

**CENTRAL SILK BOARD**  
(Govt. Of India – Ministry of Textiles )  
CSB Complex, Madivala  
BENGALURU – 560068



**Advertisement No.3/2023- File No. CSB-63(162)/2023-ES.II 02<sup>nd</sup> March 2023**

The Central Sector Scheme –Silk Samagra-2, an “**Integrated Scheme for Development of Silk Industry**” is proposed to be continued as Silk Samagra-2 in an improved version to meet the emerging challenges of Indian Silk Industry and to address critical issues with technology based interventions. The Ministry of Finance, Dept. of Expenditure vide OM No.F.N.14(09)PFC-II/2007 dated 9<sup>th</sup> September, 2021 has conveyed approval Silk Samagra-2 Scheme which includes, hiring qualified persons, expert services, JRF /SRF etc, to meet the shortage of manpower requirement in R&D projects/ Silk Samgra-2 scheme implementation/ CSB’s administration through engagement of performance oriented manpower.

The consultants proposed to be engaged for Silk Samagra-2 should have a vast experience in looking after subjects relating to Administration, accounts and Recruitments are very much essential for implementation of the Scheme. The Consultants who will be engaged under Silk Samagra-2 should guide/monitor the relevant divisions in respective spheres of work and implementation and also should monitor collectively for emerging challenges of the Human Resource Department .

Applications are invited in prescribed format from retired Government Officers in Level-10 or Level 11 for engagement as Consultant on contract basis for Central Silk Board, Bengaluru under Ministry of Textiles for a period of six months as per details given below:-

#	Position, Number of Posts & Place of Consultancy Assignment	Eligibility Condition(s)	Job Profile
1	Consultant  9(Nine) Posts	<b><u>Eligibility Criteria</u></b>  a. Retired from Level -10 and above but not beyond Level 11 of the 7th CPC Pay Matrix from Central Government / Autonomous /Statutory bodies/PSU etc.  <b>Experience:</b> The applicant should have not less than 10 years of experience in the field of Administration and Accounts and knowledge of FRSR and GFR and CVC guidelines etc. <b>Age:</b> Not beyond 64 years as on the last date of receipt of applications	Please see Annexure-III
	CO, CSB,Bengaluru 01		
	CSR&TI, Berhampore 01		
	CSR&TI, Mysuru 01		
	CTR&TI, Ranchi 02		
	CSTRI, Bengaluru 01		
	CSR&TI, Pampore 01		
	NSSO, Bengaluru 02		



### **Consultancy fee**

The remunerations will be paid as per limits prescribed in Ministry of Finance OM No.F.No.3-25/2020-E.IIIA dated 09.12.2020 which stipulates that the amount admissible on a monthly basis is arrived at by deducting the basic pension from the pay drawn at the time of retirement which should remain unchanged as there will be no increment or increase during the contract. Transport Allowance will be paid as per entitlement of the Officer at the time of his/her retirement. Travelling Allowance/ Daily Allowance will be paid if required to travel in public interest on tour, if any, as per entitlement of the Officer on the date of his / her retirement. No other allowance is payable.

**Note 1:** Prescribed Format of Application is enclosed

**Note 2:** The General Terms & Conditions for engagement of Consultant in CSB are indicated in Annexure-I.

**Note 3:** Retired officers from Central Silk Board who have experience in the relevant field are encouraged to apply.

**Note 4:** It may be noted that Consultancy fee shall be governed by Ministry of Finance, Department of Expenditure OM No.F.No.3-25/2020-E.IIIA dated 09.12.2020 in terms of which the consultancy remuneration plus pension plus dearness pension should not exceed the last pay drawn plus dearness pay thereon.

Interested Retired Government Officers are requested to submit their applications to the Member-Secretary, Central Silk Board, BTM Layout, Madivala, Hosur Road, Bengaluru – 560 068 in the proforma attached below and a scanned copy of the application duly signed along with enclosures may be submitted to Central Silk Board, Bangalore by e-mail to [estab.csb@nic.in](mailto:estab.csb@nic.in) within 21 days from the date of publication of advertisement in Central Silk Board Website.

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**Annexure - 1**

**APPLICATION FORMAT**

**Application for the post of Consultant on contract basis under Central Silk Board**

RECENT SIZE PHOTO	PASSPORT PHOTO
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Sl. No.	Particulars	Details
1	Full Name ( in Block Letters)	
2	Father/Husband Name	
3	Date of Birth	
4	Age as on date	
5	Mobile No.	
6	Email	
7	Address for communication	
8	Date of joining to Government Service	
9	Whether SC/ST/OBC	
10	Whether physically challenged ♣	
11	Date of Retirement and the post from which Retired (to enclose copy of Retirement Order)	
12	Last Pay Drawn ♣	
13	Educational/Technical Qualification ♣	
14	Details of Computer Knowledge	
15	P.P.O No.	
16	Brief Particulars of experience ♣	
17	Preferred Location	

♣ **Mandatory Enclosures –Sl.No.10 to 13 and Sl.No. 15 to be annexed in a separate sheet.**

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/interview, my candidature is liable to be rejected and I shall be bound by the decision of the Central Silk Board.

Place:

Date:

Signature

(Name of the Applicant)



## Annexure II

### Engagement of Consultants in Central Silk Board, Bengaluru

#### GENERAL TERMS & CONDITIONS

(To be included as part of the Offer of Engagement as Consultant)

1. Consultant shall not be eligible for any allowance except Travelling /Daily Allowance.
2. No Daily Allowance is payable for joining duties. However, if any work assigned during Consultancy period requires travel by Office Vehicle / TA & DA, the same shall be provided accordingly to the post held by the Consultant on the date of retirement with approval of the Competent Authority.
3. The engagement of Consultant **is not** re-employment and Consultant shall continue as Pensioner.
4. The Consultant will be allowed paid leave of absence at the rate of 1.5 days for each completed month of service. Therefore he will not be paid any remuneration for leave beyond the permissible period of paid leave of absence and accumulation of leave beyond a calendar year will not be allowed.
5. Tax Deduction at Source as per Income Tax Rules will be made and TDS Certificate issued by the Drawing & Disbursing Officer.
6. Working Hours as prescribed by the concerned office shall be observed by the Consultant and may record attendance as directed by the Controlling Officer.
7. Age limit for applying is 64 years on the closing date of receipt of applications.
8. The Consultant engaged may be re-engaged for a maximum period of one year at a time if the services rendered are found to merit extension.
9. The Consultant shall maintain confidentiality of the information that he/she may notice during the period of engagement and shall abide by Official Secrets Act. No information shall be divulged or published by the Consultant.
10. The Consultant shall return the Office Records or Documents which he may have collected for discharging duties, on completion of the period of Consultancy after which final payment shall be released.
11. The Consultant shall in no case represent against the CSB or give adverse suggestions to others which would affect adversely the interests of the CSB and undertaking to this effect should be given in writing.
12. The Consultants' service may be terminated prematurely, if the work of the Consultant is not satisfactory or the project/purpose has cease or if there is lack of integrity on the part of the Consultant and the consultancy shall in such cases stand terminated either forthwith in extreme cases or after expiry of notice period of 15 days.
13. The Consultant should be medically fit and he should work in the organisation on full time basis.
14. The Consultant should have proven track record of absolute integrity.
15. Member Secretary may relax the provision in case outstanding candidates having regard to their expertise knowledge, condition of physical health by recording the reasons.



Annexure

CENTRAL SILK BOARD  
BENGALURU – 560 068

**Job Profile of Consultant for administration & accounts divisions**

**(Retired Government Officers in Level-10 and above but not beyond Level-11 of the 7th CPC Pay Matrix)**

The following areas of work in dealt with in the Units / Institutes under CSB , the duties and responsibilities cover Establishment /Stores / Accounts / Bills / Internal Audit in Central Office and Main Institutes.

Central Office:

- The work in Internal Audit Section relates to assisting the Audit Teams in the audit of accounts of CSB Units, submission of reports, follow up with AG audit and any other works entrusted by Director(Finance) or any other authorised Official of CSB.
- Recruitment of various posts along with pre-exam and Post exam work till the appointment of candidates.

Central Office/Institutes:

- Fixation of pay, Verification of Service Books, counting of past service, deputation of staff, remittance of Leave Salary & Pension Contribution, handling of RTI Applications etc.
- The work in Stores Section includes maintenance of files relating to procurement of office consumables, equipments and vehicles, periodical reports to respective Sections, examination of proposals received from Outstations for procurement of office consumables, scientific equipments, vehicles, etc.
- The work in Accounts Section includes assisting in preparation of Budget, finalisation of Annual Accounts, computerisation of Accounts and its implementation, issue of Circulars to Units on improvement of internal control, follow up with Ministry for release of Grants, accounting of transactions of Central Office and submission of Information to Ministry.
- The work in Bills Section includes verification of Bills of Officers and Staff of GPF of CSB, accounting of GSLIS, like TA/LTC/Medical, etc. Finalisation of Pension and follow up with Bank and Units, conveying the approval of competent authority for obtaining medical treatment on emergency cases, appointment of AMAs for all employees of CSB, Income Tax matters/ tax deduction at source.

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