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
I2	**Multi-Tasking Assistant (MTA)**	**Higher Secondary / Upper Primary/ Secondary Level with Relevant Experience**	**Job Description:** • Plan, check, and look after training events, logistics schedules, and guest logs. • Collect and finish final training files and make quick training summaries. • Manage trainee rooms, room keys, and resource person hospitality assets. • Keep course attendee logs private and protect registration profiles. • Follow hospitality guides, facility rule structures, and work orders. **Essential Skills:** • Coordinate residential and non-residential training programs. • Manage logistics for students and visiting trainers. • Prepare training reports and maintain clean records. • Provide hospitality and support to trainees and resource persons. • Keep accurate training records and attendance registers. • Coordinate training materials, rooms, and other logistics needs. • Perform other training-related duties as assigned. **Desired Experience:** • Degree or Diploma: Requires 3 years of relevant experience in training centre management, logistics, or hospitality. • Class 12 (High School equivalent): Requires 6-7 years of relevant experience in training centre management, logistics, or hospitality.	6

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

Email – 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.

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.

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.

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

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

Email – lifespicespcs@gmail.com Mobile:917085551805/916009267072

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**.