

CIRCULAR NO. 01/ 2022 dated 05.12.2022

Seamen`s Provident Fund Organisation (SPFO)
(Under Ministry of Ports, Shipping and Waterways)

Subject:- Invites application for engagement of one(01) Consultants at Administrative-cum-Account Officer (AAO) level from retired Central Govt. Personnel.

SPFO is directly functioning under the Ministry of Ports, Shipping and Waterways invites applications in SPFO for engagement of one Consultant at AAO level from retired Central Govt. Personnel at level-10 of Pay matrix on contract basis.

2. The terms and conditions of Consultants to be engaged are as under:-

2.1 Eligibility :

2.1.1. The applicant should not have attained the age of 63 years on the closing date of applications and should be in good health for discharging his/her official duties effectively.

2.1.2. The applicant should have retired from the post of Group 'A' from any Central Govt. Ministry/Department. Preference will be given to the retired officers belonging to Director General of shipping / Govt. Shipping office/ MPSO.

2.2 Scope of works:

2.2.1. Experience in Administration & Account work in Central Govt.

2.3. Period of Engagement:

2.3.1 The Engagement of the Consultants shall be purely on a contractual basis initially for a period of **three months** which may be extended or curtailed as per the requirement and satisfactory performance of the consultant or till the time regular incumbents are available SPFO against the vacancies and will not confer any right for regular appointment in SPFO.

2.3.2. The term of appointment shall not be extended beyond 05 years after superannuation or at attaining the age of 65 years, whichever is earlier.

2.3.3. The Engagement of the Consultants would be on full time basis and they would not be permitted to take up any other assignment during the period of Consultancy with SPFO.

2.4. Job Location

SL. No.	Job Location	Consultant (AAO)
1.	SPFO, Mumbai	01

2.5. Remuneration, Allowances, Leave, Term of Appointment, etc. shall be regulated in terms of the Department of expenditure's O.M. No. 3-25/2020-E.IIIA dated 09.12.2020 and also as per guidelines, if any, issued by the Department of Personnel & Training from time to time.

2.5.1. The consultant shall be paid a fixed monthly amount calculated as = Last Pay Drawn (Basic Pay) –Basic Pension + Transport Allowance (if applicable at retirement).

2.5.2. No DA, HRA, PF, Pension, Insurance, gratuity, Medical, Attendance Treatment, Seniority, Promotion, etc., or any other benefits will be admissible as available to the regular Central Government servant.

2.5.3. The amount of remuneration so fixed shall remain unchanged for the terms of the contract.

2.5.4. The Income tax or other tax(es) will be deducted at source as per Government instructions.

2.6. Working Hours and Leave:

2.6.1. The Consultant shall be required to observe the normal office timing from 9: 30 AM to 6:00 PM (Monday to Friday). He/she may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work. However, no extra compensation will be paid if a person attends office beyond normal office timings.

2.6.2. They shall mark their attendance in Aadhar Enabled Biometric attendance (AEBAS) mandatorily and failing which may result in deduction of remuneration.

2.6.3. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a Calendar year may not be allowed.

2.6.4. "No work no pay" will be applicable during the period of engagement.

2.7. Working Experience:

2.7.1. The applicant must be well acquainted with the functioning of Central Government Ministries/Departments.

2.7.2. The applicant should be well aware of various rules/regulations of the Government of India, capable to handle matters independently as mentioned at Para 2.2.1 above.

2.7.3. The applicant should have a working knowledge of computer applications such as MS Word, MS Excel, Power Point, Email, etc. and e-Office, etc.

2.7.4. The applicant should have substantive secretarial experience e.g., noting/drafting and have expertise in office procedure.

2.8. **Termination of Agreement:** The SPFO may terminate the contract, if: _

2.8.1. The Consultant is unable to address the assigned work.

2.8.2. The quality of the assigned work is not to the satisfaction of the Controlling Officer/ Competent Authority in the SPFO.

2.8.3. The Consultant is found lacking in honesty and integrity.

2.8.4. The Competent Authority in the SPFO may also terminate the contract at any time Without giving any notice and also without assigning any reason.

2.9. **General Terms & Conditions:**

2.9.1. The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the SPFO shall remain within the office.

2.9.2. No one shall 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 his assignment or during the course of the assignment and even after termination of the contract without the express written consent of the SPFO.

2.9.3. The Consultant would be required to sign a non-disclosure undertaking as per Appendix before being assigning of any work.

2.9.4. The Consultant shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the office nor will he indulge in any activity outside the terms of the contractual assignment.

2.9.5. The Consultant shall not claim any benefit/compensation/absorption/regularization of service with this Department.

2.9.6. The consultant shall not be entitled to any TA/DA for joining the appointment.

3. The person who fulfills the eligibility criteria as mentioned above and is willing to work as a Consultant (AAO) on the terms and conditions mentioned above must submit his/her application in the prescribed format enclosed as Annexure-I, along with the Self attested copies of documents, to the undersigned **on or before 15 days of issue of this circular.**

4. Procedure for Selection: Candidates meeting the conditions above will be shortlisted based upon criteria formulated by the SPFO and personal interaction with the duly constituted Selection Committee. The communication will be sent to the Email IDs given by the Candidates.

4.1. The decision of the Selection Committee for selection purposes will be final and binding on all candidates. Applications received with incomplete information or received beyond the closing date will not be considered and summarily rejected without any further communication.


(Surendra Kumar)
Commissioner,

Seamen`s Provident Fund Organisation, Mumbai.

To:

1. D.G. Shipping and SPFO's website
2. Notice board.
3. Office Order File/Register.

Annexure-I

Application format for engagement of Consultant Administrative cum Account Officer (AAO) on contract basis in the Seamen's Provident Fund Organisation, Mumbai.

(Ref. SPFOS' Circular No.....01/2017 Dated...05/12/2017)

1	Name of the post applying for			Photo	
2	Name				
3	Father/Mother/Husband's Name				
4	Date of Birth				
5.	Date of Retirement & PPO No. <i>(self attested copies of certificates)</i>				
6	Designation & Department at the time of retirement				
7	Last pay drawn & Pay Level				
8	Permanent Address				
9	Address for Correspondence				
10	Contact Tel No./ Mobile No.				
11	Email ID				
12	Educational Qualification(s) <i>(self attested copies of certificates)</i>				
13	Bank A/c Details (with copy of passbook/cancelled Cheque)				
14	Details of Experience (Add separate sheet if required)				
15	Designation/Position and Name of Ministry/ Deptt./ Organization	From	To	Nature of Work	Remarks

DECLARATION

I do hereby declare that the particulars above are true and correct to the best of my knowledge. I understand and agree that in the event of any information being false incorrect/incomplete or ineligibility being detected at any time before or after the selection, my candidature is liable to be rejected and I will be bound by the decision of SPFO in this regard. All terms and conditions of engagement as mentioned in the circular are acceptable to me.

I certify that no disciplinary proceedings are pending against me, as on date.

Signature

Place:

Date:

Full name of the applicant

NON-DISCLOSURE UNDERTAKING

To,
Commissioner,
Seamen`s Provident Fund Organisation,
Krupanidhi Bulding, 3rd floor,
Walchand, Hirachand Marg, Ballard Estate,
Mumbai-400 001.

Sir/Madam,

I hereby undertake –

- To treat all the information that comes to my knowledge as part duties in this office as confidential and keep it strictly confidential;
- Not to sell, trade, publish, or otherwise disclose to anyone in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format;
- To hold such confidential information in trust and confidence both during and after the term of my engagement;
- Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with SPFO which would otherwise conflict with my obligations towards SPFO;
- To abide by data security policy and related guidelines issued by SPFO;
- Not to resort to my corrupt practices in any aspect and at any stage during the tenure of engagement; and
- To maintain the highest standards of ethics & integrity during the period of engagement as a Consultants in SPFO.

2. In the event of termination of my engagement for any reason whatsoever, I shall promptly surrender and deliver to the SPFO any records/material/equipment/ documents or data which is of confidential nature.

3. I shall keep SPFO informed of any change in my address or contact details during the period of my engagement.

4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

5. For the purpose of this undertaking, confidential information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully

Signature

Name-----
Address & Contact No.-

Dated-----