiring the essential qualification prescribed for that post.
- 11) 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.
- 12) Information related to changes in date of submission of application (if any), date and venue of Group Discussions/Presentations/interviews, result etc. will be published in Board's website www.indianspices.com Candidates are advised to regularly visit www.indianspices.com for details and updates.
- 13) Applicants employed in Govt. Departments/PSUs/Autonomous bodies should forward their applications through proper channel and must produce No Objection Certificate (NOC) at the time of interview/final selection process from their employer. In case, the candidate fails to produce the NOC, his/her candidature will not be considered.
- 14) 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 interview.
- 15) Selected candidates are liable to be posted anywhere in India.
- 16) 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 further notice/any reasons thereafter. The decision of the Management will be final and no appeal

will be entertained against this issue.

- 17) All queries/issues regarding application submission etc. are to be addressed to the Secretary, Spices Board only through e-mail: spicesboardrecruitment@gmail.com
- 18) 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 Group Discussion/ Presentation/interview along with the bank details (Bank name, account number & IFSC Code), scanned copy of the caste certificate and scanned copy of the tickets to spicesboardrecruitment@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.
- 19) Physically Handicapped (PH) Persons or Persons with disabilities can apply to the notified post even if the post is not reserved for them. However, such candidates will be considered for selection to such post by general standard of merit. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of relaxations as permissible under the rules.

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