

**SPICES BOARD**  
**(Ministry of Commerce & Industry, Govt. of India)**  
**Sugandha Bhavan, N.H. By Pass, P.B. No. 2277,**  
**Palarivattom. P.O., Kochi – 682 025**  
**Tele: 0484-2333610 to 616**

Notification 54/2024  
**ADM/APP/01/ENGA/2021-22**

**SELECTION OF YOUNG PROFESSIONALS ON CONTRACT BASIS IN SPICES BOARD**

Spices Board proposes to engage Young Professionals on contract basis for coordinating the activities of Publicity Section. The Young Professionals will be deployed in Spices Board, Head Office, Kochi as the details mentioned below. The engagement will be for an initial period of one year and extendable to one more years. The number of requirement for Young Professionals category wise, Eligibility criteria, Qualification, Skills, Experience, responsibilities of each category are given below :-

**I. Young Professional (Marketing)**

1	No. of personnel required	One
2	Qualifications	MBA in Marketing
3	Mandatory Skills	Good command over English, strong marketing and interpersonal skills
4	Key Responsibilities	1. To coordinate the functioning and activities of the 3D virtual platform and other public relations & trade promotion activities taken up by Spices Board.
5.	Experience	One (1) year experience
6	Location	Kochi
7.	Emoluments	Rs.25,000/- per Month (Consolidated)
8.	Leave	12 Leave per year
9.	Age	Not exceeding 35 years ( as on the date of this notification)

**II. Young Professional (Public Relations)**

1	No. of personnel required	One
2	Qualifications	Postgraduate Degree/ Postgraduate Diploma in Mass Communication and Journalism / Public Relations
3	Mandatory Skills	Good Command over English and proven skills in managing social media handles. Proficiency in copy writing and editing.
4	Key Responsibilities	2. To coordinate the functioning and activities of the 3D virtual platform and other public relations & trade promotion activities taken up by Spices Board. 3.
5.	Experience	One (1) year experience
6	Location	Kochi
7.	Emoluments	Rs.25,000/- per Month (Consolidated)
8.	Leave	12 Leaves per year
9.	Age	Not exceeding 35 years ( as on the date of this notification)

Method of selection	Written Test, Group Discussion and/or Interview
How to apply	Candidates may send the application as a single PDF attachment in the following order (a) Annexure 1 (b) Educational qualifications (in chronological order) (c) ID Proof (d) Experience certificate(s) (e) Relevant documents if any.  Email ID :publicitytrainee@gmail.com
Last date for receiving applications to email	<b>20.12.2024</b>
Date and time of written test, Group Discussion and /or Interview	<b>Will be uploaded in Board's website <a href="http://www.indianspices.com">www.indianspices.com</a></b>

**Instructions to candidates:**

1. Eligible candidates who possess the above qualification & experience may submit their applications to the email ID given above along with relevant documents in support of qualification and experience on or before 20.12.2024.
2. Applications received shall be screened by a committee constituted by Spices Board for the same. Applications received shall be scrutinized and shortlisted in the light of the applicant's qualification and experience. Mere fulfillment of qualification shall not confer any right for shortlisted by Spices Board. Shortlisted candidates will be called for a written test, Group discussion and or interview.
3. Validity of rank list will be for two years.
4. Applications which are not received in the prescribed format i.e., as per Annexure 1 of the notification, along with supporting documents will not be considered.
5. 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.
6. Age, Experience and all other prescribed qualifications will be counted as on the date of Notification.
7. The period of experience shall be counted after obtaining the prescribed qualification.
8. The engagement of candidates will be purely on contractual basis and under no circumstances are linked to regular appointments and cannot be regularized at any stage.
9. The Spices Board reserves its right to re-schedule the date and time at any stage of the selection process.
10. 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.
11. 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 third party websites.
12. The selected candidate shall execute an agreement in stamp paper worth Rs.200/-

Date: 28<sup>th</sup> November, 2024  
Kochi-25

**DIRECTOR (ADMN)**  
**SPICES BOARD**

Hindi version follows.

## Application for the selection of Young Professionals on contract basis

Affix recent passport size photograph

1	Name of the position (on contract) applied for	Young Professional	
2	Full Name (In block letters)		
3	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/>	
4	Father's/Husband's Name		
5	Date of Birth (as on the date of this notification) (DD/MM/YY)		
6	Contact details	Mobile No /Tel No	
		Email ID	
7	Address for communication		
		Pin code	
8	Permanent Address		
		Pin code	

## 9. Eligibility criteria/documents submitted.

Sl No.	Eligibility/Criteria	Details	Document is attached (Yes/No)	Verification (Office purpose only)
1.	a) Date of birth b) Age (not more than 35 years as on .....)	a) b)		

2.	Educational Qualifications	Name of the University/ Institution	Year of Passing	Class obtained with % of marks		
3.						

10. Details of experience

Sl. No.	Area of Experience	Experience details		Period		Documents attached (Yes/No)	Verification (Office purpose only)
		Positions held (Employee)	Name of the institution	From -To	Completed Years & months		
1							
2							

Declaration

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information given above found false or incorrect/incomplete or ineligibility being detected at any time before or after the selection/test/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Spices Board. I have read all the terms and conditions above and I am ready to accept all the terms and conditions for engagement of Young Professional.

Place :  
Date:

Signature :  
Name: