



LIFE SPICES PROCESSING COOPERATIVE SOCIETY LTD
LASKEIN VILLAGE, WEST JAINTIA HILLS DISTRICT
MEGHALAYA - 793150

Email – lifespicespcs@gmail.com

Mobile:917085551805/916009267072

Advertisement No.LSPCS/HR/REC/2026-27/002

Dated Shillong the 13th October 2026

The Life Spices Processing Cooperative Society Ltd. invites applications from eligible and qualified candidates, in the prescribed format, for engagement to the following positions on a contractual basis.

Application Code	Name of the Position	Educational Qualification	Experience & Skills Required	No. of Post
A1	CEO	Master's Degree in MBA/Rural Management/Commerce or Bachelor's Degree in Business Administration/Rural Management/Commerce, depending on the candidate's relevant experience. (Following the Cooperative society's legacy of being a "women-led" enterprise, preference will be given to women candidates)	<u>Job Description:</u> <ul style="list-style-type: none">• Define the company's long-term vision, scale business operations, and pioneer market entry strategies for organic or value-added product lines.• Oversee end-to-end commodity processing, quality value-addition, procurement workflows, and cross-regional distribution channels.• Secure funding, manage seed grants/investments, handle organizational budgets, and leverage business incubation ecosystems.• Build and sustain strategic alliances with government bodies, agricultural missions, rural community groups, and corporate partners.• Champion the brand's positioning through data-driven digital marketing campaigns, content strategies, and consumer research. <u>Essential Skills:</u> <ul style="list-style-type: none">• Proven capacity to scale early-stage ventures, secure competitive incubation support, and build sustainable enterprise models.• Direct hands-on capabilities in managing large volume processing, supply chains, and rural development frameworks.• Proficient in enterprise resource planning, basic accounting mechanics and corporate report generation.• Exceptional persuasion and professional communication skills necessary to negotiate with multi-tier public and private entities.• Practical expertise in content marketing, digital strategy execution, and utilizing modern AI productivity tools. <u>Desired Experience:</u> <ul style="list-style-type: none">• Preferable 5 years of experience in a related field.• A degree in Business Administration, Marketing, Entrepreneurship, or a related field, with a strong academic focus on Marketing and Entrepreneurial Development.• Preferable 2–3 years of experience in working with cooperative society.• Prior experience working with or collaborating with reputed institutions.	1



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			<ul style="list-style-type: none">• Experience in public diplomacy, council management, youth empowerment, or grassroots community development programmes.• Specialized certifications in food processing systems, rural enterprise development/planning, or management training programmes.	
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Terms and Conditions

1. Application Form

The application form can be downloaded from the official website: **lifespicecooperative.com**. Navigate to **Notices** → **Recruitment** to access the relevant vacancy details and application form.

2. Number of Applications

A candidate may apply for only one post. If more than one application is received from the same candidate, the Society may consider only the one most suited to the candidate's qualifications and experience, or reject all of them.

3. Mode of Submission

Candidates must submit their completed application forms through **both online and physical modes**.

- **Online Submission:** Email the completed application form and all supporting documents to **lifespicespcs@gmail.com**.
- **Physical Submission:** Submit a hard copy of the completed application form, along with all supporting documents, to the office of Life Spices Processing Cooperative Society Ltd., Laskein, either in person or by post.

Note: Write 'Application for the post of _____ (Code ____)' in the email subject line and on the envelope."

Important: Submission through both modes is mandatory for eligibility to attend the interview. Hard copies must reach the Society's office within the prescribed deadline.

4. Required Documents

Candidates must submit the completed application form along with the following documents:

1. Updated resume/CV.
2. Educational qualification certificates.
3. Experience certificates or other valid proof of work experience.
4. Latest salary slips or other proof of salary from the current or previous employer, where applicable.



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5. Certificates of additional or technical qualifications, if any.
6. Valid identity proof, such as an Aadhaar Card or PAN Card.

Candidates must carefully review the qualifications, experience, and other requirements specified for their respective positions.

Important: Candidates must bring all original documents for verification at the time of interview.

5. Accuracy of Information

All information provided in the application must be accurate and supported by valid documents. Any false, misleading, or incomplete information may result in the rejection of the application or cancellation of candidature at any stage of the recruitment process.

6. Submission Deadline

Candidates must submit their applications within the prescribed deadlines:

- **Online Application:** 27rd October 2026, by 5:00 PM IST.
- **Physical Application:** Hard copies must reach the Society's office by 28th October 2026 by 5:00 PM IST.

Applications received after the last date will not be entertained and Life Spices Processing Cooperative Society will not be responsible for any kind of postal loss or transit delay.

7. Shortlisting and Selection Process

The selection process will consist of a personal interview and a skill evaluation test, wherever applicable. Only candidates who meet the prescribed eligibility criteria and are shortlisted by the management will be contacted for further selection procedures.

Submission of an application does not guarantee shortlisting for an interview.

8. Terms of Engagement

A detailed Document of terms and conditions of engagement would be provided to selected candidates and a deed agreement will have to be sign by the selected candidate with the Life Spices Cooperative Society Ltd. to that effect.



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9. Contract Period

Duration of Contract Selected candidate will through a probation **period of 3 to 6 months** and based on performance the contract will be extended for a year which is renewable but co terminus to a maximum of 3 years period under this specific funding period.

10. Salary and Benefits

Salary will be negotiable and determined based on the candidate's qualifications, relevant experience, skills, and suitability for the position.

Note: Food and accommodation will not be provided by the Society. Selected candidates will have to make their own arrangements.

11. Travelling and Daily Allowance (TA/DA)

No travelling or daily allowance (TA/DA) will be provided to candidates attending interviews or skill evaluation tests at the Society's office in Laskein.

12. Communication with Candidates

Candidates must provide an active contact number and email address in their application form. Information regarding interviews and further selection procedures will be communicated to shortlisted candidates **via SMS, email, or official phone call**. No individual correspondence will be made with candidates who are not shortlisted.

13. Number of Vacancies

The number of vacancies indicated in the recruitment advertisement is tentative. The management reserves the right to increase or decrease the number of vacancies based on organizational requirements and the availability of additional positions.

14. Right to Accept or Reject Applications

The management of Life Spices Processing Cooperative Society Ltd. reserves the right to accept or reject any application without assigning any reason.

15. Extension or Cancellation of Recruitment

The Society reserves the right to extend the application deadline, fill or not fill any or all advertised positions, or cancel the recruitment process at any stage without assigning any reason.



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16. Place of Posting and Transfer

The initial place of posting will be **Laskein Village, West Jaintia Hills District, Meghalaya**. However, candidates may be transferred to other locations based on the organizational requirements of Life Spices Processing Cooperative Society Ltd.

17. Age Limit

Candidates must be at least 21 years of age and must not exceed 58 years of age. (as of 1st October 2026)

18. Canvassing in any form will lead to disqualification

FOR FURTHER INFORMATION

Contact Number: +91 94851 61638

Email: lifespicespcs@gmail.com

Official Website: lifespicecooperative.com

To download the application form, visit **lifespicecooperative.com** and navigate to **Notices → Recruitment**.