

**SPICES BOARD**  
**(Ministry of Commerce & Industry, Govt.of India)**  
**Sugandha Bhavan, N.H. By Pass, P.B. No.2277,**  
**Palarivattom. P.O., COCHIN – 682025**  
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**File No.: ADM/ENGA/06/2022-23**  
**Notification No.09/2025**

**ENGAGEMENT OF EXECUTIVES (DEVELOPMENT)**  
**ON CONTRACT BASIS**

Spices Board invites applications from eligible candidates for engaging as Executives (Development) on contract basis for deployment in the Head office and outstation offices of Spices Board. The engagement will be for an initial period of one year and extendable by one more year based on performance and requirement. Detailed terms and conditions of engagement and eligibility criteria are as given below:

**EXECUTIVES (DEVELOPMENT)**

Sl. No.	Office-wise requirement/ place of assignment	Name of offices	Expected requirement
		Kochi, Kerala	2
		Bodinayakanur, Tamil Nadu	1
		Una, H P	1
		Mangan, Sikkim	1
		Sukhia Pokhari, West Bengal	1
2	Educational Qualification	B.Sc. (Agri./ Horti./ Forestry) (Regular Course) OR MSc. Botany (General / Specialization) (Regular Course)	
3	Age limit	Not exceeding 40 years.	
4	Experience	Minimum Two years in the respective area of study or in Agri / Horti related fields.	
5	Remuneration	Rs. 30,000/- per month for the first year and Rs 35,000/- per month for the extended period.	
6	Period of engagement	One year extendable to one more year	
7	Selection method	Selection will be based on written test and/or interview	
8	Venue, Date & Time of interview	Spices Board office at the concerned location Date and time will be intimated in due course	

**Method of Selection:** Shortlisted applicants will be called for written test and/or interview by the Board. A rank list/panel of the applicants who qualify in the interview will be formed and will be engaged as Executive (Development) as per the requirement of the Board. Separate panels/ rank list will be made for each offices mentioned above and the validity of the panel will be for two years.

Eligible candidates may submit their applications in the given format (format attached as Annexure I) along with relevant documents in support of qualification and experience to the [hrd.sb-ker@gov.in](mailto:hrd.sb-ker@gov.in) on or before 7<sup>th</sup> April 2025. **Candidates should clearly mention the location (only one) of their choice in the Application. Once opted, request for change in location will not be considered.** The hard copy of the application shall reach to the Secretary, Spices Board, Kochi on or before 14<sup>th</sup> April 2025.

**DIRECTOR(ADMIN)**

**Date: 17<sup>th</sup> March 2025**

**Instructions to candidates :**

1. Before applying, applicants should ensure that they fulfill the eligibility criteria for the post as mentioned above.
2. 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.
3. The selected candidate shall execute an agreement in stamp paper worth Rs.200/-
4. Applications may be sent as a single PDF attachment in the following order (a) Annexure-I (b) Educational qualifications (in chronological order) (c) ID proof (d) Experience certificate(s), (e) Relevant documents, if any. Candidate has to mention the appropriate position he/she would like to apply in the application form(Annexure-I). [Example: "Application for (Executive (Development))".
5. List of shortlisted applicants for test/interview will be published in Board's website. Venue & date of interview will be informed in due course.
6. Applicants are advised to keep their e-mail ID and mobile number active for receiving communications from the Spices Board.
7. In case it is detected at any stage of recruitment 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 be treated as canceled. If any of these shortcomings is/are detected even after selection, his/her services are liable to be terminated.
8. Canvassing in any form will be a disqualification.
9. The eligibility of applicants with respect to age, qualification etc. will be determined as on the **last date of receiving applications.**
10. Applicants are advised to check notification/opportunities in Board's website [www.indianspices.com](http://www.indianspices.com) for updates and not to rely on information from 3rd party websites.
11. Applications, which are not received in the prescribed format i.e. as per Annexure-I of the notification along with the supporting documents will not be considered.
12. Termination: Spices Board reserves the right to terminate this Contract by giving one (1) months' prior written notice.
13. Those who have already engaged on contract basis in Spices Board, regardless of they have completed their tenure or not, need not apply again.

**TERMS AND CONDITIONS FOR ENGAGEMENT OF EXECUTIVE (DEVELOPMENT) IN SPICES BOARD**

1. The remuneration payable would be Rs. 30,000/- per month for the first year and Rs 35,000/- per month for the extended period in applicable cases. The remuneration for service rendered in a month shall be payable in the subsequent month.

2. The period of engagement will be initially for one year and is further extendable by one more year as per requirement and based on performance.
3. Executive (Development) shall not be entitled to any kind of allowance or accommodation facility eg. Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement etc.
4. No TA/DA shall be admissible for test/interview, joining the assignment or on its completion. However, should they require to travel inside the country in connection with the official work of the Board, TA/DA as admissible to a regular employee of the same grade will be paid to him/her after obtaining approval of the competent authority.
5. Working Hours: Executive (Development) may follow the normal office working hours as prescribed (i.e. 09:00 AM to 05:30 PM). However, as per the exigency one has to work on Saturdays and after Office hours to complete the time bound work.
6. Leave: Executive (Development) shall be eligible for Twelve (12) Days leave in a calendar year on pro- rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to Executive (Development). Also, un-availed leave shall neither be carried forward to next year nor encashed.
7. Tax Deduction at Source (TDS): TDS as admissible shall be deducted from the monthly remuneration of Executive (Development). A TDS certificate shall be issued by the Board on demand.
8. During the period of engagement, the Executive (Development) would be required to attend all important items of works pertaining to the Board as assigned by the Board from time to time.
9. During the period of their assignment with the Spices Board and also thereafter, it is likely that they may come across certain information of important/confidential nature. They will not divulge any information gathered by them during the period of their assignment to anyone who is not authorized to know/have the same.
10. The Spices Board reserves the right to modify/alter/restrict/enlarge/cancel the selection process, if need so arises, without issuing any further notice or assigning any reasons thereafter. The decision of the Board will be final and no appeal will be entertained against this issue.
11. Termination of engagement: Spices Board will terminate the engagement of Executive (Development) in following conditions:
  - (i) The Executive (Development) is unable to address the assigned work;
  - (ii) Quality of the work is not up to the satisfaction of the Board;
  - (iii) The Executive (Development) fails in timely achievement of the milestones as finally decided by the Board;
  - (iv) The Executive (Development) is found lacking in honesty and integrity.
  - (v) Any other Administrative reasons of the Board.

Note: The Board reserves the right to terminate the engagement, by serving one month written notice without assigning any reason. Termination shall be effected on the day right after the completion of one month of delivery of such notice.

DIRECTOR(ADMN.)

Date: 17<sup>th</sup> March 2025

Hindi version follows.

## Application for the post of Executive (Development)

**Location:**

Affix recent  
passport size  
photograph

1	Name of the position applied for	Executive (Development)	
2	Location ( <b>Candidates should clearly mention the location (only one)of their choice in the Application</b> )		
3	Full Name (In block letters)		
4	Caste	SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> GENERAL <input type="checkbox"/>	
5	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/>	
6	Father's/Husband's Name		
7	Date of Birth (DD/MM/YY)		
8	Contact details	Mobile No /Tel No	
		Email ID	
9	Address for communication		
		Pin code	
10	Permanent Address		

		Pin code

11. 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 40 years as on the last date of receiving applications)	a) b)				
2.	Educational Qualifications	Name of the University/ Institution	Year of Passing	Class obtained with % of marks		
3.						

12. 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 Executive (Development).

Place :  
Date:

Signature :  
Name: