



## राष्ट्रीय बागवानी बोर्ड

कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार  
85, इंस्टीट्यूशनल एरिया, सैक्टर-18, गुड़गाँव-122015

## National Horticulture Board

Ministry of Agriculture & Farmers Welfare, Govt. of India  
85, Institutional Area, Sector - 18, Gurgaon - 122015

Ref. No./NHB/Delhi/BGAP/2024-25/889.

28<sup>th</sup> December, 2024

### NOTICE

**Sub: - Empanelment of Auditors for evaluation of Certification Bodies under Bharat GAP Certification scheme.**

**National Horticulture Board**, being the secretariat of Bharat GAP Certification programme, invites applications from qualified freelance Auditors for engagement in the evaluation of Certification Bodies under Bharat GAP certification programme.

#### **Eligibility**

Retired Scientists/Professors/Govt. officials and/or Qualified ISO auditors for assessment of process certification bodies under ISO17065 with Graduate degree in Agriculture/Horticulture or allied sectors.

#### **Fee**

A consolidated amount of Rs. 3000 (Rupees three Thousand only) per audit day (excluding travelling time) plus traveling, boarding/ lodging as per TA/DA rules prevailing under Nursery Accreditation programme scheme of NHB.

Interested candidates may apply to NHB at the following address:

Dy. Managing Director  
National Horticulture Board  
Ministry of Agriculture and Farmers Welfare, Govt of India,  
85, Institutional Area, Sector – 1  
Gurugram - 122015 (Haryana)

Empanelment is an open ended process and applicants can apply at their discretion. All the applications received during a quarter shall be evaluated and put up to National Accreditation Body for consideration and approval.

पवन कुमार / PAWAN KUMAR

उप निदेशक / Deputy Director

राष्ट्रीय बागवानी बोर्ड / National Horticulture Board  
कृषि एवं किसान कल्याण मंत्रालय / Ministry of Agriculture & Farmers Welfare  
भारत सरकार / Govt. of India

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**Terms & Conditions for Auditors / Evaluation Committee Members are as under:**

1. All the auditors shall be approved by NAB of Bharat GAP.
2. Auditors shall be required to sign no conflict of interest, confidentiality and code of conduct agreements annually;
3. Auditors shall not be allowed to provide consultancy to any Certification Body or applicant for accreditation under Bharat GAP Programme;
4. Auditors shall not be allowed to share information of audited Certification Bodies to any third party. Action shall be taken legally by NAB against the member, if any violation is noticed in this regard;

**TERMS OF REFERENCE (ToRs) FOR AUDITORS / EVALUATION COMMITTEE MEMBERS**

1. Members are required to strictly follow the audit procedures laid down by NHB;
2. Members shall undergo auditor training on Bharat GAP accreditation and certification process
3. Members shall attend the annual updation trainings provided by NHB;
4. Members are required to follow the schedule of evaluations provided by the NHB. The requests for change in the scheduled dates for evaluation shall not be allowed except in case of any uncalled emergencies;
5. Members are required to use only approved checklists provided by NHB for evaluation purpose;
6. Members are required to fill the approved checklists manually with adequate information and description;
7. Members are required to enclose supporting documents with the evaluation report for further verification and assessment;
8. Members are required to submit the Evaluation report to NHB within 15 days of completion of audit.

  
28.12.2024  
**पवन कुमार / PAWAN KUMAR**  
उप निदेशक / Deputy Director  
राष्ट्रीय बागवानी बोर्ड / National Horticulture Board  
कृषि एवं किसान कल्याण मंत्रालय / Ministry of Agriculture & Farmers Welfare  
भारत सरकार / Govt. of India  
कृषि भवन, नई दिल्ली / Krishi Bhawan, New Delhi-110114

Application Form for Empanelment of Auditors/Evaluation Committee Members  
for Evaluation of Certification Bodies under the Bharat GAP Certification  
Scheme

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**1. Name:**  
(Full Name)

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**2. Contact Details:**

- **Address:**  
(Complete Postal Address)
  - **Phone Number:**  
(Mobile/Landline)
  - **Email Address:**  
(Email ID)
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**3. Current/Previous Designation:**  
(State the position currently held or previously held)

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**4. Organization Name (where currently working or last worked):**  
(Provide the name of the organization and the dates of employment, if applicable)

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**5. Details of Professional Experience:**

(Please provide details of your work experience, including key roles and responsibilities. You may attach a separate sheet if necessary.) **(Separate sheet may be attached)**

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**6. Experience in Auditing of Certification Agencies (if applicable):**  
(Provide details of any experience in auditing agencies involved in the certification process. If applicable, please mention specific certification schemes or standards audited.)

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**7. List of Agencies Currently Empanelled for Auditing (if applicable):**  
(Mention the agencies you are currently empanelled with for auditing purposes, along with details of any relevant certification schemes or standards.)

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**8. Educational Qualifications & Professional Certifications:**

(Provide details of relevant academic qualifications, professional certifications, and training related to auditing or certification processes.)

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**9. Additional Information:**

(Provide any other relevant details that could support your empanelment, such as specialized skills, knowledge, or experience related to the Bharat GAP Certification scheme or auditing practices.)

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**Declaration:**

I hereby declare that the information provided in this application is true and correct to the best of my knowledge. I understand that any false information may result in my disqualification or termination from the empanelment process.

**Signature:**

(Your Signature)

**Date:**

(Dated)