

TERMS & CONDITIONS FOR ENGAGEMENT OF EXPERTS ON CONTRACT

BASIS

Cochin Special Economic Zone Authority (CSEZA), an Authority ,a statutory organisation under Ministry of Commerce & Industries, Government of India invites applications from Central/State Government retired individuals as Consultants in the Below fields.

- 1) Consultant, Labour (Part-time Basis)
- 2) Consultant, Administration (Full-time Basis).

1. Eligibility: -

1.1 Consultant, Labour

Central /State government employees retired at the level of Deputy/Joint Labour Commissioners or equivalent grade.

1.2 Consultant, Administration

Central /State government employees retired at the level of Assistant/Section officer or equivalent grade.

2. Selection Procedure: -

- (i) The selection of Consultants shall be made in accordance with the provisions contained in GFR and of Manual of Policies and Procedure of Employment of Consultants.
- (ii) The applications received shall be placed before a screening committee.
- (iii) Shortlisted applications shall be placed before a Consultancy Evaluation Committee headed by the Chairman, CSEZA.
- (iv) The Committee shall prepare a panel of 3 names which will include 2 persons in the waiting list. The panel would be valid for a period of one year.

3. Entitlements of Consultants: -

- (i) For part-time Consultants, the emoluments shall be decided on case to case basis by the Authority.
- (ii) In the case of retired Government Servants, the remuneration shall be as per prevailing DoPT norms.

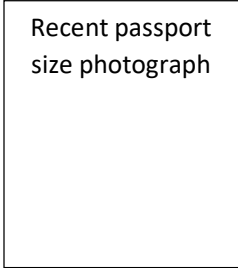
- (iii) The Consultants will not be eligible for Government Accommodation or House Rent Allowance, CGHS facility etc.
- (iv) No TA/DA shall be payable to the Consultants.
- (v) The Consultants shall be entitled to leave of 8 days in a year on pro-rata basis. Additional leave without pay would be permitted upon approval by the reporting officer.

4.Procedure to Apply&General Conditions: -

- (i) The Interested candidates may send their application in the prescribed format (Provided as Annexure) to **“The Chairman, Cochin SEZ Authority, Kakkanad, Cochin-682037”** The applications should be addressed to. The envelope should be superscripted as **“Application for Consultant, Labour/ Consultant, Administration at CSEZ”**.
- (ii) The candidates may also send their application by e-mail in the prescribed format(Provided as Annexure)to the email ID: saju.ddc@gmail.com
- (iii) The last date of receipt of applications (hard copy) in CSEZA would be 27th November, 2019.
- (iv) CSEZA reserves the right to restrict the number of candidates for interview to a reasonable limit.

Annexure

APPLICATION FORM FOR SENIOR CONSULTANT/CONSULTANT/JUNIOR CONSULTANT ON PURELY CONTRACT BASIS IN FOD.



- 1. Name : _____
- 2. Date of Birth : -----/-----/----- (dd/mm/yyyy)
- 3. Sex : ----- (male/female)
- 4. Age as on 1st July ,2019 : ----- Years-----Months-----Days
- 5. Postal address for Communication : -----

- 6. Phone Number : Landline No: -----
Mobile No : -----

7. Email ID : -----

8. Permanent Address : -----

9. Highest Educational Qualification possessed : -----

S.No	Education Level	Name of institution/College/University	Percentage(%) of marks obtained
1	Graduation		
2	Post-Graduation		
3	Computer related degree/diploma/course, if any		
4	Other educational Qualification, if any		

10. Knowledge of Computer Application : -----

11. Previous Experience in function related matters : -----

I declare that the information furnished by me in the application is true and correct to the best of my knowledge and belief.

(Signature of Applicant)

Name of Applicant: -----

Place:

Date: