

**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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**Notification No. 11/2023**

**ENGAGEMENT OF FRONT DESK EXECUTIVE ON CONTRACT BASIS**

Spices Board invites applications from eligible candidates for engaging as Front Desk Executive on contract basis for managing the video conference based system & virtual office in Spices Board, Head Office, Kochi. The engagement will be for an initial period of one year and extendable up to two more years based on performance and requirement. Detailed terms and conditions of engagement and eligibility criteria are as given below:

1	No. of requirement	1 (One)
2	Educational Qualification (Essential)	Degree (Regular Course) from a recognized University/ Institution.
3	Experience (Essential)	(i) Minimum one (1) Year of experience in relevant field. (ii) Knowledge on Computer, Microsoft Word and Excel. (iii) Good communication skill in English, Hindi and Malayalam
4	Age limit	Not exceeding 35 years.
5	Remuneration	Rs. 22,000/- (fixed)
6	Period of engagement	One year extendable up to two more years
7	Selection method	Selection will be based on written test and/or interview
8	Venue, Date & Time of interview	Spices Board, Head Office, Kochi Date and time will be intimated in due course
9	Mode of receiving application	Online

**Submission of application:** Eligible candidates may submit their applications in Online. **Last date for submission of application is 06<sup>th</sup> October 2023.** Applications received in any other mode will not be considered. Link for submission of application is given below:

**Link:** <http://spicesboard.in/recruitment/>

**Method of Selection:** Shortlisted applicants will be called for written test and/or interview by the Board. A rank list of the applicants who qualify in the test and/or interview will be formed and will be engaged as Front Desk Executive as per the requirement of the Board.

**Date: 12<sup>th</sup> September, 2023**

**DIRECTOR(ADMN.)/C**

Hindi version follows.

### **Instructions to candidates :**

1. Before applying, applicants should ensure that they fulfill the eligibility criteria for the post as mentioned above.
2. Candidate has to submit the application in online. Applications received in any other mode will not be considered.
3. List of shortlisted applicants for test/interview will be published in Board's website. Date & time of written test and/or interview will be informed in due course.
4. The eligibility of applicants with respect to age, qualification etc. will be determined as on the last date for receiving application.
5. The period of experience shall be counted after obtaining the prescribed educational qualification.
6. Applicants are advised to keep their e-mail ID and mobile number active for receiving communications from the Spices Board.
7. 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.
8. The selected candidate shall execute an agreement in stamp paper worth Rs.200/-
9. 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.
10. Canvassing in any form will be a disqualification.
11. 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 3<sup>rd</sup> party websites.

### **TERMS AND CONDITIONS FOR ENGAGEMENT OF FRONT DESK EXECUTIVE ON CONTRACT BASIS IN SPICES BOARD**

1. The remuneration payable would be Rs. 22,000/- per month. 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 to two more years as per requirement and based on performance.
3. Front Desk Executive 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: Front Desk Executive may follow the normal office working hours as prescribed (i.e. 9.00 AM to 05:30 PM) (Monday to Friday). **However, as per the exigency, one has to work on holidays and after Office hours to complete the time bound work.**
6. Leave: **Front Desk Executive** 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 Front Desk Executive. 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 Front Desk Executive A TDS certificate shall be issued by the Board on demand.

8. During the period of engagement, the Front Desk Executive 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 Front Desk Executive in following conditions:

(i) The Front Desk Executive is unable to address the assigned work;

(ii) Quality of the work is not up to the satisfaction of the Board;

(iii) The Front Desk Executive fails in timely achievement of the milestones as finally decided by the Board;

(iv) The Front Desk Executive is found lacking in honesty and integrity.

Note: The Board reserves the right to terminate the engagement, by serving 15 days written notice without assigning any reason. Termination shall be effected on the day right after the completion of 15 days of delivery of such notice.

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