

## SPICES BOARD

(Ministry of Commerce & Industry, Govt.of  
India) Sugandha Bhavan, N.H. By Pass,  
Palarivattom. P.O., COCHIN –  
682025 Tele: 0484-2333610 to  
616, 2347965

### Engagement of Consultants (Marketing & Export Promotion) in Spices Board

Spices Board invites applications from experienced Industrial Professionals as well as retired Govt. Officials who had served in the Pay levels 8-10, 11, 12-13 under Central/State Govt entities namely Departments/ PSUs/Autonomous Bodies/ Commodity Boards, for engaging as Consultant for **Marketing & Export Promotion** for a period of one year, further extendable for another one year. The consultants will be deployed in HO/Regional Offices of the Spices Board, at locations indicated hereunder. Job description of the consultant is given in Annexure 1. Detailed terms and conditions of engagement of Consultants are annexed as Annexure 2.

1	Consultants required	Category 1 :Industrial Professionals- Category 2 : Retired Govt Officials   (*Spices Board reserves the right to modify the no. of consultants indicated against the above categories)	   Total 9 Nos*
2	Eligibility	<b>Category 1</b> : Industrial Professionals with minimum 5 years Experience in Marketing and Export Promotion activities of Spices /Agriculture /Horticulture commodities or fmcg products. The candidates should possess excellent communication and inter personal skills with a strong flair for in-depth examination of subjects.	
	Educational qualification	Master's Degree in Business Administration or equivalent	
	Age limit	Below 63 years as on last date of receipt of application	
		<b>Category 2:</b> Retired Govt. Officials who had served in any Central/ State Government service namely Departments/ PSUs/Autonomous Bodies/ Commodity Boards, with minimum 5 years' experience in " Marketing and Export Promotion" of spices/plantation crops/agricultural commodities or spice extension activities. a) in the pay Level 8-10 of the Pay Matrix equivalent to pre-revised Pay Scale with GP of Rs.4800/-to 5400** or b) Level 11 of the Pay Matrix equivalent to pre-revised Pay Scale with GP Rs.6600/-** or	

	c) Level 12 & 13 of the Pay Matrix equivalent to pre-revised Pay Scale with GP Rs.7600/- **  (**Spices Board reserves the right to decide the no. of consultants under each pay level based on availability) The candidates should possess excellent communication and interpersonal skills with a strong flair for in-depth examination of subjects.	
	Educational qualification	Degree from a recognized University
	Age limit	Below 63 years as on last date of application
3	Place of assignment	HO at Kochi and Regional Offices of the Spices Board located in Mumbai, Unjha/Jodhpur, Barabanki/Guna, Nizamabad, Guntur, Bangalore, Srinagar and New Delhi.
4	Remuneration	
	Category 1	Rs.50,000/- per month fixed
	Category 2	Level 8-10 of the Pay Matrix: Rs 40,000/- per month (fixed)
		Level 11 : Rs 50,000/- per month (fixed)
		Level 12 & 13 : Rs 60,000/- per month (fixed)

**Method of Selection:**

Category 1 & Category 2:

Shortlisted candidates will be called for an interview by the Board.

Weightage of marks: Experience, qualification & understanding of sector- 50 marks, Interview & Presentation - 50 marks

Spices Board reserves the right to modify the weightage marks mentioned here for the two categories, by giving prior intimation to the shortlisted candidates before the written test/ interview.

A panel of candidates who qualify in the interview will be prepared and will be engaged as consultant as per the requirement of the Board. The validity of the panel will be two years and consultants, additionally required, will be engaged from the approved panel.

Candidates with industrial experience and retired Govt. officials who possess the above qualification & experience, good health and are willing to join immediately may submit their applications in the given format (Annexure 3 for Category 1 & Annexure 4 for Category 2) along with relevant documents in support of qualification and experience to the Secretary, Spices Board, Sugandha Bhavan, N H By Pass, Palarivattom.P.O. Kochi- 682 025. Tele:

0484-2333610 to 616) on or before **29th July 2024**.

The Candidates should duly superscribe on the cover/ envelope enclosing application & all other enclosures as “Application for the post of Consultants (Marketing & Export Promotion) in Spices Board”.

Applications which are not received in the prescribed format i.e., as per Annexure 3 (for Industrial Professionals) and Annexure 4 (Retired Govt. officials) of the notification along with the supporting documents will not be considered.

Candidates are advised to check Notifications/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.

SECRETARY

Date: 04.07.2024

## JOB DESCRIPTION

1. To coordinate with the Regional Office of the Board, State Govt. authorities, Growers, traders/exporters to promote export of Spices from the region and to improve the quality of spices produced for export and prepare relevant notes on comments /inputs etc. as required by the department. Also same with respect to domestic marketing of cardamom (small & large).
2. To put up notes and drafts independently and maintain the proper e-filing procedures as applicable and quick response to the comment's as sought through email / other communications towards official replies .
3. To Work in close association with agencies like State Organic Missions, other Commodity Boards, State Horticulture and other line Departments, State Agriculture Universities, Central Research Institutes, Central Government Agencies viz. Customs, DGFT, ECGC, etc, Exporters association and trade chambers (ICC, FICCI, FINER, ASSOCHAM, CIL, PHD etc.), registered Farmer Producer Companies in the Region and involving them in the Outreach Programmes.
4. To coordinate with the producer groups, exporters, processors, other stakeholders for ensuring quality for export.
5. To organize a help desk to address the grievances of spices exporters in the region. To have frequent interaction with the stakeholders of spices sector in the region, develop strategies to address the issues.
6. To Support and organize capacity building programmes such as Buyer Seller meet, Workshop, Training Programmes, Entrepreneurship Development Programmes for spices exports etc. for exporters / Farmer Producer Companies and ensure participation of exporters in the region.
7. To organize Exposure visits to new Exporters, exporters located in rural locations and exporters belonging to SC / ST particularly to Spices Parks, major spice growing locations, R&D institutions viz. CFTRI, IIP, IISR, NRCSS, etc.
8. To chalk out necessary strategies for increasing the exports of spices grown in the Region in consultation with technology development institutions for technology transfer for exports.
9. To Liaison with exporter/logistic providers for transportation of the commodities and for creating infrastructure facilities like Pack House, Cold Storages, refrigerated vans by utilizing resources from Central/State Government for facilities/ schemes of the Govt.
10. To co-ordinate as well as monitor the activities of spices clusters identified in the Region under the Agri Export Policy (AEP) in association with State

Nodal Agency for AEP.

11. To develop strategies for promoting export of GI (Geographical Indication) tagged spices from the Region.
12. To provide support to FPC and Exporters in establishing market linkage.
13. To popularize Board's schemes among the exporters in the Region. To design and launch promotion campaigns aimed at promotion of spices exports and highlighting the quality of spices in export.
14. To create a digital database by compiling information on the following:
  - a) List of suppliers of machineries for spices processing / value addition / packaging, etc. in the region.
  - b) Trade information for the spices grown in the region viz. major exporting countries, major importing countries, Tariff barriers, Non-Tariff barriers, etc. from the WTO, ITC and other authentic websites.
  - c) Trade / Market information of major spices grown viz. market arrivals, variety / grade, price, etc from the major assembling centres / APMC markets in the region on weekly / fortnightly interval.
  - d) Schemes for development of spices in the region, for market / export promotion implemented by Central / State Agencies in the Region along with list of beneficiaries;
  - e) Issues / challenges related to post harvest operations / Quality in export of the spices grown in the region and suggest remedial measures.
  - f) List of FPCs / Farmers groups ( for each spice) as prospective suppliers in the Region.
  - g) FPC / Farmers Groups having certified organic production of spices in the Region.
15. To prepare Bankable Projects for establishing spices processing units, value addition units (spice powder, masala powder, spices in whole consumer packs, Spices oils / spice oleoresin, etc) for the spices grown in the region for the reference / use of new entrepreneurs / exporters.
16. To implement steps that are required for maximizing the utilization of facilities available under Spices Parks and the QELs of the Board .
17. Any other works as and when assigned by the Head office / Regional Office of the Spices Board and must be ready for any official trip/tour to be attended to.

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**TERMS AND CONDITIONS FOR ENGAGEMENT OF CONSULTANT  
IN SPICES BOARD**

1. The total monthly remuneration and the Pension drawn by the consultant in the case of retired officials shall not be more than the Last Pay Drawn by him/her calculated at the current rates of Dearness Allowance.
2. The period of engagement will be initially for one year and further extendable for another one year as per requirement based on their performance.
3. Consultants 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 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, he/she retired from, will be paid to him/her after obtaining approval of the competent authority.
5. Working Hours: Consultants 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. Drawal of Pension: A retired Government official appointed as consultant shall continue to draw pension and the dearness relief on pension during the period of his/her engagement as consultant. His/Her engagement as Consultant shall not be considered as a case of re-employment.
7. Leave: Consultants shall be eligible for Eight (12) Days of leave in a calendar year on pro- rata basis. No remuneration for the period of absence in excess of the leave admissible will be paid to Consultants. Also, un-availed leave shall neither be carried forward to next year nor encashed.
8. Tax Deduction at Source (TDS): TDS as admissible shall be deducted from the monthly remuneration of Consultants. A TDS certificate shall be issued by the Board on demand.

9. Candidates appointed as consultants would not be permitted to take up any other assignment during the period of consultancy with Spices Board.

10. 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.

11. 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.

#### **TERMINATION OF ENGAGEMENT**

Spices Board will terminate the engagement of Consultant in following conditions:

- (i) The Consultant is unable to address the assigned work;
- (ii) Quality of the work is not up to the satisfaction of the Board;
- (iii) The Consultant fails in timely achievement of the milestones as finally decided by the Board;
- (iv) The Consultant is found lacking in honesty and integrity.

Note: The Board reserves the right to terminate the engagement, by serving fifteen (15) days' written notice to the Consultant. Termination shall be effected on the day right after the completion of fifteen (15) days of delivery of such notice.

Hindi version follows

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Annexure-3

**Category 1 - Industrial Professionals**

Application Form Engaging as Consultant in the Spices Board (Ministry of Commerce & Industry, Department of Commerce)

Affix recent  
Passport size  
photograph

1	Name of the position applied for(please ✓the position applied)	<b>Consultant :Category 1 Industrial professionals</b>	
2	Full Name (In block letters)		
3	Father's/Husband's Name		
4	Date of Birth		
5	Contact details	Mobile No/Tel No	
		Email ID	
6	Address for communication		
		Pin code	
7	Age as on last date of application		
8	Educational Qualification(enclose copy of self attested copy of Certificates)		
9	Experience and Achievements (Details with supporting documents)		
10	Details of computer knowledge		



11	Brief particulars of experience in the format below in a separate sheet - designation wise (Please attach supporting documents)					
Sl. No.	Designation and office in which service rendered	Department / Section	Period		Nature of work	Remarks
			From	To		
12	Preference of posting (Refer serial number 3 in first page for place of assignment)				Place	
				Preference 1		
				Preference 2		
				Preference 3		

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/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 Consultants.

Signature :

(Full name of the applicant) :

Place:

Date:

**Category 2- Retired Govt. Officials**

Application Form Engaging as Consultant in the Spices Board (Ministry of  
Commerce & Industry, Department of Commerce)

Affix recent  
Passport size  
Photograph

1	Name of the position applied for(please ✓the position applied)	<b>Consultant- Retired Govt. officials</b> (Pay Matrix)	
		Level 8-10	
		Level 11	
		Level 12 & 13	
2	Full Name (In block letters)		
3	Father's/Husband's Name		
4	Date of Birth		
5	Contact details	Mobile No/Tel No	
		Email ID	
6	Address for communication		
		Pin code	
7	Age as on last date of application		
8	Educational qualification (enclose copy of self attested copy of certificates)		
9	Experience and Achievements (Details with supporting documents)		
10	Date of joining of Government service		
11	Date of retirement		
12	Designation and office from which retired		

13	Last Pay drawn					
14	PPO No.(Please attach copy of PPO)					
15	Monthly Pension					
16	Details of computer knowledge					
17	Brief particulars of experience in the format below in a separate sheet –designation wise (Please attach supporting documents)					
Sl. No.	Designation and office in which service rendered	Department/Section	Period		Nature of work	Remarks
			From	To		
18	Preference of posting (Refer serial number 3 in first page for place of assignment)				Place	
					Preference 1	
					Preference 2	
					Preference 3	

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/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 Consultants.

Signature :

(Full name of the applicant) :

Place:

Date: