

SPICES BOARD
(Ministry of commerce&Industry, Govt. of India)
Sugandha Bhavan,NH Bye Pass, PBNo.2277
Palarivattom PO,Kochi-682025
Tele:0484-2333610 to 616, 2347965 Fax: 0484-2331429,2334429

Walk-in-interview for Trainee in implementation of Official Language policy

- 1) **No. of Trainees required** : One
- 2) **Location of training** : Indian Cardamom Research Institute, Spices Board,
Kailasnadu PO, Myladumpara, Idukki dist.685 553
- 3) **Qualification**
Essential: a) Post Graduate degree in Hindi with English as a subject at degree level OR Post graduate Degree in English with Hindi as a subject at degree level from a recognized University.
b) Diploma OR Certificate in Translation from English to Hindi and vice versa from a recognized University/ Institution.
Desirable : Teaching/Research experience in Hindi Language/Literature
- 4) **Age** : Not more than 25 years as on 1st January 2013
- 5) **Stipend** : Rs.12000/-per month
- 6) **Tenure** : Two years from the date of joining
- 7) **Leave eligibility** : One day per month
- 8) **Date&Time of interview** : 7th February 2013, 10.00 AM
- 9) **Venue of Interview** : Spices Board HO
Sugandha Bhavan, NH Bye Pass, PB No.2277
Palarivattom PO, Kochi-682025
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Eligible candidates may appear for the interview along with Resume, photo, original certificates and one set of attested copies of certificates (proof of age, education and experience if any) on 7th February 2013 at 10.00 AM

On selection, the trainee should execute an agreement in stamp paper worth Rs.100/- in the format as specified overleaf .

Dated: 10th January 2013

Sd.
Secretary

Format for executing agreement by 'Trainee in Official Language Implementation'

I,(Name) aged ... years(S/o / D/o) (Permanent Address) executed this agreement in favour of Spices Board.

Whereas I am also aware that my training in Spices Board does not in any way confer any right or claims for further employment in Spices Board.

Whereas I,.....(Name) agree to faithfully undergo training in the Indian Cardamom Research Institute of the Board at Kailasanadu P.O, Myladumpara, Idukki District Pin - 685 553 for a period of two years commencing from(Date of Joining) in the following terms and conditions:

1. Duration of the training is two years i.e. up to..... However, the initial period of training shall be upto(one year) and extension of the training for the remaining period shall be based on a review of performance. The training shall stand terminated on completion of the tenure, without the need for a separate termination order.
2. The Trainee shall have to attend the office normally for five days in a week (Monday to Friday) from 9.00 am to 5.30 pm. at a stipend of Rs.12000/- per month. However, the trainee shall have to attend the office in holidays, Saturdays & Sundays also in exigencies
3. If the Board is not satisfied with the performance of the Trainee, the Board reserves the right to terminate the training without any advance notice.
4. She/He shall not leave the Board during and/or in the middle of the training period. However, if she/he intends to do so, she/he shall give one month's notice/stipend to the Board. However, training certificate will be issued only on completion of the tenure of the training.
5. The Trainee will be eligible for one day leave of absence per month during the period of training. For availing additional leave, pro-rata deduction will be made from the monthly stipend.
6. She/He has to undergo training in the ICRI, Myladumpara, Kailasanadu P.O, Idukki District
7. Her/His selection as 'Trainee in Official Language Implementation' is subject to meeting the eligibility criteria of Marks and production of Certificates. Monthly stipend will be paid only after production of Certificates or Mark lists in original.
8. The trainee shall maintain a daily training diary on training received.
9. The trainee shall submit a consolidated report on training received, once in three months for evaluation, through proper channel.

Signed and delivered by

Trainee Name & Address:

Signature :

Date :

In the presence of : 1