

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/04/2022-23
Notification No.14/2025

ENGAGEMENT OF CONSULTANT FINANCE ON CONTRACT BASIS

Spices Board invites applications from eligible candidates for engaging as Consultant Finance on contract basis. The Consultant Finance will be deployed in the Spices Board, Head Office, Kochi. The engagement will be for a period of one year and extendable upto one more year. Detailed terms and conditions of engagement and eligibility criteria are as below:

CONSULTANT FINANCE

1	No. of personnel required	1 (One).
2	Qualifications	B. Com. Graduate with CA/ICWA
3	Remuneration	Rs. 50,000/- per month(consolidated)
4	Location	Kochi
5	Period of engagement	One year extendable upto one more year.
6.	Age	Not exceeding 40 years as on the last date of receiving application
7.	Venue, Date & Time of interview	Venue: SPICES BOARD (Ministry of Commerce & Industry, Govt. of India) “SugandhaBhavan”,N.H.ByPass, Palarivattom.P.O, Kochi – 682025, Kerala, India. - Ph: 0484 2333610 Date & Time: Will be intimated in due course (Format to be filled up by the candidates applying for the above post is attached as Annexure-1)

Method of Selection: Shortlisted applicants will be called for interview by the Board. A rank list/panel of the applicants who qualify in the interview will be formed and will be engaged as CONSULTANT FINANCE as per the requirement of the Board. The validity of the rank list will be two years and CONSULTANT FINANCE, additionally required if any, will be engaged from the approved panel. Eligible candidates may submit their applications in the given format (format attached as Annexure I) along with relevant documents in support of qualification and experience (as single Pdf) reached to the email id hrd.sb-ker@gov.in on or before **28th April 2025**. The hard copy of the application may be reached to the Secretary, Spices Board, Kochi on or before **05th May 2025**.

DIRECTOR(ADMIN)

Date: 07th April, 2025

Instructions to candidates :

1. Before applying, applicants should ensure that they fulfill the eligibility criteria for the post as mentioned above.
2. The engagement of candidates will be purely on contractual basis and under no circumstances are linked to regular appointments and cannot be regularized at any stage.
3. The selected candidate shall execute an agreement in stamp paper worth Rs.200/-
4. Applications may be sent as a single PDF attachment in the following order (a) Annexure-I (b) Educational qualifications (in chronological order) (c) ID proof (d) Experience certificate(s), (e) Relevant documents, if any.
5. List of shortlisted applicants for interview will be published in Board's website. Venue & date of interview will be informed in due course.
6. Applicants are advised to keep their e-mail ID and mobile number active for receiving communications from the Spices Board.
7. 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.
8. Canvassing in any form will be a disqualification.
9. The eligibility of applicants with respect to age, qualification etc. will be determined as on the last date of receiving application.
10. Applicants are advised to check notifications/opportunities in Board's website www.indianspices.com for updates and not to rely on information from 3rd party websites.
11. Applications, which are not received in the prescribed format i.e. as per Annexure-I of the notification along with the supporting documents will not be considered.
12. Termination: Spices Board reserves the right to terminate this Contract by giving 15 days prior written notice.
13. Those who have already engaged on contract basis in any office of Spices Board need not apply again, regardless of whether they have completed their tenure or not.

TERMS AND CONDITIONS FOR ENGAGEMENT OF CONSULTANT FINANCE IN SPICES BOARD

1. The remuneration payable would be Rs.50,000/- (fixed) per month. 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 **upto to one more year** as per requirement based on their performance.
3. Consultant Finance 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 will be paid to him/her after obtaining approval of the competent authority.
5. Working Hours: Consultant Finance 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. Leave: Consultant Finance 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 Finance. Also, un-availed leave shall neither be carried forward to next year nor encashed.

7. Tax Deduction at Source (TDS): TDS as admissible shall be deducted from the monthly remuneration of Consultant Finance. A TDS certificate shall be issued by the Board on demand.

8. During the period of engagement, the Consultant Finance would be required to attend all important items of works pertaining to the Board as assigned to by the Board from time to time.

9. 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.

10. 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.

11. Termination of engagement: Spices Board will terminate the engagement of Consultant Finance in following conditions:

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

DIRECTOR(ADMIN)

Date: 07th April, 2025

Hindi version follows.

Format to be filled up by eligible candidates applying for **Consultant Finance** in Spices Board

Affix recent passport size photograph

1	Name of the position applied for	Consultant Finance	
2	Full Name (In block letters)		
3	Category	SC/ST/OBC/General	
4	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/>	
5	Father's/Husband's Name		
6	Date of Birth		
7	Contact details	Mobile No /Tel No	
		Email ID	
8	Address for communication		
		Pin code	
9	Permanent Address		
		Pin code	

10. Eligibility criteria/documents submitted.

Sl No.	Eligibility/Criteria	Details	Document is attached (Yes/No)	Verification (Office purpose only)
1.	a) Date of birth	a)		

	b) Age (not more thanyears as on the last date of receiving applications	b)				
2.	Educational Qualifications	Name of the University/ Institution	Year of Passing	Class obtained with % of marks obtained		
3.						

11. Details of experience

Sl. No.	Area of Experience	Experience details		Period		Document s attached (Yes/No)	Verificatio n(Office purpose only)
		Positions held (Employee)	Name of the institution	From -To	Completed Years & months		
1							
2							

Declaration

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/test/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 Finance.

Place :
Date:

Signature :
Name: