



DOA: 3rd August 2015

ADVERTISEMENT

AGRICULTURAL AND PROCESSED FOOD PRODUCTS EXPORT DEVELOPMENT AUTHORITY (APEDA)

(Ministry of Commerce and Industry, Govt. of India)
3rd Floor, NCUI Building, 3 Siri Institutional Area,
August Kranti Marg, (Opp. Asiad Village), New Delhi - 110016

APEDA, a Statutory Body under the Ministry of Commerce and Industry, Govt. of India intends to make recruitment for one post of **Office Executive** in PB 2 with Grade Pay of Rs.4200. The details regarding qualification and other conditions for the post may be seen from APEDA's official website www.apeda.gov.in under 'Recruitments /Appointment /Engagement' section in General Info Menu. Applications shall be submitted online within 15 days and hard copy printed application along with required documents should reach APEDA within 21 days of appearance of this advertisement.

General Manager (P&A)

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August Kranti Marg, (Opp. Asiad Village), New Delhi-110 016

APEDA, a Statutory Body under Ministry of Commerce and Industry, Govt. of India engaged in the work related to the development of export trade of agricultural products and processed food from India intends to make recruitment of the following category of post in its organization. The post is transferable and the initial posting may be New Delhi.

Name of the post	Age limit	Pay Band & Grade Pay	No. of posts and reservation position	Essential qualification and Experience
Office Executive	Not above the age of 25 years	9300-34800 Grade Pay - 4200/- of Central Govt. pay scale	One (General)	Essential 1) Graduate in Science/Commerce/Business Administration 2) Atleast 3 years experience in a Govt. /Autonomous or a private company 3) Sound knowledge of computers applications.

General Conditions:-

1. Application should be submitted through online system only.
2. Applicant has to take a printout of the on-line submitted application as per provision given in the software. The applicant has to sign the hard copy application and send to APEDA along with all the supporting documents with regard to educational qualification and experience etc.
3. Application should be accompanied by an IPO /Bank Draft of Rs. 100/- in favor of **APEDA**, payable at **New Delhi**. SC/ST/PH candidates need not to pay.
4. A candidate shall submit only one application. Submission of more than one application may lead to rejection.
5. Mere submission of the application does not confirm any right on the applicant to be called for interview/test.
6. The Competent Authority reserves the right to cancel any application/candidature at its discretion and no correspondence in this regard will be entertained from the applicant.
7. The candidate who are employed in Govt./Semi Govt./Autonomous Bodies etc. should send their applications through proper channel. However, they may send an advance copy of their application so as to reach this office before the last date.
8. Age of the applicant will be calculated with reference to the last date of receipt of the application. Age relaxation for SC/ST/OBC and PH candidates will be as per Government rules.

9. Incomplete applications in any respect or applications received after the last date will summarily be rejected without any communication to the candidate.
10. Selection will be made on the basis of the performance in skill test /interview.
11. TA/DA for appearing in the skill test /interview shall be given to the candidates belonging to SC/ST category as per Govt. rules.
12. Wrong declaration /submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
13. No interim correspondence will be entertained.
14. The procedure and process of recruitment shall be governed as per APEDA Recruitment Rules.
15. The application should be sealed in an envelope and superscribed as **APPLICATION FOR THE POST OF "OFFICE EXECUTIVE"** and should be sent at the following address:

General Manager (P&A)

Agricultural and Processed Food Products Export Development Authority
 (APEDA) (Ministry of Commerce and Industry, Govt. of India),
 3rd Floor, NCUI Building, 3 Siri Institutional Area,
 August Kranti Marg, (Opp. Asiad Village),
 New Delhi-110 016

16. IMPORTANT DATES:

Opening Date for submission of on-line applications	03.08.2015
Last Date for submission on-line applications	17.08.2015
Last Date of receipt of the hard copy of the documents	24.08.2015

CAUTION: CANVASSING IN ANY FORM SHALL LEAD TO DISQUALIFICATION AND CANCELLATION OF THE CANDIDATURE.