

## SPICES BOARD

(Ministry of Commerce & Industry, Govt.of India)  
Sugandha Bhavan, N.H. By Pass, P.B. No.2277  
Palarivattom. P.O., Kochi-682025  
[www.indianspices.com](http://www.indianspices.com) Tel: 0484-2333610 to 616.

### Selection of Trainees in Quality Evaluation Laboratory of Spices Board at Baruipur, Kolkata.

[ Exclusively for Scheduled Caste(SC)/ Scheduled Tribe(ST) candidates ]

No. of Trainees	: Trainee Analyst(Chemistry) – 2; Sample Receipt Desk(SRD) Trainee – 2; A panel will be prepared for selection of trainees for future vacancies.
Educational Qualification	: <u>Trainee analyst (Chemistry)</u> : Bachelors degree in Chemistry from a recognised University/ Institute. <u>Sample Receipt Desk(SRD) Trainee</u> : Graduation/ Degree in any discipline from a recognised University/ Institute with computer knowledge
Eligibility	: 1. The upper age limit should not exceed 35 years as on the date of written test. 2. Those who are trained/ undergoing training in any of the department of the Spices Board are not eligible.
Tenure	: Two years.
Stipend	: Trainee Analyst(Chemistry) : 1 <sup>st</sup> Year at ₹17,000 per month and 2 <sup>nd</sup> year at ₹18,000 per month. Sample Receipt Desk(SRD) Trainee: ₹ 17,000 per month for two years.
Leave Eligibility	: One day per month.
<u>written test</u>	:
Date/Time/Place	<b>Date/time and place will be announced in Board's web site <a href="http://indianspices.com">indianspices.com</a> (opportunities page). Candidates are advised to visit the page <i>regularly</i> for updates.</b>

#### **Instructions to candidates :**

- Eligible candidates may send their details as in Annexure-I along with scanned copies of resume, recent passport size photo, certificates (Proof for age, education, caste certificate, etc. and experience if any) email to “[sbkolkatarecruitment@gmail.com](mailto:sbkolkatarecruitment@gmail.com)” in advance, **on or before 15<sup>th</sup> June, 2021.**

- Candidate has to mention the appropriate trainee position he/she would like apply in the application form ( Annexure-I). [Example : “Application for Trainee Analyst-Chemistry” or “Application for Sample Receipt Desk(SRD) Trainee” as the case may be].
- 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.
- Candidates may sent the application as a single PDF attachment in the following order (a) Annexure-I (b) Educational qualifications(in chronological order) (c) Caste certificate (d) ID proof (e) Experience certificate, if any.
- If large number of applications are received, same will be shortlisted as per the criteria as decided by Spices Board.
- Spices Board reserves the right to modify/alter/restrict/enlarge/cancel the selection process, without assigning any reason. The decision of the Board will be final and no appeal will be entertained in this matter.
- The acknowledgement of applications received by email, if in order, will be sent between 5:00 to 5:30 pm on working days.
- 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 3rd party websites.

The written test shall be conducted as per the COVID-19 protocol as per the guidelines of Ministry of Health & Family Welfare, Govt. of India.

**Date: 20<sup>th</sup> May, 2021**  
**Kochi-25**

**Director(Admin.)**  
**Spices Board**

**Hindi version follows**

**\* \* \* \* \***

**Details to be sent via email**

The details may be sent by email with subject as “**Application for .....** .”

to **sbkolkatarecruitment@gmail.com**

1.	Name:	
2.	Father/Guardian Name:	
3.	Sex:	
4.	Date of Birth:	
5.	Marital status:	
6.	Religion:	
7.	Category(SC/ST):	
8.	Nationality:	
9.	ID proof:	
10.	Phone no.:	
	Alternate no.:	
11.	Email id:	
12.	Address for communication:	
13.	Permanent Address:	
14.	Educational Qualification(Copies may be enclosed as attachment):	
	Exam	Specialisation/Subject
		University/ Institute
		Year of passing
		Percentage/ GPA
15.	Details of experience(if any) (copies may be enclosed as attachment):	
16.	Any other relevant information:	

**Declaration**

I hereby declare that the information furnished above are true, complete and correct to the best of my knowledge and belief. I am in possession of the documents in proof of the claim made in this application.

Date:

(Signature)

Place:

(Name)

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www.indianspices.com, Ph: 0484-2333610 to 16

### TECHNICAL ANALYST – CHEMISTRY & MICROBIOLOGY (ON CONTRACT)

Spices Board, invites application from the qualified candidates preferably residing in the regions/ Corporations/ Municipalities, where the Quality Evaluation Laboratories of the Board are situated, i.e. at Mumbai(MH), Raebareli(UP), Kolkata(WB) and Chennai(TN) for short contractual appointment initially for a period of one year and further extendable by one more year as per the requirement and based on the performance.

No of Vacancy	Mumbai(Navi Mumbai) – Chemistry-1; Microbiology-1; Raebareli(Harchandpur) – Chemistry-1; Kolkata(Baruipur)– Microbiology-1; Chennai(Gummidipundi) – Chemistry-2;
Essential Qualification	<b>Chemistry</b> - Post Graduate degree in Chemistry / Applied Chemistry/ Analytical Chemistry/ Organic Chemistry from a recognised University/ Institute.  <b>Microbiology</b> - Post Graduate degree in Microbiology /Food Microbiology/ Applied Microbiology from a recognised University/ Institute.
Experience(Essential)	Minimum 2 years in any food quality testing lab.
Remuneration	₹30,000(Consolidated) Fixed per month.
Job description (specific works only)	Assist in Standardisation of new parameters, projects related to quality control of spices. Render analytical service based on Quality systems and Manuals of Spices Board.
Term of appointment	The Appointment shall be valid initially for a period of one year and may be further extendable by one year as per the requirement and based on the performance.
Age limit	Not more than 35 years as on last date for receiving applications.

**Last date for receiving applications is 18<sup>th</sup> June, 2021.**

**Date/time and venue of written test : Date/time and venue of written test will be announced in Board's web site [indianspices.com](http://indianspices.com) (opportunities page). Candidates are advised to visit the page *regularly* for updates.**

**Method of Selection:** Selection will be through multiple choice (MCQ) written test of PG level standard for two hours duration.. Applicants will be shortlisted based on experience / marks in the qualifying examination, if necessary.

#### **How to apply :**

1. Eligible candidates may send their applications as in Annexure-I along with scanned copies of certificates (Proof for age, education, etc.), recent passport size photo, resume and

experience, if any) via *email to the respective laboratories in advance, on or before the last date for receiving applications.*

- **Chennai** : **sbchennairecruitment@gmail.com**
- **Mumbai** : **sbmumbairecruitment@gmail.com**
- **Raebareli** : **sbraebarelirecruitment@gmail.com**
- **Kolkata** : **sbkolkatarecruitment@gmail.com**

2. The email should bear the subject titled as "*Application for the post of .....*".
3. Candidate has to mention the appropriate position he/she would like apply in the application form(Annexure-I). [Example: "Application for Technical Analyst-Chemistry" or "Application for Technical Analyst-Microbiology" as the case may be].
4. **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.**
5. Candidates may sent the application as a single PDF attachment in the following order (a) Annexure-I (b) Educational qualifications(in chronological order) (c) ID proof (d) Experience certificate, if any and (e) Resume.
6. If large number of applications are received, same will be shortlisted as per the criteria as decided by Spices Board.
7. The acknowledgement of applications received by email, if in order, will be sent between 5:00 to 5:30 pm on working days.
8. Short-listed candidates will be intimated of written test/interview at the respective QELs. Original documents for eligibility criteria submitted should be available for verification, failing which the candidate will not be allowed to attend the written test/interview.
9. 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 3rd party websites.
10. The written test/interview shall be conducted as per the COVID-19 protocol as per the guidelines of Ministry of Health & Family Welfare, Govt. of India.

### **General Instructions :**

1. Applications should be submitted in the prescribed format along with supporting documents. Late applications will not be entertained.
2. Before applying, candidates should ensure that they fulfil the eligibility criteria for the post.
3. Candidates are advised to keep their e-mail ID and mobile number active for receiving communication from the Spices Board.
4. For proof of Identity, Age, Address, Qualification, Experience, Residence certificate etc., candidates have to produce original documents at the time of certificate verification.
5. In case it is detected at any stage of selection process 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 appointment, his/her services are liable to be terminated.

6. Decisions of Spices Board in all matters regarding eligibility, conduct of test, detailed test and selection procedure would be final and binding on all candidates. No representation or correspondence will be entertained by the Board in this regard.
7. Any legal proceedings in respect of any matter of claim or dispute arising out of this vacancy notification and/or an application, tests, etc., in response thereto can be instituted only in Kochi and courts at Kochi only shall have sole and exclusive jurisdiction to try any cause/dispute.
8. Canvassing in any form will be a disqualification.
9. The eligibility of applicants with respect to age, Educational qualification, experience etc. will be determined as on the last date for receiving applications.
10. The period of experience in a discipline/area of work, wherever prescribed, only after the date of acquiring the essential qualification will be counted.
11. Information related to changes in date of submission of application (if any), date and venue of written test, and result of written test/interview etc. will be published in Board's website [www.indianspices.com](http://www.indianspices.com).
12. **Spices Board reserves the right to modify/alter/restrict/enlarge/cancel the recruitment process, if need so arises, without issuing any further notice or assigning any reasons therefore. The decision of Spices Board will be final and no appeal will be entertained against this issue.**
13. All queries/issues regarding the notification are to be addressed to the Scientist C & QEL i/c, Spices Board only through e-mail: [sbkochirecruitment@gmail.com](mailto:sbkochirecruitment@gmail.com)

21<sup>st</sup> May , 2021  
Kochi-25

Director(Admin.)  
Spices Board

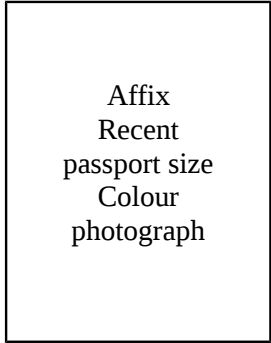
Hindi version follows

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**Annexure-I**

Name of the Post Applied for : .....

Location : .....



1.	Name of the candidate (in Block letters):			
2.	Address for communication:			
	Contact No.:			
	Email ID:			
3.	Permanent Address:			
	Contact No.:			
	Email ID:			
4.	Identity proof submitted, with details:			
5.	Eligibility criteria/documents submitted:			
Sl. No.	Eligibility criteria	Details	Documents attached (Yes/No)	Verification (Office purpose only)
i.	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)

6. 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 Years & Months.		

**Declaration**

I hereby declare that I have read the notification for selection of Technical Analyst (Chemistry/ Microbiology) and the details given above and the supporting documents submitted are true & valid to the best of my knowledge.

Place :

Signature :

Date:

Name:

\* \* \* \* \*



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### Selection of Trainees in Quality Evaluation Laboratory of Spices Board at Navi Mumbai [ Exclusively for Scheduled Caste(SC)/ Scheduled Tribe(ST) candidates ]

No. of Trainees	: Trainee Analyst(Microbiology) – 1; Sample Receipt Desk(SRD) Trainee – 1; A panel will be prepared for selection of trainees for future vacancies.
Educational Qualification	: <u>Trainee analyst (Microbiology)</u> : Bachelors degree in Microbiology from a recognised University/ Institute. <u>Sample Receipt Desk(SRD) Trainee</u> : Graduation/ Degree in any discipline from a recognised University/ Institute with computer knowledge
Eligibility	: 1. The upper age limit should not exceed 25 years as on the date of written test. 2. Those who are trained/ undergoing training in any of the department of the Spices Board are not eligible.
Tenure	: Two years.
Stipend	: Trainee Analyst(Microbiology) : 1 <sup>st</sup> Year at ₹17,000 per month and 2 <sup>nd</sup> year at ₹18,000 per month. Sample Receipt Desk(SRD) Trainee: ₹ 17,000 per month for two years.
Leave Eligibility	: One day per month.
Date, Time & Place of written test	: <b>Date/time and place will be announced in Board's web site <a href="http://indianspices.com">indianspices.com</a> (opportunities page). Candidates are advised to visit the page <i>regularly</i> for updates.</b>

#### **Instructions to candidates :**

- Eligible candidates may send their details as in Annexure-I along with scanned copies of resume, recent passport size photo, certificates (Proof for age, education, caste certificate, etc. and experience if any) email to "[sbmumbarerecruitment@gmail.com](mailto:sbmumbarerecruitment@gmail.com)" in advance, **on or before 15<sup>th</sup> June , 2021.**

- The email should bear the subject titled as "*Application for .....*"
- If the candidate, want to apply for more than one trainee position, separate applications may be sent for each trainee position he/she wishes to apply for.
- 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.
- Candidate has to mention the appropriate trainee position he/she would like apply in the application form(Annexure-I). [Example : "*Application for Trainee Analyst-Microbiology*" or "*Application for Sample Receipt Desk(SRD) Trainee*" as the case may be].
- Candidates may sent the application as a single PDF attachment in the following order (a) Annexure-I (b) Educational qualifications(in chronological order) (c) Caste/Community certificate (d) ID proof (e) Experience certificate, if any.
- If large number of applications are received, same will be shortlisted as per the criteria as decided by Spices Board.
- Spices Board reserves the right to modify/alter/restrict/enlarge/cancel the selection process, without assigning any reason. The decision of the Board will be final and no appeal will be entertained in this matter.
- The acknowledgement of applications received by email, if in order, will be sent between 5:00 to 5:30 pm on working days.
- 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 3rd party websites.

The written test shall be conducted as per the COVID-19 protocol as per the guidelines of Ministry of Health & Family Welfare, Govt. of India.

**Dated: 20<sup>th</sup> May, 2021**  
**Kochi-25**

**Director(Admin.)**  
**Spices Board**

**Hindi version follows**

\* \* \* \* \*

**Details to be sent via email**

The details may be sent by email with subject as “**Application for .....** .”  
to [sbmumbairectruitment@gmail.com](mailto:sbmumbairectruitment@gmail.com)

1.	Name:	
2.	Father/Guardian Name:	
3.	Sex:	
4.	Date of Birth:	
5.	Marital status:	
6.	Religion:	
7.	Category(SC/ST):	
8.	Nationality:	
9.	ID proof:	
10.	Phone no.:	
	Alternate no.:	
11.	Email id:	
12.	Address for communication:	
13.	Permanent Address:	
14.	Educational Qualification(Copies may be enclosed as attachment):	
	Exam	Specialisation/Subject
		University/ Institute
		Year of passing
		Percentage/ GPA
15.	Details of experience(if any) (copies may be enclosed as attachment):	
16.	Any other relevant information:	

**Declaration**

I hereby declare that the information furnished above are true, complete and correct to the best of my knowledge and belief. I am in possession of the documents in proof of the claim made in this application.

Date:

(Signature)

Place:

(Name)