

## **NOTICE INVITING EXPRESSION OF INTEREST (EOI)**

*Expression of interest for conducting verification of Service Books of the Board Staff and rectification of anomalies related to pay fixation, Pay Revision, Leave calculations and other details.*

The Kerala State Pollution Control Board is seeking a qualified Service Consultant for verification of Service Books of the Board Staff and rectification of anomalies related to pay fixation, Pay Revision, Leave calculations and other details.

### **The Scope of Work:**

1. The Service Books of 105 Board staff is to be verified and if anomalies are found, the same is to be rectified.
2. The verification is to be done in the Head Office of the Board at Plamoodu.
3. The above work is to be completed within 3 months from the date of receipt of work order.

### **Qualification criteria:**

Thorough updated knowledge in KSR, Pay Revision and other service related matters.

### **How to Apply:**

Interested applicants may furnish their Expression of Interest with all the necessary documents in a sealed cover along with the covering letter duly signed by an authorized signatory, to the undermentioned address, not later than 3.00 p.m on 05.03.2021.

Applications received after the prescribed date will not be considered.

The request for Expression of Interest has to be sent to the following address;

The Member Secretary,  
Kerala State Pollution Control Board,  
Head Office, Plamoodu, Pattom P.O,  
Thiruvananthapuram.  
Ph. No. 0471-2318151,52,54,55  
e-mail: [kspcbestablishment@gmail.com](mailto:kspcbestablishment@gmail.com)