



Tea Board
14, B. T. M. Sarani
Kolkata- 700 001

NOTIFICATION

Tea Board India, Under Ministry of Commerce & Industry, Govt. of India, invites applications from experienced retired officials of any Central Govt. organization/Autonomous Body/Statutory Body holding posts under Group-B in the particular field on the date of retirement for engaging as Advisor (Audit & Accounts) and Advisor (Secretariat & Establishment) purely on temporary basis for a period of one year. Renewal of services if required shall be done with a few days of break in service with increment in consolidated amount @10% per annum. The terms and conditions to the said engagement are as under:-

No.	Name of post	No. of post	Monthly remuneration	Age limit	Required qualification/experience	Nature of duties and other conditions
1.	Advisor (Audit & Accounts)	01	Rs. 30,000/- (Consolidated) subject to the condition that the total amount of pension including the remuneration of Rs. 30,000/- should not exceed his/her last pay as drawn by him/her on the date of retirement	61 to 65 years as on 01.01.2020	Minimum Graduate in any discipline and minimum ten years working experience in the field of audit and accounts.	<ol style="list-style-type: none">1. To prepare all audit replies and proper co-ordination with the concerned audit departments ;2. To monitor the accounts of the Board ;3. To maintain various financial norms and orders ;4. The engagement will purely be ad-hoc and remain valid for an initial period of one year or any other decision taken by the Board, whichever is earlier. Extension for further term will be considered based on the performance ;5. Working hour will be from 9.45 AM to 6.15 PM on all working days (Monday to Friday) excepting Govt.'s holidays ;6. Maximum 08 (eight) days' Casual Leave will be admissible during the period of engagement and no transport will be provided to him/her for attending office.7. While only on official tour outside Kolkata, he/she will be entitled for TA/DA as admissible to the Group-B officials of Tea Board.8. On emergency, he/she may have to attend such emergent work beyond his/her normal working schedule without any extra remuneration. <p><u>Shortlisting criteria</u></p> <ol style="list-style-type: none">i. Applicant holding higher Basic Pay in Group-B on the date of retirement, if there is a tie, thenii. Applicant with lower in age ;
2.	Advisor (Secretariat & Establishment)	01	Rs. 30,000/- (Consolidated) subject to	61 to 65 years as on 01.01.2020	Minimum Graduate in any discipline and minimum ten years working	<ol style="list-style-type: none">1. To prepare and maintain the Reservation Roster ;2. Filling up of posts on promotion, deputation or direct recruitment ;

			the condition that the total amount of pension including the remuneration of Rs. 30,000/- should not exceed his/her last pay as drawn by him/her on the date of retirement	experience in the field of Secretarial and Establishment work.	<p>3. Implementation of various service rules/Govt.'s orders, maintenance of Service Books, fixation of pay, extending benefit under MACP Scheme etc.</p> <p>4. Finalisation/Publication of Annual Report and Annual Accounts of the Tea Board for each financial year ;</p> <p>5. To finalise the replies of Parliament/Assembly Questions ;</p> <p>6. The engagement will purely be ad-hoc and remain valid for an initial period of one year or any other decision taken by the Board, whichever is earlier. Extension for further term will be considered based on the performance ;</p> <p>7. Working hour will be from 9.45 AM to 6.15 PM on all working days (Monday to Friday) excepting Govt.'s holidays ;</p> <p>8. Maximum 08 (eight) days' Casual Leave will be admissible during the period of engagement and no transport will be provided to him/her for attending office.</p> <p>9. While only on official tour outside Kolkata, he/she will be entitled for TA/DA as admissible to the Group-B officials of Tea Board.</p> <p>10. On emergency, he/she may have to attend such emergent work beyond his/her normal working schedule without any extra remuneration.</p> <p><u>Shortlisting criteria</u></p> <p>i. Applicant holding higher Basic Pay in Group-B on the date of retirement, if there is a tie, then</p> <p>ii. Applicant with lower in age ;</p>
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Other important conditions :

1. The appointment will be for one year on contract basis reckoned from the date of joining and extendable after one year subject to satisfactory performance evaluation and requirement after one year. He/she has to enter into an agreement with Tea Board. The employment contract will be terminated on the last day of the agreement or any other decision taken by Tea Board, whichever is earlier. No formal notice or order will be issued separately.
2. Applications along with copies of testimonials, photograph, experience certificate should reach The Secretary, Tea Board India in the Email Id. tbiengagement2020@gmail.com on or before **13/03/2020**.
3. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
4. Maximum age limit will be 65 years as on 01.01.2020.
5. No TA/DA will be given for attending the interview.
6. The Board reserves the right to restrict the number candidates for written or interview as per requirement.
7. The Board may prepare a panel which will be utilized in future and the validity of the panel shall be upto 2 year from the date of publication of result.
8. The Board reserves the right to cancel the process of engagement at any stage without assigning any reason.
9. The Board reserves the right to terminate the individual for unsatisfactory performance without any notice.
10. Place of work shall be Tea Board, Head Office Kolkata.

The above engagement is purely temporary/contractual and don't entitle the appointee to any claim, implicit or explicit for absorption in the service of Board.

Note:- Late submission of applications will not be accepted. This office reserves the right to cancel this process without assigning any reasons at any point of time, Further, this office also reserves the right to constitute a committee for finalizing the process and the decision of the committee is final in this regard.

Secretary, Tea Board of India.

Application for the post of:

1. Name in full (In Block letters):
2. Father's Name:
3. Date of Birth(DD-MM-YYYY):
4. Nationality:
5. Correspondence Address:
6. Contact Mobile/Phone Numbers:
7. E-Mail Address :

Paste a **self attested** passport size photograph in this space

8. **Qualifications:** (Give information for Matriculation, +2 level and academic /professional qualifications only in chronological order. May attach additional sheet, if space below is insufficient).

Exam Passed	Year of Passing	Name of Board / University	%age of marks obtained

9. **Works Experience** in chronological order

Position (Name of post)	Name & full address of Employer	Period of work experience			Name of the Project(s) on which worked with brief nature of assignment
		From	To	Total Duration (in Yrs. & Months)	

10. Pay on the date of retirement : Rs.

11. Amount of pension as settled on the date of retirement : Rs.

Signature of Candidature

Verification

I declare that I have read the above details very carefully. The information furnished above by me is true to the best of my knowledge and belief and that nothing material has been concealed. I understand that if it is found that I have concealed any information or have provided the wrong information, my candidature is liable to be cancelled / service is liable to be terminated forthwith without any notice.

Place

Date

Signature of Candidate

Important: Documents to be attached with application:

- a) Self attested copies of Certificates and all Mark-sheets in support of the required/higher academic /professional qualification.
- b) Certificates as proof of experience.
- c) Self–attested copy of Photo ID proof and address proof (Passport/Aadhar card/Driving License/PAN card/ Voter I. Card) issued by Central/State Govt.
- d) Copy of pension book mentioning the amount of pension of the previous department.
