

SPICES BOARD
(Ministry of Commerce & Industry, Govt.of India)
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File No.:ADM/0018/2021-ADMINISTRATION
Notification No.24/2025

Engagement of retired Government servants as Consultant Assistant (Establishment & Engineering section) 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 **Consultant Assistant** on contractual basis for a period of one year at 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:

1	Consultant Assistant required	One (01) No. [Establishment & Engineering section]
2	Eligibility Essential:	1.I) He/She should be a Retired Employee in the level of Section Officer [Level 7 of the Pay Matrix] or above from Central/State Govt entities namely Central/State Departments/ PSUs/Autonomous Bodies/ Commodity Boards with considerable experience in Engineering/ Construction/Maintenance/ Administration (Establishment). 2. 3.II) He/ She should have effective communication and interpersonal skills with a strong flair for in-depth examination of subjects. 4. 5.III)He/ She should have working experience in using Computers with MS Office/Open Office, Email & Internet. 6.
	Desirable:	Thorough knowledge & experience in civil engineering activities, like preparing work estimates/ proposals/ measurement sheets/bills etc. as per the Govt. guidelines
3	Educational qualification	Degree from a recognized University
4	Age limit	Below 64 years as on the last date of submission of application
5	Place of assignment	Spices Board, Head Office, Kochi
6	Remuneration	Rs.30,000/- p.m.
7	Key responsibilities	I) Assisting Administration [Establishment]/ Engineering section in day to day activities ii) Preparing estimates / proposals / measurement sheets/ bills etc. as per the Govt. guidelines/DSR format iii)Coordination with various agencies for the timely execution of works
8	Application	Eligible candidates may submit their application through the below online link - http://spicesboard.in/recruitment/

9	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 Assistant as per the requirement of the Board. The validity of the panel will be two years and consultant Assistants, additionally required if any, will be engaged from the approved panel.
11	Last date of submitting application	05 th June 2025

Instructions to candidates:

1. Candidates shall upload all the necessary documents in respect of age and qualifications at the time of online application. Verification of the uploaded documents will be done and candidates will be shortlisted for the interview.
2. Age, Experience and all other prescribed qualifications will be counted as on the last date of submission of application.
3. The Spices Board reserves its right to re-schedule the date and time at any stage of the selection process.
4. Secretary, Spices Board reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without assigning any reason or giving notice.
5. Candidates are advised to check Notifications/opportunities in Board's website www.indianspices.com for updates and not to rely on information from third party websites.
6. The selected candidate shall execute an agreement in stamp paper worth Rs.200/-
7. Applicants are advised to keep their e-mail ID and mobile number active for receiving communications from the Spices Board.
8. Canvassing in any form will be a disqualification.
9. Those who have already engaged on contract basis in Spices Board earlier, regardless of completed their tenure or not, need not apply again.

DIRECTOR(ADMIN.)

Place: Kochi
Date: 15.05.2025

Hindi version follows:

**TERMS AND CONDITIONS FOR ENGAGEMENT OF CONSULTANT ASSISTANT
(ESTABLISHMENT & ENGINEERING SECTION) ON CONTRACT IN SPICES BOARD**

1. The remuneration payable would be Rs.30,000/- (fixed). The total monthly remuneration and the Pension drawn by the consultant Assistant 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 one year and is further extendable to one more year as per requirement based on their performance.
3. Consultant 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.
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: Consultant Assistant 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 Assistants shall continue to draw pension and the dearness relief on pension during the period of his/her engagement as consultant Assistant. His/her engagement as Consultant Assistants shall not be considered as a case of re-employment.
7. Leave: Consultant Assistants shall be eligible for one day leave per month on pro- rata basis. No remuneration for the period of absence in excess of the admissible leave will be paid to Consultant Assistants. 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 Consultant Assistants. 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 Assistant in following conditions:

- (i) The Consultant Assistant is unable to address the assigned work;
- (ii) Quality of the work is not to the satisfaction of the Board;
- (iii) The Consultant Assistant fails in timely achievement of the milestones as finally decided by the Board
- (iv) The Consultant Assistant is found lacking in honesty and integrity.
- (v) The consultant Assistant completes the age of 65 years.
- (vi) Any other administrative reasons of the Board.

Note: The Board reserves the right to terminate the engagement, by serving fifteen (15) days' written notice to the Consultant 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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