

**SPICES BOARD**  
**(Ministry of Commerce & Industry, Govt.of India)**  
**Sugandha Bhavan, N.H. By Pass, P.B. No.2277,**  
**Palarivattom. P.O., COCHIN – 682025**  
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**File No. ADM/ENGA.CONSULTANT/01/2022-23**

**NOTIFICATION No.-49**

**ENGAGEMENT OF RETIRED PERSONS AS CONSULTANT ASSISTANT**  
**IN SPICES BOARD**

Spices Board invites applications from retired Govt. Employees who have served in the level of Section Officer (Level-7)/equivalent and above from Central/State Govt. Departments/ PSUs/Autonomous Bodies/ Commodity Boards for engaging as Consultant Assistant for a period of one year. The Consultant Assistants will be deployed in the Spices Board, Head Office, Kochi. Detailed terms and conditions of engagement of Consultant Assistant are attached as Annexure I: The eligibility criteria and other details are as below:

1	No. of requirement of Consultant Assistant	3 Nos. (One each in General Administration, Legal Matters and Accounts)
2	Eligibility	1. He/She should be a Retired Employee from the level of Section Officer [Level 7 of the Pay Matrix or equivalent ] from Central /State Govt entities namely Departments/ PSUs/Autonomous Bodies/ Commodity Boards with considerable experience in Administration/ Accounting/Legal matters/ ( details of experience required in each category 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 64 years as on the date of notification
5	Place of assignment	Spices Board, Head Office, Kochi
6	Remuneration	Rs.30000/- p.m.

**Method of Selection:** Shortlisted applicants will be called for interview by the Board. A panel of the applicants 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.

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](mailto:hrdatp.sb-ker@gov.in) and should on or before 04<sup>th</sup> October 2024. The hard copy of the application may be submitted to the Secretary, Spices Board, Kochi and should reach on or before 11<sup>th</sup> October 2024.

DIRECTOR(ADMN.)/C

Date: 11.09.2024

Place: Kochi

### **Instructions to applicants :**

- Before applying, applicants should ensure that they fulfill the eligibility criteria for the post (on contract) as mentioned above.
- Applications may be sent as a single PDF attachment in the following order (a) Annexure-III (b) Educational qualifications(in chronological order) (c) ID proof(d) Experience certificate(s), (e) Relevant documents, if any.
- Applications, which are not received in the prescribed format i.e. as per Annexure-III of the notification along with the supporting documents will not be considered.
- List of shortlisted applicants for interview will be published in Board's website. Venue & date of interview will be informed in due course.
- Separate short list/rank list /panel will be prepared for each category viz. Administration, Accounts & Legal and selection will be made accordingly. Therefore applicants shall carefully select the category of Consultant Assistant. Once it is selected, that cannot be changed later.
- Applicants 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 receiving applications.
- Applicants 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 CONSULTANT ASSISTANT 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/her calculated at the current rates of Dearness Allowance. The remuneration for service rendered in a month shall be payable in the subsequent month.
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 Assistant 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 Assistant shall continue to draw pension and the dearness relief on pension during the period of his engagement as Consultant Assistant. His/her engagement as Consultant Assistant shall not be considered as a case of re-employment
7. Leave: Consultant Assistant 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 admissible leave will be paid to Consultant Assistant. 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 Assistant. A TDS certificate shall be issued by the Board on demand.
9. During the period of engagement the **Consultant Assistant** 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.

12. 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) 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.

## Details of Experience required

<b>Sl. No</b>	<b>Category of Consultant</b>	<b>No. of requirement</b>	<b>Field of Experience required</b>	<b>Field of Assignment</b>
1	Consultant Assistant-General Administration	01	Experience in Administration	Service matters & recruitment, General Administration, Establishment, E-Procurement/ GeM Purchase, Medical Reimbursement/Maintaining of National Pension System(NPS) Accounts
2	Consultant Assistant-Accounts	01	Experience in Accounting	Reconciling the account balances under various heads. Compiling accounts and preparing financial statements
3	Consultant Assistant-Legal matters	01	Experience in Legal matters	Handling legal matters, identifying legal issues, drafting legal documents etc.

Application Form  
Engaging as Consultant Assistant 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"/>
2	Full Name (In block letters)		
3	Father's/Husband's Name		
4	Date of Birth		
5	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/> Transgender <input type="checkbox"/>
6	Contact details	Mobile No /Tel No	
		Email ID	
7	Address for communication		
		Pin code	
8	Age as on 11.07.2022		
9	Date of joining of Government service		
10	Date of retirement		
11	Designation and office from which retired		
12	Last Pay drawn		
13	PPO No.(Please attach copy of PPO)		
14	Monthly Pension		
15	Educational qualification (enclose copy of self attested copy of certificates)		
16	Details of computer knowledge		

17	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 Consultant Assistant.

Signature

( Full name of the applicant)

Place:

Date: