



**BOARD OF APPRENTICESHIP TRAINING
(SOUTHERN REGION)**

(An autonomous body under Department of Higher Education, Ministry of Education,
Government of India)

CIT Campus, 4th Cross Street, Taramani, Chennai – 600 113

**RECRUITMENT OF CONSULTANT IN ADMINISTRATION &
ACCOUNTS SECTION(S) ON CONTRACT**

The Board of Apprenticeship Training (Southern Region), Chennai, herein referred to as BOAT(SR) is an autonomous body under Department of Higher Education, Ministry of Education, Government of India. BOAT(SR) requires the services of a retired Central Government Officer viz., Administrative Officer/ Accounts Officer/ Admin-cum-Accounts Officer for the following position and invites application therein—

S.No	Name of the position	No of Post(s)	Location
1.	Consultant – Administration & Accounts	01	BOAT(SR) Headquarters, Chennai - Administration & Accounts Section(s)

GUIDELINES FOR THE ENGAGEMENT OF CONSULTANT IN BOAT(SR)

1. Basic eligibility requirements:

- 1.1 Retired Central Government Officers viz., Administrative Officer/ Accounts Officer/ Admin-cum-Accounts Officer who have excellent service records and physically fit.
- 1.2 He/She should have worked at the time of retirement atleast on a post with a pay Level- 10 of 7th CPC.
- 1.3 The candidate should hold at least a Bachelor's Degree in Arts, Science or Commerce degree from a recognized university.
- 1.4 He/She should have at least 5 years' experience in a responsible supervisory post in a Govt. Department / Autonomous Organization and should have handled Administration and Accounts matters.
- 1.5 The candidate should possess adequate knowledge of Central Govt. Rules & Regulations relating to Accounts, Budgeting, Staff Matters, etc and the knowledge of administrative procedures in any Govt. Department. or Autonomous Organizations.
- 1.6 The candidate should have good noting and drafting skills and be able to work on computers. Knowledge of working in Tally software/PFMS/GeM

though desirable but not essential.

2. Desirable requirements:

- Candidates who have passed in CA/ICWA/SAS Exam of the Indian Audit & Accounts Department.
- Candidates who are proficient in working independently in MS Office and other Computer Applications.
- Candidates who have handled policy/administrative matters and related issues while in service.

3. Age limit:

- 3.1 Should not be more than 64 years of age on the last date for receipt of application.

4. Engagement:

- 4.1 The engagement of consultant will be purely on contract basis and will not confer any right for regular appointment/ re-employment in BOAT(SR)
- 4.2 Initially the appointment will be for a period of six months and may be extended for a maximum period of another six months (but not exceeding one year including all extensions, if any, put together), keeping in view the performance. It may be noted that the engagement of Contractual staff will be of a temporary nature and the engagement can be cancelled at any time by BOAT(SR), by giving a month's notice, without assigning any reason.
- 4.3 The period of the contractual appointment shall not be counted as service under BOAT(SR) for the purpose of pension or any other retirement benefits.
- 4.4 The selected person shall sign an agreement of confidentiality with BOAT(SR) containing a clause on Ethics and Integrity.

5. Engagement procedure:

- 5.1 The consultant would be engaged after following due procedure, including calling for applications through advertisement.
- 5.2 The scrutiny of applications and selection of the Consultant will be carried out by a duly constituted committee setup by competent authority.
- 5.3 BOAT(SR) reserves the right to cancel the advertisement issued for engagement of Consultant and not to proceed in the matter for engagement of consultant, at any stage to accept or reject any or all applications without giving any explanation, whatsoever.
- 5.4 Selection will be made on the basis of the performance of the candidates in an interview, by an Interview Board duly constituted by the competent authority of BOAT(SR).

6. Remuneration:

- 6.1 A retired employee appointed against the position mentioned above shall be entitled for remuneration in terms of his contractual appointment and the same shall not affect in any manner his entitlement for pension or other benefits.
- 6.2 The remuneration payable as per the Ministry of Finance's OM No. 3-25/2020-E.IIIA dated 9.12.2020 and OM No. 03-25/2020-E.III(A)/Pt, dated 18-10-2023.
- 6.2.1 The consultant appointed shall be allowed TA/DA on official tour, if

any, as per their entitlement at the time of retirement.

- 6.3 The Consultant shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility and Medical Reimbursement.

7. Scope of Consultancy/Responsibility:

The Consultant shall assist BOAT(SR) in the following:

- Matters related to Administration, Establishment, Finance and Accounts
- Budget
- Policy matters/Legislation
- Project/NATS Scheme related works
- Any other item of work as per requirement

8. Retired Government Servants:

- 8.1 The retired Govt. servant engaged as the Consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as the Consultant.
- 8.2 The engagement of the Consultant shall not be considered as a case of re-employment.

9. Leave of absence

- 9.1 Incidental Leave (@ 1.5 days per completed month of service shall be admissible to the Consultant.
- 9.2 No other kind of leave shall be admissible.
- 9.3 On termination/ completion of the contract, the employee shall not be entitled to the benefit of encashment of the un-availed leave.

10. Working Hours:

- 10.1 The engagement of Contractual staff would be on full-time basis and they would not be permitted to take up any other assignment during the period of engagement with BOAT(SR).
- 10.2 The Consultant shall be required to observe the normal office timings of BOAT(SR) and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of urgency.
- 10.3 He/she shall mark his/her Biometric attendance mandatorily, failing which it may result in deduction of remuneration.

11. Tax Deduction at Source (TDS):

The Income Tax or any other tax will be deducted at source as per the provision of IT Act. Necessary TDS certificate will be issued to them.

12. Confidentiality of data and documents:

- 12.1 The Consultant will maintain absolute confidentiality and secrecy of the information handled by him/her. The secrecy and confidentiality are to be maintained even after the termination of the engagement.

- 12.2 The Intellectual Property Rights (IPR) of the data collected as well as deliverables by the Consultant produced for BOAT(SR) shall remain with BOAT(SR).
- 12.3 The Consultant shall not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of assignment for BOAT(SR), without the written consent of the competent authority.
- 12.4 The Consultant shall be bound to hand-over the entire set of records of assignment to BOAT(SR) before the expiry of the contract, and before the final payment is released by BOAT(SR).
- 12.5 The Consultant would be required to sign a non-disclosure undertaking in the prescribed format.

13. Conflict of interest:

- 13.1 The consultant appointed by BOAT(SR), shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of BOAT(SR), nor will he/she indulge in any activity outside the terms of employment/contractual assignment.
- 13.2 The Consultant shall not claim any benefit/compensation/absorption/regularization of service with BOAT(SR) under the provision of Industrial Dispute Act, 1947 or Contract Labour (Regulation and Abolition) Act, 1970.

14. Termination of Agreement:

BOAT(SR) retains the right to terminate the contract at any time by giving a month's notice, and without assigning any reason,if:

- 14.1 the Consultant is unable to address the assigned work and/or the services rendered by him/her are not satisfactory; or
- 14.2 quality of the assigned work is not to the satisfaction of the competent authority of BOAT(SR); or
- 14.3 any declaration or information furnished by him/her proves to be false or having been willfully suppressed; or
- 14.4 there is any breach of any of the terms and conditions of contractual engagement; or
- 14.5 he/she is found to be involved in any act of indiscipline or misconduct; or
- 14.6 he/she is found lacking in honesty and integrity; or
- 14.7 he/she is found to be involved in any act that proves unbecoming of him/her; or
- 14.8 there is inadequacy of funds from which remuneration is paid. Before terminating the services of the contractual staff due to any of the reasons mentioned at S. No. (14.1) to (14.5), the employee will be given an opportunity to explain himself/ herself.

15. Interpretation Clause:

The power to interpret any of the guidelines or power to settle any dispute arising out of these guidelines shall lie with Director of Training, BOAT(SR) whose decision shall be final and binding on the Consultant. Further, any condition not explicitly covered under these guidelines shall be put up to the Director of Training, BOAT(SR) for approval, which shall be final and binding on the Consultant.

16. General terms and conditions :-

- 16.1 Headquarters of the Consultant shall be Chennai and in case he/she is required to perform journey/tour in connection with official duties, his/her TA/DA entitlement shall be as applicable to him/ her at the time of his/ her retirement.
- 16.2 The Consultant will have to undertake not to disclose, divulge or make public, except under legal obligations, any information that he may acquire in course of his/her work without the written consent of BOAT(SR).
- 16.3 The Consultant shall act and function with professionalism, utmost care, skill, honesty, good faith and integrity as well as high moral and ethical standards. The contractual staff shall also compensate any losses sustained by BOAT(SR) on account of his/her actions/inactions.
- 16.4 The Consultant shall abide by the rules and provisions contained in Central Civil Services (Conduct) Rules, 1964 and maintain discipline and absolute integrity in his/her conduct during the period of his/her engagement in BOAT(SR).
- 16.5 The Consultant should maintain confidentiality/absolute secrecy of the work carried out by him/her. He/She shall be bound to hand over all the records/accounts handled by him/her to the designated person of BOAT(SR) before the expiry of the contract period and before final payment is released by BOAT(SR).
- 16.6 Notwithstanding what is provided above, the services of the Consultant may be terminated by either side by giving a month's notice or a month's salary in lieu of the notice period. If the notice is for a period less than a month, salary in lieu of the notice period will be paid to the extent the notice falls short of a month. The decision of BOAT(SR) in this regard shall be final and binding on the contractual staff.
- 16.7 If called for written test/interview, no TA/DA will be paid; No interim queries will be entertained. Canvassing in any form and/or bringing in any influence-political or otherwise will be treated as a disqualification.
- 16.8 Application has to be made in the prescribed proforma (as per Annexure-I) which can also be downloaded from the website: www.boat-srp.com -> News & Events Column. Application along with self-attested copies of all relevant documents viz. Qualifying exam passing Certificate/Degree, Experience Certificate, Proof of date of birth, identification proof such as Aadhar Card or PAN Card, a copy of relevant pages of service certificates, PPO, etc and a recent passport size photograph should reach **“The Director of Training, Board of Apprenticeship Training (SR), 4th Cross Street, CIT Campus, Taramani, Chennai – 600 113”, on or before 25.09.2024** Applications received after the last date or otherwise found incomplete will not be considered and will stand rejected.
- 16.9 The envelope containing the application should be superscribed as **“Application for the recruitment of consultant in Administration & Accounts Section(s) in BOAT(SR)”**.

RECRUITMENT OF CONSULTANT IN ADMINISTRATION AND ACCOUNTS SECTION(S)
IN BOAT(SR)
APPLICATION FORM

Please note:

1. Filling all the particulars given below are mandatory.
2. Please ensure correctness of the particulars mentioned.
3. The candidate shall be responsible for the details provided by him/her in the application form.
4. For S.No: 13, 16 & 18, a separate sheet with detailed information can be attached, if required.

**(AFFIX A
RECENT
PASSPORT SIZE
PHOTO HERE
AND SIGN
ACROSS IT)**

S.No	Particulars	Details (to be filled by the candidate)
1.	Name of the candidate (In block letters)	
2.	Gender	
3.	Date of Birth in DD/MM/YYYY format and Age (as on the closing date of application)	
4.	Address for Communication	
5.	Candidate's Email ID	
6.	Candidate's Mobile Number	
7.	Candidate's Aadhar Number	
8.	Candidate's PAN Number	

9.	The date of initial appointment into Govt. Service																															
10.	Date of Retirement on Superannuation / Voluntary Retirement Service																															
11.	Designation of last post held and pay drawn																															
12.	Name of the organization/ office last served with address																															
13.	Educational Qualifications (Degree/Post graduation/diploma courses/certificate courses)																															
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14.	Other professional qualifications, if any, relevant to the post																															
15.	Proficiency in Computers / Experience in MS Office, Tally software/ working knowledge of PFMS, GeM, etc																															
16.	Experience in Administration and accounting matters in Govt organisations – Please furnish complete details.																															

17.	Please state whether in the light of entries made by you above, you are meeting the requirements of the post or not.	
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18. Details of employment, in chronological order since date of entering into Govt service, enclose a separate sheet, duly self-attested by your signature if the space given below is insufficient:

Office/ Organisation	Whether Central Govt./ State Govt./ University/ Res. Institutions/ PSU/ Statutory/ Autonomous Organisations	Post held with Pay Level	Period of service		Nature of appointme nt (regular/ adhoc/ deputation)	Nature of Duties with brief details of works performed during the appointment
			From	To		

19. Additional details about your previous employment.	
20. Whether you were in VII Pay Commission pay level? If yes, give the date from which the revision took place (Please indicate the pre revised scale, as well)	
21. Pay last drawn at the time of retirement and Basic pension (before commutation) drawn. Please attach a copy of PPO/retirement order showing the last pay drawn in case of NPS.	
22. Additional information, if any, which you would like to mention in support of your suitability for the post. (Please enclose a separate sheet):	

23. Whether belonging to SC/ST/OBC/Minorities	
24. Remarks, if any	

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 being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection, my candidature is liable to be rejected and I shall be bound by the decision of the Department. I have read this circular and ready to accept all the terms and conditions for engaging on contract basis.

Place:

Signature of Candidate

Date:

Following documents are to be enclosed with the application

1. Identity proof:
2. Proof of address:
3. Copy of PPO:
4. Copy of Proofs of Educational qualifications:
5. Copy of service verification certificate:
6. Other relevant documents, if any: