

## SPICES BOARD

(Ministry of Commerce & Industry, Govt.of India)  
 Sugandha Bhavan, N.H. By Pass, P.B. No.2277,  
 Palarivattom. P.O., KOCHI – 682025  
 Website: <http://www.indianspices.com>

**Invites applications from the Persons with Disabilities (PWD) for the following posts:**

**Note: “Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.”**

**1. Scientist B (Chemistry)**

Number of Post	:	1 (One)
Category	:	OBC (HH)
<b>Qualifications</b>		
Essential		Post Graduate Degree in Chemistry (Pure Chemistry/ Applied Chemistry/Analytical Chemistry/ Organic Chemistry/Natural Product Chemistry) from a recognized university with Minimum 7 OGPA out of 10 or 70% marks.
Desirable	:	Doctorate Degree in Chemistry in any of the above discipline OR Three years' research experience in the field of Quality control of agricultural products.
Place of Posting	:	Anywhere in India
Age	:	Not more than 35 years as on 1st October 2015 Relaxation in upper age limit will be applicable for HH candidates as per rules.
Scale of Pay	:	PB3 Rs.15600-39100 + GP Rs.5400

**2. Senior Clerk**

Number of Post	:	3 (Three)
Category	:	UR (HH, OH, VH)
<b>Qualifications</b>		
Essential	:	1. First Class Degree from a recognized University
	:	2. Familiar with office productivity software like word processing, spreadsheet
Place of Posting	:	Anywhere in India
Age	:	Not more than 30 years as on 1st October 2015 Relaxation in upper age limit will be

		applicable as per rules.
Scale of Pay	:	PB-1: Rs. 5200-20200 + GP Rs.2400

### 3. Senior Microbiologist

Number of Post	:	2 (Two)
Category	:	UR (HH)
<b>Qualifications</b>		
Essential		1. Degree in Microbiology from a Recognized University/Institution with minimum 6 OGPA out of 10 or 60% marks
	:	2. Five years experience in laboratory analytical procedures in quality control
Place of Posting	:	Anywhere in India
Age	:	Not more than 30 years as on 1st October 2015 Relaxation in upper age limit will be applicable as per rules
Scale of Pay	:	PB-1: Rs.5200 – 20200 + GP Rs.2400

### 4. Junior Clerk

Number of Post	:	2 (Two)
Category	:	1- UR(HH), 1-OBC(VH)
<b>Qualifications</b>		
Essential		1. Degree from a recognized University
	:	Computer literate with knowledge of computer fundamentals and working knowledge in Windows/ Linux operating system, word processing, electronic worksheet, e-mail etc
Place of Posting	:	Anywhere in India
Age	:	Not more than 30 years as on 1st October 2015 Relaxation in upper age limit will be applicable as per rules
Scale of Pay	:	PB-1: Rs.5200-20200 + GP Rs.1900

**Application Fee and Mode of Remittance :** *No fees would be charged from PWD candidates.*

### **Method of Selection**

*Senior Clerk, Senior Microbiologist & Junior Clerk –*

Selection shall be through Examinations in multiple phases. {Objective tests (MCQ) and/or Essay type tests followed by Group Discussions and/or presentations}. Practical tests may also be held wherever deemed necessary.

*Scientist B (Chemistry) –*

Selection shall be through Examinations in multiple phases. {Objective tests (MCQ) and/or Essay type tests followed by Group Discussions and/or presentations and/or interviews}. Practical tests may also be held.

**Relaxation in age is as follows:**

- a. Age relaxation as per Govt. rules for SC/ST/OBC/Ex-Servicemen/PWD candidates.
- b. Upper age limit is relaxable by 5 years to all candidates who had originally been domiciled in the state of Jammu & Kashmir during the period from 01.01.80 to 31.12.89.

**Test centers**

Scientist B (Chemistry), Senior Clerk, Senior Microbiologist, Junior Clerk	Delhi, Kolkata, Chennai, Srinagar, Jodhpur, Barabanki, Guna, Unjha, Mumbai, Haveri, Erode, Guntur, Gangtok, Guwahati
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**HOW TO APPLY**

Applications can be submitted by online as well as offline mode. Candidates are encouraged to make use of online application submission.

Candidates who would like to apply through offline mode may download the prescribed form of application from the following link:

<http://www.indianspices.com/admin/homeFiles/applicationformat.pdf>

The weblink for the online submission of application is as follows:

[http://112.133.204.82/sb\\_application/](http://112.133.204.82/sb_application/)

**Last date for applying online is 30th November 2015**

Last date for receipt of hard copy of application(s) by post from the candidates residing in the locations (Except Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Spiti District & Pangri Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep) in the Spices Board Head Office is 15th December 2015.

Last date for receipt of hard copy of application(s) by post in Spices Board Head Office from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Spiti District & Pangri Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep is 31st December 2015.

*The candidates are instructed to send the application (print out of the application duly signed by the candidate in case of online submission), relevant supporting documents, and copy of disability certificate in an envelope super scribed as "Application for the post of "....." addressed to:*

*The Secretary, Spices Board, Sugandha Bhavan, Palarivattom P.O., Kochi – 682025, Kerala*

**Date of exams for the above posts would be intimated soon.**

**SECRETARY**

**Date: 15.10.2015**

**Kochi-25**

**Note:**

SC – Scheduled Caste; ST – Scheduled Tribe, OBC – Other Backward Classes, UR – Unreserved; PWD – Persons with Disabilities; OH – Orthopedically Handicapped; VH – Visually Impaired; HH -- Hearing Impaired

**Instructions to the candidates**

- 1) Applications without supporting documents or applications received after the prescribed date shall not be entertained.
- 2) Before applying, candidates should ensure that they fulfill the eligibility criteria for the post. Applicants may check whether the post is un-reserved or reserved. If applying for posts against reserved vacancies then make sure that it is suitable for the category/ community the applicant belongs to.
- 3) Candidates applying for more than one post should submit separate application form for each post.
- 4) Candidates are advised to keep their e-mail ID and mobile number active for receiving communication from the Spices Board.
- 5) The centre for written test, once submitted, cannot be changed later and hence this has to be opted carefully.
- 6) Allocation of test centres would be done at the discretion of the Spices Board, subject to availability of sufficient number of applicants opting for the respective test centre. The Spices Board, however reserves the right to cancel any of the Examination Centres if there are insufficient number of candidates.
- 7) To prove Identity, Age, Address, Qualification, Experience, Community, PWD category, etc., candidates have to produce original documents while appearing for Group discussions/presentations/Interviews.
- 8) 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 stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated
- 9) Decisions of the 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.
- 10) 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.
- 11) Canvassing in any form will be a disqualification.
- 12) The eligibility of applicants with respect to age, Educational qualification, experience etc., will be determined as on 1st October 2015. The period of experience in a discipline/area of work, wherever prescribed, only after the date of acquiring the essential qualification will be counted.
- 13) In case of candidates who do not have the required class or % of marks for the prescribed qualification, the class or % of marks obtained at a higher level qualification (in the same discipline), if any, shall be considered if it meets the requirement.
- 14) Information related to changes in date of submission of application (if any), date and venue of written test and result of written test etc. will be published in Board's website [www.indianspices.com](http://www.indianspices.com). Candidates are advised to regularly visit [www.indianspices.com](http://www.indianspices.com) for details and updates.

- 15) Applicants employed in Govt. Departments/PSUs/Autonomous bodies should forward their applications through proper channel and must produce No Objection Certificate (NOC) at the time of final processing from their employer. In case, the candidate fails to produce the NOC, his/her candidature will not be considered.
- 16) The number of vacancies indicated against each category is provisional and may vary at the time of selection. Spices Board reserves the right to shortlist applicants for Group Discussions/Presentations/Interviews.
- 17) Wherever CGPA/OGPA in a degree is awarded, the candidates will have to produce document indicating equivalent percentage of marks as per norms adopted by the University/Institute at the time of final processing.
- 18) Selected candidates are liable to be posted anywhere in India.
- 19) The 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 the Management will be final and no appeal will be entertained against this issue.
- 20) All queries/issues regarding submission of application etc. are to be addressed to the Secretary, Spices Board only through e-mail: [sbrecruitment2015@gmail.com](mailto:sbrecruitment2015@gmail.com)
- 21) Syllabus for Objective (MCQ) test:

Name of post	Test syllabus/area
Scientist B (Chemistry)	Structural Chemistry, Organic Chemistry, Physical Chemistry, Codex Alimentarius Commission, Psychometric evaluation etc.
Senior Clerk & Junior Clerk	Reasoning ability and Numerical Aptitude, English Language, General Awareness, General Knowledge ,Computer knowledge in Windows, Linux operating system ,word processing, electronic worksheet, e-mail, Psychometric evaluation etc.
Senior Microbiologist	Microbiology/Quality control in Food, Codex Alimentarius Commission, Reasoning ability and Numerical Aptitude, Psychometric evaluation etc.

- 22) SC/ST candidates will be reimbursed to & fro second class sleeper railway/bus fare by shortest route. SC/ST candidates are requested to e-mail their travel claim for appearing in the tests/interviews along with the bank details (Bank name, account number & IFSC Code), scanned copy of the caste certificate and scanned copy of the tickets to: [sbrecruitment2015@gmail.com](mailto:sbrecruitment2015@gmail.com) . The e-mail regarding reimbursement may be addressed to the Secretary, Spices Board. There is no need to send any hard copy to the office for the claim of same.
- 23) Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules for the vacancies reserved for PWD candidates.

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