



Ministry of Micro, Small and Medium Enterprises,  
Government of India

# Fragrance and Flavour Development Centre (FFDC)



A Government of India Autonomous Body  
Ministry of Micro, Small & Medium Enterprises  
Industrial Estate, Makrand Nagar, Kannauj 209726 (U.P.) INDIA

## ASSOCIATESHIP PROGRAMME OF FFDC, KANNAUJ

### PREAMBLE:

The Fragrance & Flavour Development Centre (FFDC), Kannauj, is a premier institution in India dedicated to research, development and training in the field of essential oils, fragrances, and flavors. To further its mission and outreach, FFDC introduces the Associateship Program. This program welcomes individuals with relevant expertise and interests to collaborate with FFDC in various areas of mutual benefit.

### OBJECTIVES:

This programme can result in creative solutions and progress in the fragrance and flavor industry. By actively participating in workshops, training programs and joint projects, Associate have the opportunity to acquire valuable insights and expertise in this field.

### CATEGORIES OF ASSOCIATES:

- Individual Associates: These are qualified professionals with expertise in fields relevant to FFDC's activities, such as:
  - Agro & Rural Technology in Aroma sector,
  - Production of Fragrant raw materials,
  - Fragrance & Flavour Development
  - Quality Assessment of Fragrant raw materials,
  - Bio informatics/GIS & Data science /AI tools & precision farming tools in aroma sector

### ESSENTIAL QUALIFICATION:

- Graduate with Scientific/Technical stream with two year of experience in the relevant industry / Masters degree with Scientific/Technical stream  
or
- Certificate in Post Diploma in Aroma Process & Its Management (NSQF Level-6)  
or
- Certificate in One year Technology Development Programme in Aroma & Its Management  
or
- Any equivalent course

## **APPLICATION AND SELECTION PROCESS**

- Applications for Associateship positions will be accepted through the official FFDC website or designated channels.
- Applicants must submit all required documentation and meet the eligibility criteria to be considered for selection.
- A selection committee will review applications and shortlisted candidates will be invited for an interview.
- The selection committee's decision is final and binding.

## **DURATION AND RESPONSIBILITIES OF ASSOCIATESHIP**

The duration of the Associateship program will be one year

Associates are expected to:

- Fulfill the responsibilities and activities assigned under the program.
- Maintain a high standard of professionalism and ethics.
- Attend all mandatory workshops, training sessions and meetings.
- Submit reports and deliverables as per the program's requirements.
- Respect intellectual property rights and confidentiality obligations.
- Conduct themselves in a manner that upholds the reputation of FFDC.

## **BENEFITS OF ASSOCIATESHIP:**

- Access to FFDC's state-of-the-art research & development facilities, laboratories & library.
- Participation in collaborative research projects and knowledge exchange initiatives.
- Networking opportunities with leading experts and professionals in the fragrance and flavor domain.
- Discounted rates on membership of leading industry association of the sector.
- Recognition and visibility through FFDC publications and events/exhibitions.

## **TERMS & CONDITIONS:**

- **Selection Process:** Applications for Associateship will be reviewed by a committee constituted by FFDC, Kannauj based on established criteria, including relevant experience, qualifications and potential contribution to FFDC's goals.
- **Duration:** Associateship is initially granted for a period of one year, with the possibility of renewal based on mutual agreement and satisfactory performance.
- **Annual Fees:** Rs. 1,50,000/- (Registration Fee: Rs. 42,480/- including GST)  
(Lodging & Boarding (sharing): Rs. 1,07,520/-)

- **Intellectual Property (IP):** Any intellectual property developed during the associateship will be the property of FFDC. The associate agrees to promptly disclose and assign any such intellectual property to FFDC.
- **Confidentiality:** Associates are obligated to maintain confidentiality regarding FFDC's proprietary information and research findings.
- **Reporting:** Associates are expected to submit periodic reports to FFDC on their activities and contributions to the program.
- **Certification:** On submitting of desecration to concerned activity I/c and after awarding by the concerned activity I/c. as candidate will awarded certificate of completion with Outstanding/Very good status.
- **TA/DA during Travel:** Candidate will be entitled to receive TA/DA as per rules of Group C /Project employee.
- **Code of Conduct:**  
The associate agrees to adhere to FFDC's code of conduct and ethical standards. Any violations may result in immediate termination of the associate ship.
- **Student will be examined based on**
  1. Thesis of research topic
  2. 50 Nos. of Lectures
  3. Organization of two workshop/seminar/training under FFDC guidance
  4. 05 Nos, presentations on topic allotted by concerned officer
  5. Partuicipate in 02 expo as FFDC rep.
- **Termination:** FFDC reserves the right to terminate the associateship immediately for breach of confidentiality, violation of FFDC policies, whose performance falls below expectations or any other misconduct.

**MISCELLANEOUS:**

The fee includes the cost of stay &fooding which will be provided by FFDC, Kannauj. Separate room accommodation will be provided to Associate by FFDC Kannauj. *The electricity charges will be borne by Associate and deposited on monthly basis in the FFDC account on actual basis.*

Please review the terms and conditions carefully. If you agree to the terms, please sign and return a copy of this document.

Signature: .....

Name of Associate: .....

Date: .....

Place: Kannauj

## Registration Form

Paste  
Photograph  
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Course Name:- Associateship Programme of FFDC Kannauj

Name:- \_\_\_\_\_

Date of Birth:- \_\_\_\_\_

Father's Name:- \_\_\_\_\_

Category:-SC/ST/OBC/General:- \_\_\_\_\_ Sex: M/F \_\_\_\_\_

Religion:- \_\_\_\_\_ Are you Physically Handicapped:- Yes/No \_\_\_\_\_

Aadhaar No.:- \_\_\_\_\_

**Educational Qualification:-** Below 10th  10<sup>th</sup>  Diploma  ITI   
12<sup>th</sup>  Graduate-Tech/Pursuing  Graduate Non-Tech/Pursuing   
PG Tech./Pursuing  PG Non-Tech/Pursuing  Ph.D./M.Phill

Address:- \_\_\_\_\_

\_\_\_\_\_

Phone:- \_\_\_\_\_

E-mail:- \_\_\_\_\_

Date:- \_\_\_\_\_

\_\_\_\_\_

Signature