

**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](http://www.indianspices.com)

**SELECTION OF OFFICIAL LANGUAGE TRAINEE IN SPICES BOARD, KOCHI**  
**Ref: Notification dated 30.07.2021**

In continuation to the notification dated 30.07.2021 and Corrigendum dated 10.08.2021, regarding selection of Official Language Trainee in Spices Board, Kochi, it is to inform that eligible candidates may send their application for attending the online test as in Annexure-I (enclosed below) along with scanned copies of certificates (Proof of age, education, and experience if any) email to [olspices@gmail.com](mailto:olspices@gmail.com) on or before 10.09.2021.

List of shortlisted eligible candidates and the date of online test will be published in Board's website.

**Instructions to candidates :**

- The email should bear the subject titled as "*Application for for the post of Official Language Trainee.*"
- Applications, which are not received in the prescribed format i.e. as per Annexure-I along with the supporting documents will not be considered.
- 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, if any.
- If large number of applications are received, same will be shortlisted as per the criteria as decided by Spices Board.
- Spices Board reserves the right to modify/alter/restrict/enlarge/cancel the selection process, without assigning any reason. The decision of the Board will be final and no appeal will be entertained in this matter.
- Candidates are advised to check opportunities/notices in Board's website [www.indianspices.com](http://www.indianspices.com) for updates and not to rely on information from 3rd party websites.
- Candidates are advised to keep their e-mail ID and mobile number active for receiving communication from the Spices Board.
- For proof of Identity, Age, Address, Qualification, Experience etc., candidates have to produce original documents at the time of certificate verification.

- Information related to changes in date of submission of application (if any), date & time of test/ interview, etc. will be published in Board's website [www.indianspices.com](http://www.indianspices.com).
- All queries/issues regarding the notification are to be addressed to the Director(Admn.)i/c, Spices Board, Kochi-682025 only through e-mail: [olspices@gmail.com](mailto:olspices@gmail.com).
- 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 cancelled.

Kochi-25  
18.08.2021

**DIRECTOR(ADMIN)**  
**SPICES BOARD**

Hindi version follows

**Application for appearing online test for selection of  
Official Language Trainee  
in Spices Board, Kochi**

Copies of self attested certificates in proof of each of the eligibility criteria should be attached to this filled-in application. Final selection will be subject to production of Original documents as and when called for.

Affix recent  
passport-size  
colour photograph here

Name of the Trainee post applied for .....

2. Full Name :

3. Full Address for communication :

4. Mobile number :

5. E-mail id :

6. Id card (Name and no. of document submitted) :

7. Eligibility Details:

|    | <b>Eligibility Criteria</b> | <b>Details</b>   | <b>Documents</b>  | <b>Verification (Office purpose only)</b> |
|----|-----------------------------|--|---|---|
| a) | Date of Birth<br><br>Age    | (Not more than 30 years as on the date of written test)<br><br>..... years   | Proof of age ( name of document submitted)                              |   |
| b) | Post Graduate Degree        | i) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;<br><br>OR<br><br>Master's degree of a | Year of passing:<br><br>% of Marks:<br><br>Name of university/Institute |   |

|   | <b>Eligibility Criteria</b>  | <b>Details</b>   | <b>Documents</b> | <b>Verification (Office purpose only)</b> |
|---|--|--|------------------|---|
|   |  | <p>recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>ii) Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government Office, including Government of India Undertaking.</p> <p>iii) Knowledge in Computer with a Hindi Typewriting speed @ 25 w.p.m.</p> |                  |   |
| 8 | Any other relevant information you may wish to add, including training & experience in the relevant area | Write details (if none, write 'Nil')   |                  |   |

**Declaration**

I hereby declare that I have read the notification for selection of Official Language Trainee and the details given above / self attested documents submitted are correct.

Signature:

Name:

Date:

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