

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

File No.: ADM/ENGA/02/2022-23
Notification No.12/2025

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

MINISTERIAL STAFF

1	Office wise requirements/Place of assignment.	Name of Offices	Expected requirement
		Head Office, Kochi	2 Nos.
		Regional Office, Bodinayakanur	1 No.
		Regional Office, Sakleshpur	1 No.
		Regional Office, Chennai	1 No.
		Divisional Office ,Madikeri	1 No.
		Indian Cardamom Research Institute (ICRI) Myladumpara	1 No.
2	Reservation	ST - 2 General - 5	
3	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.	
4	Educational qualification	Degree from a recognised University/Institution	
5	Age limit	Below 64 years.	

6	Remuneration	Rs.25,000/- per month (consolidated)
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Method of Selection: Shortlisted candidates will be called for interview at the respective places 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. Separate panels/rank list will be made for each offices mentioned above and 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 II) along with relevant documents in support of qualification and experience to **hrd.sb-ker@gov.in** on or before **08th April 2025** . The hard copy of the application may be submitted to the Secretary, Spices Board, Kochi and should reach on or before **15th April 2025**.

Instructions to candidates :

- Before applying, candidates should ensure that they fulfill the eligibility criteria for the post as mentioned above.
- Candidates may send the application as a **single PDF attachment** in the following order (a) Annexure-II (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-II of the notification along with the supporting documents 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.
- Separate short list/rank list /panel will be prepared for each offices and selection will be made accordingly. Therefore applicants shall carefully select the place of assignment. Once it is selected, that cannot be changed later.
- 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 receiving applications.

- 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 for updates and not to rely on information from 3rd party websites.
- 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)

Date : 19.03.2025

**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). 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/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 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. 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.
- (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 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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Annexure-II

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

Place of engagement preferred:

Affix recent
passport size
photograph

1	Name of the position applied for	Clerical Assistant	
2	Full Name (In block letters)		
3	Gender	Male ☐	Female ☐ Transgender ☐
4	Father's/Husband's Name		
5	Date of Birth (DD/MM/YY)		
6	Category	SC/ST/OBC/UR -	
7	Contact details	Mobile No/Tel No	
		Email ID	
8	Address for communication		
		Pin code	
9	Age as on the last date of receipt of application(DD/MM/YY)		
10	Educational Qualification (enclose self attested copy of certificates)		
11	Experience (Details with supporting documents)		
12	Date of joining of Government service		
13	Date of retirement		

14	Designation and office from which retired	
15	Last Pay drawn	
16	PPO No.(Please attach copy of PPO)	
17	Monthly Pension	
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: