

SPICES BOARD

(Ministry of Commerce & Industry, Govt.of India)
Sugandha Bhavan, N.H. By Pass, P.B. No.2277,
Palarivattom. P.O., Kochi – 682025
Tele: 0484-2333610 to 616

SELECTION OF SYSTEM SUPPORT ENGINEER TRAINEE

| | | |
|----|--|---|
| 1 | Number of trainees required | One (System Support Engineer trainee) |
| 2 | Stipend | Rs.18,000/- per month |
| 3 | Method of selection | Written test |
| 4 | Training Location | Puttady, Kerala |
| 5 | Age | Not more than 30 years |
| 6 | Tenure of Training | Two years |
| 7 | Leave eligibility | One day per month |
| 8 | Qualifications: Essential | B.E / B.Tech /BSc in Computer Science/Information Technology/ Electronics & Communication/BCA/MCA from a recognized university or Three years Diploma in Computer Engineering/ Computer Hardware/ IT from polytechnics |
| 9 | Mandatory skills required | <ol style="list-style-type: none">1. Windows/Linux Operating systems. Hardware maintenance system installation & networking.2. Support for Desktops, printers, Scanners and other peripherals3. Management of System Data ,allocation and support4. Coordination with vendors for AMC management5. Maintenance of Backups6. Troubleshooting Network Related issues7. User level support8. Help desk management |
| 10 | Venue, date and time of attending written test | Venue: Spices Board, (Ministry of Commerce & Industry, Govt.of India) Spices Park, Puttady P.O, Idukki, Kerala-685551 Ph: 04868-277033. Date : 09.01.2022 Time : 10.00 AM |

Instructions to candidates :

1. Eligible candidates may appear for the Walk in Test at the venue on the prescribed date & time.
2. Candidates appearing for the walk-in-test shall fillup the application form attached in annexure-I and submit the same in the center for attending walk-in-test. Candidate shall affix his/her recent passport size photograph in the application form. The candidates reporting after the specified time, will not be allowed to appear in the test
3. Before applying, candidates should ensure that they fulfill the eligibility criteria for the post as mentioned above.
4. In case it is detected at any stage of selection 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 selection, his/her services are liable to be terminated.
5. Decisions of the Spices Board in all matters regarding eligibility, conduct of 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.
6. Canvassing in any form will be a disqualification.
7. No TA/ DA will be given to candidates who attend the walk-in-test.
8. Candidates are advised to check notification/opportunities in Board's website www.indianspices.com for updates and not to rely on information from 3rd party websites.
9. Validity of rank list will be for two years.
10. The number shown against each position is provisional and may vary based on quantum of work and requirement for developing and maintaining new applications. Such requirements will be filled from the rank list.
11. Age, Experience and all other prescribed qualifications will be counted as on the date of walk in test.
12. The period of experience shall be counted after obtaining the prescribed qualification.
13. 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.
14. Secretary, Spices Board reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice. The Spices Board reserves its right to re-schedule the date and time at any stage of the selection process.
15. The selected candidate shall execute an agreement in stamp paper worth Rs.200/-
16. The written test shall be conducted as per the COVID-19 protocol as per the guidelines of Ministry of Health & Family Welfare, Govt. of India.

DIRECTOR(ADMIN)

Date: 14.12.2021

Place : Kochi

Format to be filled up by eligible candidates appearing for Walk-In-Test for the selection of System Support Engineer Trainee in Spices Board

Affix recent passport size photograph

| | | | |
|---|----------------------------------|------------------------------------|--|
| 1 | Name of the position applied for | 1. System Support Engineer Trainee | |
| 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 | Permanent Address | | |
| | | Pin code | |

8. Eligibility criteria/documents submitted.

| Sl No. | Eligibility/Criteria | Details | Document is attached (Yes/No) | Verification (Office purpose only) |
|--------|---|----------|-------------------------------|------------------------------------|
| 1. | a) Date of birth b) Age (not more thanyears as on the date of walk in test | a) b) | | |

| | | | | | | |
|----|----------------------------|-------------------------------------|-----------------|---|--|--|
| 2. | Educational Qualifications | Name of the University/ Institution | Year of Passing | Class obtained with % of marks obtained | | |
| 3. | | | | | | |

9. Details of experience(if any)

| Sl. No. | Area of Experience | Experience details | | Period | | Documents attached (Yes/No) | Verification (Office purpose only) |
|---------|--------------------|---------------------------|-------------------------|----------|--------------------------|-----------------------------|------------------------------------|
| | | Positions held (Employee) | Name of the institution | From -To | Completed Years & months | | |
| 1 | | | | | | | |
| 2 | | | | | | | |
| | | | | | | | |

Declaration

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/test/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 Technical Support Persons

Place :
Date:

Signature :
Name: