

SPICES BOARD
(Ministry of Commerce & Industry, Govt.of India)
Sugandha Bhavan, N.H. By Pass, P.B. No.2277,
Palarivattom. P.O., COCHIN – 682025
Tele: 0484-2333610 to 616, 2347965
Fax : 0484 – 2341935

Engagement of retired Government servants as Consultants in Spices Board

Spices Board invites applications from retired Govt. Employees who have served in the level of Assistant or Section Officer from Central Govt entities namely Departments/ PSUs/Autonomous Bodies/ Commodity Boards for engaging as Consultant for a period of six months. The consultants will be deployed in the Spices Board, Head Office, Kochi. Detailed terms and conditions of engagement of Consultants are annexed as Annexure I: The eligibility criteria and other details are as below:

1	Consultants required	5 Nos.
2	Eligibility	1. He/She should be a Retired Employee from the level of Assistant [Level 6 of the Pay Matrix equivalent to pre-revised Pay Scale with GP of Rs.4200/-] or Section Officer [Level 7 of the Pay Matrix equivalent to pre-revised Pay Scale with GP Rs.4600/-] from Central Govt entities namely Departments/ PSUs/Autonomous Bodies/ Commodity Boards with considerable experience in Administration/ Accounting/Legal matters/Public Relations (details of experience required is attached in Annexure -II) 2. He/ She should have effective communication and interpersonal skills with a strong flair for in-depth examination of subjects. 3. He/ She should have working experience in using Computers with MS Office/Open Office, Email & Internet.
3	Educational qualification	Degree from a recognised University
4	Age limit	Below 65 years as on 31.07.2019
5	Place of assignment	Spices Board, Head Office, Kochi
6	Remuneration	Rs.30000/- p.m.

Method of Selection: Shortlisted candidates will be called for interview by the Board. A panel of the candidates who qualify in the interview will be formed and will be engaged as consultant as per the requirement of the Board. The validity of the panel will be two years and consultants, additionally required, will be engaged from the approved panel.

Willing retired Govt. Employees who possess the above qualification & experience, good health and are willing to join immediately may submit their applications in the given format (format attached as Annexure III) along with relevant documents in support of qualification and experience to the hrdatp.sb-ker@gov.in on or before 27.08.2019. The hard copy of the application may be submitted to the Secretary, Spices Board, Kochi on or before 06.09.2019.

SECRETARY

Date: 07.08.2019

TERMS AND CONDITIONS FOR ENGAGEMENT OF CONSULTANT IN SPICES BOARD

1. The remuneration payable would be Rs.30,000/- (fixed). The total monthly remuneration and the Pension drawn by the consultant shall not be more than the Last Pay Drawn by him calculated at the current rates of Dearness Allowance.
2. The period of engagement will be initially for six months and is further extendable as per requirement based on their performance
3. Consultants shall not be entitled to any kind of allowance or accommodation facility eg. Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS and Medical Reimbursement etc
4. No TA/DA shall be admissible for interview, joining the assignment or on its completion. However, should they require to travel inside the country in connection with the official work of the Board, TA/DA as admissible to a regular employee of the same grade, he/she retired from, will be paid to him/her after obtaining approval of the competent authority.
5. Working Hours: Consultants may follow the normal office working hours as prescribed (i.e. 09:00 AM to 05:30 PM). However, as per the exigency one has to work on Saturdays and after Office hours to complete the time bound work.
6. Drawal of Pension: A retired Government official appointed as consultant shall continue to draw pension and the dearness relief on pension during the period of his engagement as consultant. His/her engagement as Consultant shall not be considered as a case of re-employment
7. Leave: Consultants shall be eligible for Eight (08) Days leave in a calendar year on pro- rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultants. Also, un-availed leave shall neither be carried forward to next year nor encashed.
8. Tax Deduction at Source (TDS): TDS as admissible shall be deducted from the monthly remuneration of Consultants. A TDS certificate shall be issued by the Board on demand.
9. During the period of consultancy the Officer would be required to attend all important items of works pertaining to the Board as assigned to by the Board from time to time.
10. During the period of their assignment with the Spices Board and also thereafter, it is likely that they may come across certain information of important/confidential nature. They will not divulge any information gathered by them during the period of their assignment to anyone who is not authorized to know/have the same.
11. The Spices Board reserves the right to modify/alter/restrict/enlarge/cancel the selection process, if need so arises, without issuing any further notice or assigning any reasons thereafter. The decision of the Board will be final and no appeal will be entertained against this issue.

TERMINATION OF ENGAGEMENT

Spices Board will terminate the engagement of Consultant in following conditions:

- (i) The Consultant is unable to address the assigned work;
- (ii) Quality of the work is not to the satisfaction of the Board;
- (iii) The Consultant fails in timely achievement of the milestones as finally decided by the Board
- (iv) The Consultant is found lacking in honesty and integrity.

Note: The Board reserves the right to terminate the engagement, by serving fifteen (15) days' written notice to the Consultant. Termination shall be effected on the day right after the completion of fifteen (15) days of delivery of such notice.

Details of Experience required

Sl. No	Position	No. of vacancy	Experience required	Assignment
1	Consultant - Assistant	01	Experience in Administration matters	Service matters & recruitment
2	Consultant - Assistant	02	Experience in Accounting	Reconciling the account balances under various heads. Compiling accounts and preparing financial statements
3	Consultant - Assistant	01	Experience in Legal matters	Handling legal matters, identifying legal issues, drafting legal documents etc.
4	Consultant - Assistant	01	Experience in Public Relations	Planning and executing special public outreach and media relations events & handling social media presence

Application Form
Engaging as Consultant in the Spices Board (Ministry of Commerce & Industry, Department of
Commerce)

Affix recent passport
size photograph

1	Name of the position applied for (please ✓ the position applied)	Consultant- Assistant	
		1. Administration	<input type="checkbox"/>
		2. Accounts	<input type="checkbox"/>
		3. Legal Matters	<input type="checkbox"/>
		4. Public Relations	<input type="checkbox"/>
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	Age as on 31.07.2019		
8	Date of joining of Government service		
9	Date of retirement		
10	Designation and office from which retired		
11	Last Pay drawn		
12	PPO No.(Please attach copy of PPO)		
13	Monthly Pension		
14	Educational qualification (enclose copy of self attested copy of certificates)		
15	Details of computer knowledge		

16	Brief particulars of experience in the format below in a separate sheet(Please attach supporting documents)	
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Sl.No.	Designation and office in which service rendered	Department/Section	Period		Nature of work	Remarks
			From	To		

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/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 Consultants.

Signature

(Full name of the applicant)

Place:

Date: