

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.