



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

Email – [lifespicespcs@gmail.com](mailto:lifespicespcs@gmail.com)

Mobile: 917085551805/916009267072

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

**Dated Shillong the 13<sup>th</sup> 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 |
|------------------|----------------------|----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| I1               | Security             | Higher Secondary / Upper Primary/ Secondary Level with Relevant Experience | <p><b><u>Job Description:</u></b></p> <ul style="list-style-type: none"><li>• Plan, check, and look after outer perimeter safety for training campuses.</li><li>• Track and report on visitor entry, sign visitor badges, and lock facilities.</li><li>• Look after general cleanliness, yard updates, and report broken assets.</li><li>• Manage logistics setup, move furniture, and coordinate events.</li><li>• Keep campus sign-in files private and protect access to the compound.</li><li>• Follow safety steps, facility hour rules, and night watch routines.</li></ul> <p><b><u>Essential Skills:</u></b></p> <ul style="list-style-type: none"><li>• Guard and look after the security of Training Centre campuses.</li><li>• Keep the campus grounds clean and well-maintained.</li><li>• Greet, assist, and manage guests and visitors.</li><li>• Support logistics setups for training and skill-building programs.</li><li>• Help set up and organize training tasks and events.</li><li>• Track and report any safety, service, or building issues.</li><li>• Perform other duties as given by the team.</li></ul> <p><b><u>Desired Experience:</u></b></p> <ul style="list-style-type: none"><li>• Minimum 2 years of experience as Training Centre Security, facility management, and handling day-to-day matters related to training centre operations and administration.</li></ul> | 3           |



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

Email – [lifespicespcs@gmail.com](mailto:lifespicespcs@gmail.com)

Mobile: 917085551805/916009267072

## **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.
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.



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

Email – [lifespicespcs@gmail.com](mailto:lifespicespcs@gmail.com)

Mobile:917085551805/916009267072

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

## **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.**



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

Email – [lifespicespcs@gmail.com](mailto:lifespicespcs@gmail.com)

Mobile: 917085551805/916009267072

**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.

**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 1<sup>st</sup> October 2026)

18. Canvassing in any form will lead to disqualification



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

Email – [lifespicespcs@gmail.com](mailto:lifespicespcs@gmail.com)

Mobile: 917085551805/916009267072

**FOR FURTHER INFORMATION**

**Contact Number:** +91 94851 61638

**Email:** [lifespicespcs@gmail.com](mailto:lifespicespcs@gmail.com)

**Official Website:** [lifespicecooperative.com](http://lifespicecooperative.com)

To download the application form, visit **[lifespicecooperative.com](http://lifespicecooperative.com)** and navigate to **Notices → Recruitment**.