

Matter for Web site

SPICES BOARD

**(Ministry of Commerce & Industry, Govt.of India)
Sugandha Bhavan, N.H. By Pass, P.B. No.2277,
Palarivattom. P.O., COCHIN – 682025
Tele: 0484-2333610 to 616, 2347965
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Walk in interview for selection of 'Trainee in Library' in the Board

No. of Trainees required : One
Location in which required : Spices Board, H.O., Kochi
Educational Qualification : PG Degree with BLISc or MLISc
Age : Not more than 30 years as on
01.04.2014.
Stipend : Rs.12000/- per month
Tenure : Two years
Leave eligibility : One day per month
Date & time of interview : 23rd April 2014 at 09.30 a. m.
Venue of Interview : Spices Board, Sugandha Bhavan,
N H By pass, Cochin – 25.

On selection, the trainee shall execute an agreement in stamp paper (worth Rs.100/-) on the **terms and conditions, for which the Format is attached as Annexure 1.**

Eligible candidates may appear for the walk in test/interview with their resume, passport size photograph, original certificates (proof of age, education and experience and publications if any) and a set of attested photocopies of the same on the day of the walk-in-test/interview.

Date: 11.04.2014

SECRETARY

Format for executing agreement by ‘Trainee in Library’:

I,(Name) aged ... years(S/o / D/o)
(Permanent Address) executed this agreement in favor of Spices Board.

Whereas I am also aware that my training at Spices Board does not in any way confer any right or claims for further employment at Spices Board.

Whereas I,.....(Name) agree to faithfully undergo training in the Library Department of the Board in.....(place) for a period of two years commencing from(Date of Joining) in the following terms and conditions:

1. Duration of the training is two years i.e. up to..... However, the initial period of training shall be upto(one year) and extension of the training for the remaining period shall be based on review of performance. The training shall stand terminated on completion of the tenure, without the need for a separate termination order.
2. The Trainee shall have to attend the office six days in a week from 09.00 am to 5.30pm at a stipend of Rs.12000/- per month.
3. If the Board is not satisfied with the performance of the Trainee, the Board reserves the right to terminate the training without any advance notice.
4. She/He shall not leave the Board during and/or in the middle of the training period. However, if she/he intends to do so, she/he shall give one month’s notice/stipend to the Board. However, training certificate will be issued only on completion of atleast one year tenure of the training.
5. The Trainee will be eligible for one day leave of absence per month during the period of training. For availing additional leave, pro-rata deduction will be made from the monthly stipend.
6. She/He has to undergo training under the control of Library Information Officer and will have to travel to places as and when necessary. TA & DA eligible as per Government rules will be provided for the travel.
7. The trainee shall submit consolidated report on training received, once in three months as soft copy.

Signed and delivered by
Trainee Name & Address:
Signature :
Date :

In the presence of : 1.
2.