

भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान
ICAR - INDIAN INSTITUTE OF SPICES RESEARCH



(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)

पोस्ट बैग संख्या: Post Bag No: 1701, मेरिकुन्नू पोस्ट Marikunnu Post,

कोषिकोड Kozhikode-673012, केरल, Kerala, भारत India

(ISO 9001: 2015 Certified Institute)



F. No. 23-1/2025-Estt.

Dated: 16-06-2025

NOTIFICATION

Sub: Engagement of Retired Central Government / ICAR employees as Consultant – purely on contract basis – reg.

The ICAR – Indian Institute of Spices Research, Kozhikode, Kerala invites applications for engagement of consultant (expertise on administrative works) from the retired employees of Central Government / ICAR (of the level of Senior Administrative Officer or equivalent cadre (Level-11 of 7th CPC Pay Matrix)) purely on contract basis, initially for a period of **Six months** which may likely to be extended as per requirement and as per existing rules of ICAR/Govt. of India. The details regarding eligibility criteria, terms of reference etc. are as under:

Name of position	No. of positions	Qualifications	Essential Experience required
Consultant	One (01)	<p>Essential:</p> <ol style="list-style-type: none">1. Should have retired from Central Government or ICAR service of the level of Senior Administrative Officer or equivalent cadre (Level – 11)2. Graduation or above from a recognized University in any discipline3. Upper age limit is 64 years as on the date of application <p><u>Desirable :</u></p> <p>Working knowledge on computers.</p>	<ol style="list-style-type: none">1. Rich experience and working knowledge in Establishment procedure and General Administration of Central Government / ICAR.2. Very Good knowledge and experience of rules and regulations of ICAR in implementation of CAS Rules applicable to Scientific category and their pay fixations as per the HRD relevant to the respective pay commissions (5th, 6th and 7th)3. Should have very good working experience on implementation of Technical Services Rules applicable to the Technical Service of ICAR pertaining to different functional groups, their pay fixation.4. Knowledge and practical experience in preparing the self-content notes, processing the cases, conducting CAS/DPCs/MACPs/clearance of probation and preparing the proceedings for promotion of staff belonging to Scientific, Technical, Administration and MTS.

मसालों की महक है निराली, सेवन से होगा देश खुशहाली

			<p>5. Working knowledge and experience in maintaining the cadre strength and related correspondence and timely submission of proposals for vacant positions.</p> <p>6. Ability for independent noting, drafting and submission of relevant files and liasoning and dealing with Court Cases; RTI matters.</p> <p>7. Knowledge on preparation of Reservation Roster & updating of service registers.</p> <p>Working knowledge and experience in processing Pension cases.</p>
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The terms and conditions of engaging the consultant is as per the OM. No. 3-25/2020-E-III A, dated 09-12-2020 endorsed by ICAR vide Letter No. 22(1)/2016-CDN (A&A), dated 18-01-2021.

Retired Central Government / ICAR Officers (Group A) who are eligible as indicted above and willing to accept the terms and conditions as mentioned at **Annexure - I** may send their application **ONLY BY E-MAIL** to the Director, ICAR-IISR, Kozhikode, Kerala (directorspices@gmail.com) in the prescribed format as per **Annexure - II** along with a copy of the PPO/Pensioner Card on or before **30-06-2025**.



Head of Office
ICAR-IISR, Kozhikode

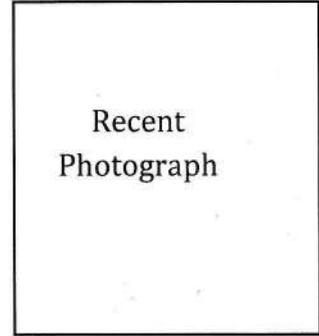
ANNEXURE - I

1. The consultant shall perform the services as assigned to him/her by his Controlling Authorities.
2. The normal working hours would be from 9.00 AM to 5.30 PM with lunch break of 30 minutes from 1.00 PM to 1.30 PM from Monday to Friday. In case of emergencies or exigency services may require on closed holidays or beyond the normal working hours for which no additional remuneration will be paid.
3. The engagement of the consultant will be purely on contract basis (Short term contract basis). The engagement shall not be considered as a case of re-employment.
4. Consultant shall not be entitled to any kind of accommodation or allowance facility such as Dearness Allowance, Transport facility, residential accommodation, HRA, etc.
5. The persons engaged on contract basis shall not be entailed to any other benefits viz. Provident Fund, Pension, Insurance, gratuity etc.
6. The engagement period of consultant would be initially for a period of six months which can be extended in accordance to the Ministry of Finance, DoE, OM.No.3-25/2020-E-III A, dated 09.12.2020 and endorsed by the Council letter No.22(1)/2016- CDN(A&A), dated 18.01.2021. The period which may be extended or curtailed subject to review, on the basis of performance and at the sole discretion of the Competent Authority. The Consultant shall not exceed the age of 64 years.
7. The consultant shall be paid a fixed remuneration as per the formula of last pay drawn minus basic pension at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. No increment and Dearness Allowance/ HRA shall be allowed during the term of the contract, in accordance to the OM. No.3-25/2020-E-III A, dated 09.12.2020 and endorsed by the Council letter No.22(1)/2016-CON(A&A), dated 18.01.2021.
8. Transport Allowance: An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. However, retired employees engaged as consultants may be allowed TA/DA on Official tour, if any, as per their entitlement at the time of retirement, in accordance to the OM.No.3-25/2020-E-III A, dated 09.12.2020 and endorsed by the Council letter No.22(1)/2016- CDN(A&A), dated 18.01.2021.
9. The consultant will be allowed 1.5 days leave for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed. Also, no payment in lieu of un-utilized leaves will be made by the Institute.
10. The continuance of Consultants during the period of six month depends on the satisfactory performance. It can be terminated at any time by issue of fifteen days' notice by ICAR-IISR, Kozhikode. It can also be terminated at any time without giving fifteen days' notice if he/she is found guilty of gross negligence or involved in acts of grave misconduct. The services of the Consultant shall stand terminated automatically on expiry of the contract period unless it is extended in writing.

11. His/Her engagement will be on full time basis and during the period his/her Consultancy in this Institute, he/she shall not take up any other assignment in any public or private organizations, whatsoever.
12. He/She will not act in a manner that will be detrimental to the activities or reputation either of this Institute or of the Government of India.
13. He/She will not reveal or share with any third party, any secret or confidential about or become aware in the course of engagement. During the period of assignment, the Consultant would be subject to the provisions of the Official Secret Act, 1923 and will not divulge any information gathered during the period of his/her assignment to anyone who is not authorized to know the same.
14. He/She will not get himself/herself involved in activities or exhibit behaviour during the course of his engagement that result in conflict of interests or unbecoming the prudent man.
15. If any declaration given or information furnished by the candidates proves to be false or if the candidate is found to have wilfully suppressed any material information, he/she will be liable for removal from engagement service and such other action as Government may deem necessary.
16. No TA/DA shall be admissible to the Consultants for attending the interview or for taking up the appointment. Consultant will not be allowed any foreign travel at Government expenses.
17. This Institute shall have the right to examine/review the services provided by him/her at any time.
18. This Institute shall not be responsible for any loss accident damages/injury suffered by him/her whatsoever arising in or out of the execution of his/her work including travel.
19. Self-attested copies of all educational qualifications along with Last pay certificate and Pension Payment Order are required to be submitted invariably.
20. The Consultants are required to adhere to the administrative, financial and disciplinary regulations of ICAR-IISR, Kozhikode where the incumbent is working. They may be required to mark their attendance in Biometric system.
21. The Consultants will be under the administrative control of the Director, ICAR-IISR, Kozhikode. They will be subject to the Administrative, financial and disciplinary regulations of the ICAR-IISR, Kozhikode. Consultant shall have to work on all working days except for the General holidays and adhere to punctuality in attendance.
22. Income Tax will be deducted from the emoluments of consultants at source as applicable.
23. Consultants will not be entitled to any Medical benefit & allowances.
24. The Consultants shall have no claim, whatsoever, for regularization/absorption or otherwise against any regular post on termination of the tenure/project as it is purely on contractual/temporary & is time bound in nature.
25. No correspondence will be entertained with the non-selected candidates.
26. In case of any dispute which may arise out of or in connection with this advertisement/notification, District Court Kozhikode/ High Court of Kerala, Ernakulam have jurisdiction to decide or adjudicate.

ANNEXURE-II

Application for hiring Consultant (Administration works) of ICAR-IISR with reference to the Circular/Notice No. F. No. 23-1/2025-Estt. Dated: 16-06-2025



Name	
Father's / Husband's name	
Date of Birth	
Address for correspondence	
Date of joining in Government Service	
Date of Retirement	
Post from which retired	
Name of the Department /Institute from which retired	
Last pay drawn	
PPO No. (with copy)	
Contact No/Mobile No.	
PAN No. & Aadhar Number	
Email ID	
Educational / Technical Qualification(s)	
Details of experience to be attached in proforma appended as Annexure - III	

ANNEXURE-II

Application for hiring Consultant (Administration works) of ICAR-IISR with reference to the Circular/Notice No. F. No. 23-1/2025-Estt. Dated: 16-06-2025

Recent
Photograph

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Details of experience to be attached in proforma appended as Annexure - III	

Any other relevant information (Use a separate sheet, if necessary)	
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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 information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection/Interview, my candidature is liable to be rejected and I shall be bound by the decision of the ICAR-IISR, Kozhikode

SIGNATURE OF THE APPLICANT

Date:

APPENDIX

Details of Experience

Period	Name of the Office/Organization	Post held, Pay Band with Grade Pay/Level Matrix, if applicable	Description of duties performed

Name/Signature:.....