

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

Dated: 23.12.2008

Invites applications for the post of Secretary.

- No. of post : One
- Place of posting : Head Office of the Board, Cochin
- Pay & Allowances : Pay scale in the Pay Band (PB-3) of Rs.15600-39100 Plus Grade Pay Rs.7600 per month. Initially the total salary including DA and HRA will be approximately Rs.31550/- excluding Transport Allowance.
- Category : General
- Educational & Other Qualifications : Essential
- : 1. First Class/High Second Class Masters Degree from a recognized University.
2. Not less than 10 years' experience in a Group 'A' post in Government/ Statutory Body/ Public Sector Undertaking in General Administration/ Personnel/ Financial Management or legal matters.
- Desirable
- : Post Graduate Degree/Diploma in Management/Law/Finance from a Recognized University.

: 2 :

Age

: Not more than 45 years as on 1st December, 2008. Relaxable by three years for OBC and five years for SC/ST candidates on production of supporting documents.

Eligibility criteria for employees of the Spices Board would be as separately provided in the Recruitment Rules of the Board.

Eligible candidates may apply with bio-data and attested copies of testimonials/certificates in respect of educational qualifications, experience, caste, etc. to the Deputy Director (Admn), Spices Board at the address given above so as to reach him within 30 days from the date of this advertisement. Applications without supporting documents as above will not be entertained. Applicants employed in Government/ Semi-Government Organizations should route their applications through proper channel.

Board reserves the right to shortlist applicants for test/interview.

Sd/-
SECRETARY