

**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, 2347965

**Engagement of Retired Persons as Clerical Assistants on contractual basis at Spices Board,  
Regional Office, Chennai**

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 two years or upto the age of 65 years whichever is earlier, for deployment in **Spices Board, Regional Office, Chennai**. Detailed terms and conditions of engagement are attached as **Annexure I**. The eligibility criteria and other details are as given below:

**MINISTERIAL STAFF**

1	Requirement of Clerical Assistant	1 No.
2	Eligibility	1.He/She should be a Retired Employee from the Central/State Govt Departments/ PSUs/Autonomous Bodies/ preferably 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 (Regular Course) from a recognised University/Institution
4	Age limit	Below 64 years.
5	Remuneration	Rs.25,000/- per month (consolidated)

Submission of application: Willing retired Govt. Employees who possess the above qualification & experience, good health and are willing to join immediately may submit their applications in online **on or before 27-11-2023**. Applications received in any other mode will not be considered. Link for submission of application is given below:

Link : <http://spicesboard.in/recruitment/>

**Method of Selection:** Shortlisted candidates will be called for interview. 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. Validity of the panel will be two years and Clerical Assistants, additionally required, will be engaged from the approved panel.

**DIRECTOR(ADMIN)**

Date: 08.11.2023

Hindi version follows:

**Instructions to candidates :**

- Before applying, candidates should ensure that they fulfill the eligibility criteria for the post as mentioned above.
- Candidates has to submit the application in online. Applications received in any other mode will not be considered.
- List of shortlisted candidates for interview will be published in Board's website. Venue & date of interview will be informed in due course.
- Candidates are advised to keep their e-mail ID and mobile number active for receiving communications from the Spices Board.
- In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and / or that he/she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings is/are detected even after selection, his/her services are liable to be terminated.
- Canvassing in any form will be a disqualification.
- The eligibility of applicants with respect to age, qualification etc. will be determined as on the last date of submission of application.
- No TA/ DA will be given to candidates who attend the interview.
- Candidates are advised to check notification/opportunities in Board's website [www.indianspices.com](http://www.indianspices.com) for updates and not to rely on information from 3rd party websites.

**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 one year and is further extendable to one more year 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/she retired from, will be paid to him/her 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)(Monday to Friday). However, as per the exigency, one has to work on holidays 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/her engagement as Clerical Assistant. His/Her engagement as Clerical Assistant shall not be considered as a case of re-employment.
8. Leave: Clerical Assistants shall be eligible for Twelve (12) Days 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. 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.

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