

Government of India
Ministry of Commerce & Industry
Coffee Board
No.1 Dr. B.R Ambedkar Veedhi
Bangalore 560001

Ref No. FIN/ IAP/2024-25 /17

Dated: 22-10-2024

Notice for Engagement of Consultants

Coffee Board, an autonomous body under Ministry of Commerce & Industry intends to engage consultants for its Internal Audit of the schemes of Ministry.

Applications are invited from retired officers below the age of 62 years served in the cadre of AAOs (pay scale level- 8), Senior A.Os (Pay Scale level-10) from Audit, Accounts and Finance divisions in Central Government, retired Officers from Budget and Finance Division of Central Ministries, autonomous bodies , retired Officers at the level of Section Officers who are well versed in handling the work of accounting and auditing and may apply for the above mentioned engagement.

Prospective candidates need to apply with credentials and their application will be screened before interview.

1. **Period of engagement:** The consultants recommended for engagement by selection committee will be engaged initially for a period of one year after approval of competent authority. The engagement may be extended further on the basis of their performance. However, their period of engagement as consultant can be curtailed at any time without assigning any reason. No consultants shall be engaged beyond the age of 65 years as per DOEs OM dated 09-12-2020.

2. **Scope of engagement:**

Should be well versed in audit procedure, Central Govt. Rules such as FR, SR and GFR etc. financial budgeting/accounting , should have the working knowledge of computer applications viz., MS office

3. **Job Requirement:**

i. Pre-audit proposals relating to all important files connected with major purchases from tender paper verification, evaluation of technical /financial bids to award of order and payments thereafter.

ii. Pre-audit in execution of works contracts right from verification of estimate, evaluation and award of tender work up to settlement of final bill.

iii Pre auditing of establishment and service matters connected with Pay, Pension, Provident Fund, Personal claims such as TA/DA/LTC/CEA/HBA/GPF advance/Medical advance/Medical claim reimbursement /pay fixation on promotion, MACP etc.

4. **Number of posts** : Two

5. **Last date of application**: The application having necessary particulars like Date of birth, Date of retirement from Govt. Service, relevant experience with name of the Ministries worked and details of schemes handled & copy of PPO and last pay slip must reach to this office latest by **10-11-2024**. Incomplete or those applications received after the prescribed date shall be summarily rejected.

6. The CEO & Secretary, Coffee Board reserves right to accept or reject the any applications without assigning any reasons.

7. **Terms and conditions of engagement** are attached herewith as Annexure 'A'.

8. For any further clarification /query, please contract at Phone No. 080 22375921

Interested and eligible retired Govt. Officers may submit their application at the following address by Regd. Post /Email:

To:
The CEO & Secretary,
Coffee Board,
No.1, Dr. B.R. Ambedkar Veedhi,
Bangalore 560001
Email: secretary.coffeeboard@gmail.com


Deputy Director (Accounts)

TERMS AND CONDITIONS

1. The services of the consultants will be hired by O/o CEO & Secretary, Coffee Board for undertaking the work of internal audit .
2. The office timings will be 9.30 am to 6.00 pm with marking of biometric attendance and the lunch break between 1.30pm to 2.00pm.
3. The consultants will be entitled for one day paid casual leave in a calendar month. For any other absence, pro rata reduction in emoluments will be imposed .
4. Audit of various units of the board as per approved in the annual plan. The consultants shall be responsible for preparation of audit reports, preparation of annual review of audit, forwarding of audit reports to the authorities concerned and their follow up action, and any other work assigned by the competent authority.
5. Coordination with the central audit party of CAG for SAR & IAR audits. compliance of audit paras of CAG reports, annual statement of accounts and balance sheet etc., any other work related to audit and compiled annual accounts of the Board.
4. The emoluments shall be (last pay drawn Pension + DA as admissible) to officers AAOs /AOs / Sr. AO. For other consultants it will be decided as per GFR.
5. While on tour', the consultants will be entitled for TA/DA at the rates which they would have been eligible at the time of retirement .
6. After the expiry of tenure, the consultants so engaged shall have no claim/right for future employment in Coffee Board, Moreover, their period of engagement as consultant can be curtailed at any time without assigning any reason.