

SPICES BOARD

(Ministry of Commerce & Industry, Govt.of India)
Sugandha Bhavan, N.H. By Pass,
Palarivattom. P.O., KOCHI - 682025
Tele: 0484-2333610 to 616

Engagement of Retired Persons as Clerical Assistants on contractual basis in Spices Board

Spices Board invites applications from retired Govt. Employees who have served in the Central/State Govt Departments/ PSUs/ Autonomous Bodies/ Commodity Boards for engaging as **Clerical Assistants** on Contractual basis for a period of six months for deployment in the Spices Board, Head Office, Kochi. Detailed terms and conditions of engagement are attached as Annexure I. The eligibility criteria and other details are as below:

MINISTERIAL STAFF

1	Persons required	6 Nos.
2	Eligibility	1.He/She should be a Retired Employee from the Central/ State Govt Departments/ PSUs/ Autonomous Bodies/ Commodity Boards with considerable experience in attending clerical works. 2.He/ She should have effective communication and inter personal skills. 3.He/ She should have working experience in using Computers with MS Office/Open Office, Email & Internet.
3	Educational qualification	Degree
4	Age limit	Below 64 years.
5	Place of assignment	Spices Board, Head Office, Kochi.

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 Clerical Assistants as per the requirement of the Board. The validity of the panel will be two years and Clerical Assistants, 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 13.11.2020. The hard copy of the application may be submitted to "The Secretary, Spices Board, Kochi" on or before 20.11.2020.

SECRETARY

Date: 27.10.2020

**TERMS AND CONDITIONS FOR ENGAGEMENT OF CLERICAL ASSISTANTS
IN THE SPICES BOARD**

1. The remuneration payable to Clerical Assistants would be Rs.25,000/-(Fixed) per month. The total monthly remuneration and the Pension drawn by the Clerical Assistant shall not be more than the Last Pay Drawn by him calculated at the current rates of Dearness Allowance.
2. The remuneration for services rendered in a month shall be payable in the subsequent month.
3. The period of engagement will be initially for six months and is further extendable upto 2 years as per requirement based on their performance.
4. Clerical Assistants 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.
5. 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 retired from, will be paid to him after obtaining approval of the competent authority.
6. Working Hours: Clerical Assistants 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.
7. Drawal of Pension: A retired Government official appointed as Clerical Assistant shall continue to draw pension and the dearness relief on pension during the period of his engagement as Clerical Assistant. His engagement as Clerical Assistant shall not be considered as a case of re-employment.
8. Leave: Clerical Assistants shall be eligible for Eight (08) Days of leave in a calendar year on pro-rata basis. No remuneration for the period of absence in excess of the leave admissible will be paid to Clerical Assistants. Also, un-availed leave shall neither be carried forward to next year nor encashed.
9. Tax Deduction at Source (TDS): TDS as admissible shall be deducted from the monthly remuneration of Clerical Assistants. A TDS certificate shall be issued by the Board on demand.
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.

12. The cut off date for age and qualifications shall be last date of submission of the hard copy of the application i.e. 20.11.2020.

The candidates whose candidature is rejected by the Screening Committee due to educational qualificaions, age, experience, late receipt etc., shall be informed electronically by e-mail and/or uploaded on the website of the Spices Board informing the reason and no further communications in this regard will be entertained.

TERMINATION OF ENGAGEMENT

Spices Board will terminate the engagement of Clerical Assistants in following conditions:

- i. The Clerical Assistant is unable to address the assigned work;
- ii. Quality of the work is not up to the satisfaction of the Board;
- iii. The Clerical Assistant fails in timely achievement of the milestones as finally decided by the Board
- iv. The Clerical Assistants 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 Clerical Assistant. Termination shall be effected on the day right after the completion of fifteen (15) days of delivery of such notice.

Annexure II

Details of Experience required

Sl. No	Position	No. of vacancies	Experience required	Assignment
1	Clerical Assistants	6 nos	Experience as office assistant/clerk in Accounts, Establishment and General administration Sections.	Providing clerical assistance in the Accounts and Administration section

Annexure-III

Application Form -Engaging as Clerical Assistant in
Spices Board (Ministry of Commerce & Industry, Department of Commerce)

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passportsize
photograph

1	Name of the position applied for (please ✓ the position applied)	Clerical Assistant - <input type="checkbox"/>	
2	Full Name (In block letters)		
3	Father's/Husband's Name		
4	Date of Birth and Gender		
5	Category	SC/ST/OBC/UR -	
6	Contact details	Mobile No/Tel No	
		Email ID	
7	Address for communication		
		Pin code	
8	Age as on 20.11.2020		
9	Educational Qualification		
10	Experience(Details with supporting documents)		
11	Date of joining of Government service		
12	Date of retirement		
13	Designation and office from which retired		
14	Last Pay drawn		
15	PPO No.(Please attach copy of PPO)		

16	Monthly Pension	
17	Educational qualification (enclose copy of self attested copy of certificates)	
18	Details of computer knowledge	
19	Brief particulars of experience in the format below in a separate sheet(Please attach supporting documents)	

Format for furnishing details of experience

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 Clerical Assistants.

Signature :
(Full name of the applicant) :

Place:

Date: