

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, Ph: 0484-2333610 to 16

ADM/ENGA/02/2020-21-Part(1)

Notification No. 40/2025

**SELECTION OF CONSULTANT ON SHORT TERM
CONTRACT IN SPICES BOARD, KOCHI, KERALA**

Spices Board proposes to engage consultant on short term contract in the Board's Head Office, at Kochi as per the details given below. The engagement will be on short term contract basis, for an initial period of three months which can further be extended depending on performance. Details such as Eligibility criteria, Qualification, Skills, Experience, Responsibilities etc. are given below:

1	No. of personnel required	One (01)
2	Qualification	Essential: PhD in Economics/Econometrics/Agri Economics /Statistics / Applied Statistics / Agricultural Statistics / Data Science and related specializations. Desirable: Research Specialization in Foreign Trade, Trade Agreements, Tariff, Foreign Trade Policy and allied topics will be given preference.
3	Mandatory Skills	• Data analysis/ interpretation/ economic impact assessment skills particularly in field of trade, policy etc • Strong marketing and interpersonal skills • Good command over English
4	Key Responsibilities	To analyze, economic impact of various trade policies/ tariff and non-tariff measures, global trends, existing and emerging markets, new product opportunities, map and access policies/ measures taken by major exporters and importers of spices and value-added spice products etc
5.	Experience	Essential: Nil Desirable: Work Experience in Foreign Trade, Trade Agreements, Tariff, Foreign Trade Policy and allied topics will be given preference.
6	Location	Kochi
7.	Emoluments	Rs. 50,000/- per Month (Consolidated)
8.	Leave	One day per month
9.	Age	Not exceeding 40 years (as on 1 st October 2025)
10.	Method of selection	Walk in Interview.

11	Venue, date & Time of Walk in Interview	Spices Board Head Office, Kochi at 10.00 AM on Friday, 7 th November 2025
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Instructions to candidates:

1. Before appearing for the walk-in interview, applicants should ensure that they fulfill the eligibility criteria for the post, as mentioned above.
2. Eligible candidates may appear for a walk -in- Interview along with their applications in prescribed format(Annexure-I), originals of identity proof (Government approved,) Proof for age, education and experience and one set of self attested copies of above mentioned certificates on the date and time at the address given above.
3. The engagement will purely be on short term contract basis and under no circumstances will the engagement be regularized or linked to regular appointment.
4. The selected candidate shall execute an agreement in stamp paper worth Rs. 200/-
5. The rank list of selected applicants will be published in the Board's website (www.indianspices.com).
6. Applicants are advised to keep their e-mail ID and mobile number active for receiving communications from Spices Board.
7. In case, it is detected at any stage, that a candidate does not fulfil the eligibility criteria 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 cancelled. If any shortcomings are detected even after selection, his/her services are liable to be terminated. Canvassing in any form will be a disqualification.
8. The eligibility of applicants with respect to age, qualification etc. will be determined as on 1st October 2025.
9. Applicants are advised to check notification/opportunities in the Board's website www.indianspices.com for updates (if any) and not to rely on information from any third-party sources.
10. Termination: Spices Board reserves the right to terminate the contract at any time during the contract period, by giving a notice in writing.
11. Candidates who have completed all requirements for completion/ award of the essential qualification as per Sl. No 2, and are awaiting the Doctoral degree certificate may also attend the selection process, if provisional certificate /sufficient proof / documentary evidence, in this regard, can be produced during the walk-in interview.
12. Those who have already been engaged on contract basis in any office of Spices Board need not apply again, regardless of whether they have completed their tenure or not.

TERMS AND CONDITIONS FOR ENGAGEMENT OF CONSULTANT (SHORT TERM CONTRACT)

1. The remuneration payable would be Rs. 50,000/- (consolidated) per month. The remuneration for the service rendered in a month will be payable in the subsequent month.
2. The period of engagement will be on contract basis, initially for three months which can further be extended depending on the performance.
3. The consultant shall not be entitled to any kind of allowance or accommodation facility eg. Dearness Allowance, Transport Facility,

Residential Accommodation, Personal Staff, CGHS, Medical Reimbursement etc.

4. No TA/DA shall be admissible for 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: The consultant may follow the normal office working hours as prescribed (i.e. 09:00 AM to 05:30 PM, Monday to Friday). However, as per the exigency, the consultant shall work on holidays and after Office hours to complete the time bound works.
6. Leave: The Consultant shall be eligible for one day per month on pro- rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to the Consultant.
7. Tax Deduction at Source (TDS): TDS as admissible shall be deducted from the monthly remuneration of the Consultant. A TDS certificate shall be issued by the Board on demand.
8. The Consultant shall attend all items of work assigned to him/her from time to time, irrespective of the key responsibilities mentioned in this notification.
9. During the period of assignment with Spices Board and also thereafter, it is likely that the consultant may come across certain information of important/confidential nature. The consultant shall 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. 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 thereof. The decision of the Board will be final and no appeal will be entertained against such actions by the Board.
11. Termination of engagement: Spices Board will terminate the engagement of consultant if:
 - (i) the consultant is unable to address the assigned work;
 - (ii) the quality of the work is not up to the satisfaction of the Board;
 - (iii) the consultant fails in timely achievement of the milestones as decided by the Board;
 - (iv) the consultant is found lacking in honesty and integrity.
 - (v) any other administrative reasons of the Board.

Note: Spices Board reserves the right to terminate the contract, by serving a notice in writing, at any time during the contract period. The termination shall be effected on the day right after the delivery of such notice.

28th November, 2025
Kochi, 25

**DIRECTOR (ADMIN.) i/c
SPICES BOARD**

Hindi version follows:

Annexure-I

Name of the contract Applied for :

Affix
Recent
passport size
Colour

1.	Name of the candidate (in Block letters):				
2.	Gender	Male ☐	Female ☐	Transgender ☐	
3.	Caste	SC/ ST/ OBC/ UR			
4.	Address for communication:				
	Contact No.:				
	Email ID:				
5.	Permanent Address:				
	Contact No.:				
	Email ID:				
6.	Identity proof submitted, with details:				
7.	Eligibility criteria/documents submitted:				
7.1	Age	Details	Document s attached (Yes/No)	Verification (Office purpose only)	

	a) Date of Birth (DD/MM/YY) b) Age (as on 1 st October 2025)	a) years; months; days;					
7.2	Educational qualifications	Name of the University/ Institute.	Year of Passing.	CGPA/ OGPA/ Percentage obtained.	Documents attached (Yes/No)	Verification (Office purpose only)	
8.	Details of previous experience(if any):						
	Area of Experience	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 consultant on short term contract and the details given above and the supporting documents submitted are true & valid to the best of my knowledge.

Place :
Date:

Signature :
Name:
