

SPICES BOARD
(Ministry of Commerce & Industry, Govt.of India)
Sugandha Bhavan, N.H. By Pass, P.B. No.2277,
Palarivattom. P.O., Kochi – 682025
Tele: 0484-2333610 to 616

NOTIFICATION No. 26/2023

**SELECTION OF SYSTEM SUPPORT ENGINEER TRAINEES IN SPICES BOARD,
E-AUCTION CENTER BODINAYAKANUR**

Spices Board proposes to engage Two System Support Engineer Trainees for deploying in E-Auction Center, Bodinayakanur, Tamil Nadu. The engagement will be for an initial period of one year and extendable to one more year.

1	No. of trainees required	Two (02) Nos.
2	Qualifications	B.E / B.Tech /BSc in Computer Science/Information Technology/ Electronics & Communication/BCA/MCA from a recognized university or Three years Diploma in Computer Engineering/ Computer Hardware/ IT from polytechnics
3	Mandatory Skills	Windows/Linux Operating systems.Hardware maintenance system installation & networking. 1. Support for Desktops, printers, Scanners and other peripherals 2. Management of System Data ,allocation and support 3. Coordination with vendors for AMC management 4. Maintenance of Backups 5. Troubleshooting Network Related issues 6. User level support 7. Help desk management
5.	Location	Bodinayakannur, Tamil Nadu
6.	Stipend	19,000/- per month
7.	Age	Not exceeding 30 years as on the date of walk-in-test
8.	Tenure of Training	One year from the date of joining (extendable upto one more year)
9.	Leave eligibility	One day per month
10	Venue, Date and time of Walk-in- test	Venue: Spices Board, E-Auction Center, Kurangini Road, Bodinayakannur, Theni, Tamil Nadu-625513 email id:sbbodimktg@gmail.com Date: 17.12.2023 Time: 10.00 AM

Instructions to candidates:

1. Eligible candidate appearing for the test should fill-in and sign the form placed as Annexure I of this notification and bring the same along with the following:-

1. passport size color photograph,
2. original certificates for:
 - (i) proof of identity (Voter card, Aadhaar card, etc.)
 - (ii) proof of age
 - (iii) proof of education (and training, if any)
3. One set of attested photocopy of the above documents stapled to the filled-in and signed Annexure 1.
2. Candidates who have completed training in any of the Offices of Spices Board are not eligible to apply again.
3. The validity of rank list is for one year.
4. Age, prescribed qualifications and training/ experience if any, will be counted as on the date of walk in test.
5. The Spices Board reserves its right to re- schedule the date and time at any stage of the selection process.
6. Secretary, Spices Board reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
7. Candidates are advised to check opportunities/ notifications in Board's website www.indianspices.com for updates and not to rely on information from third party websites.
8. In case it is detected at any stage of selection 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 selection, his/her services are liable to be terminated.
9. No TA/ DA will be given to candidates who attend the walk-in-test
10. The number shown against each position is provisional and may vary based on quantum of work and requirement for developing and maintaining new applications. Such requirements will be filled from the rank list.
11. The selected candidate shall execute an agreement in stamp paper worth Rs.200/-

Date: 1st December 2023

DIRECTOR(ADMIN)I/c

Hindi version follows:-

Annexure-I

Name of the Post Applied for :

Affix
Recent
passport size
Colour
photograph

1.	Name of the candidate (in Block letters):			
2.	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Transgender <input type="checkbox"/>
3.	Address for communication:			
	Contact No.:			
	Email ID:			
4.	Permanent Address:			
	Contact No.:			
	Email ID:			
5.	Identity proof submitted, with details:			
6.	Eligibility criteria/documents submitted:			
Sl. No.	Eligibility criteria	Details	Documents attached (Yes/No)	Verification (Office purpose only)
	a) Date of Birth b) Age (as on last date)	a) b) years; months; days;		

Sl. No.	Educational qualifications	Name of the University/ Institute.	Year of Passing.	CGPA/OGPA/ Percentage obtained.	Documents attached (Yes/No)	Verification (Office purpose only)	
7.	Details of previous training/experience(if any):						
Sl. No.	Area of Experience/ Training	Experience details		Period		Documents attached (Yes/No)	Verification (Office purpose only)
		Position held (Employee/ Trainee)	Name of the Institution.	From – To	Completed Yeas & Months.		

Declaration

I hereby declare that I have read the notification for selection of System Support Engineer Trainees and the details given above and the supporting documents submitted are true & valid to the best of my knowledge.

Place :
Date:

Signature :
Name:
