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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

APEDA, a Statutory Body under the Ministry of Commerce and Industry, Govt. of India intends to make recruitment for one post of Manager Accounts in PB 2 with Grade Pay of Rs.4600. The details regarding qualification and other conditions for the post may be seen/ downloaded from APEDA's official website www.apeda.gov.in under the heading Recruitment. The applications should reach by 20.06.2014 at the address mentioned above.

General Manager (P&A)

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APEDA, a Statutory Body under Ministry of Commerce and Industry, Govt. of India is the apex organization engaged in the work related to the development of export trade of agricultural products and processed food from India.

APEDA intends to make recruitment of the following category of posts in its organization.

Name of the post	Age limit	Pay Band & Grade Pay	No. of posts and reservation position	Essential qualification and Experience
Manager Accounts	Not above the age of 40 years	9300-34800 Grade Pay - 4600/- of Central Govt. pay scale	One (General)	Essential Bachelors degree in Commerce with Accountancy, Mathematics, and Intermediate CA/ICWA/CS with 3 years experience in Accountancy OR Pass in SAS Examination in Account with three year experience in maintenance of Govt. Accounts OR Post Graduate Degree in Commerce with 7 years experience in Auditing / Accountancy / Govt. Accounts

General Conditions:-

1. A candidate shall submit only one application. Submission of more than one application for the same post may lead to rejection.
2. Mere submission of the application does not confirm any right on the applicant to be called for interview/test.
3. Application should be submitted strictly in the prescribed format only and all columns should be typed in block / capital letters.
4. Application should be sent in a cover superscribed as “**APPLICATION FOR THE POST OF MANAGER ACCOUNTS**” by registered post /speed post addressed to the General Manager (P&A) at the address given above so as to reach on or before due date.
5. 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.
6. Every application should be accompanied by one IPO/ Bank Draft of Rs.100/- in favor of Agricultural and Processed Food Products Export Development Authority, New Delhi. (SC/ST/PH candidates need not pay).
7. Incomplete / unsigned applications received and those received after the last date for receipt of application will summarily be rejected without any communication to the candidate.

8. Selection will be made on the basis of the performance in skill test / interview.
9. TA/DA for appearing in the skill test/interview shall be given to candidates belonging to SC/ST category as per Govt. rules.
10. Wrong declaration / submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
11. No interim correspondence will be entertained.
12. Those candidates 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 due date.
13. Age of the applicant for all posts will be calculated with reference to the closing date for receiving the applications. Age relaxation for SC/ST/OBC and PH candidates will be as per Government rules
14. The procedure and process of recruitment shall be governed as per APEDA Recruitment Rules.

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

FORM OF APPLICATION (to be typewritten)

1. Post applied for (In block letters) :
2. Name of applicant (In block letters) : Mr./Mrs./Miss.....
3. Father's/ Husband's Name :
4. Marital Status :
5. Present postal address for Communication (in block letters) with pin code :
.....
.....
.....
6. (a) Telephone No. (with STD Code) :
- (b) Mobile No. :
- (c) E-mail Address :
7. Permanent Address :
.....
.....
.....
8. Date of Birth and Age as on 01.07.2014:
9. Nationality :
10. Religion :
11. Category (SC/ST/OBC/PH/GEN) :
- (Please attach attested photocopy of certificate of the Competent Authority in prescribed proforma)
12. Educational Qualification starting with Secondary Education:
(Please attach attested photocopies of certificates/marksheets)

Please affix a recent passport size photograph

Examination / Degree	University/ Board	Year of Passing	% of marks/ Division	Subject taken

13. Experience (please start with the latest) :

Name of Employer	Post held	Period		Pay Scale/Pay Band & Grade Pay with Basic Pay	Nature of work (Please attach separate sheet if required)
		From	To		

14. Training Programmes attended :

.....

15. Have you ever been discharged/ reprimanded/suspended from any position? :
If yes, state reason:

16. Any other information :

17. Explain in maximum 100 words why you think, you are suitable for this post:

DECLARATION

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I further understand that at any time I am found to have concealed / distorted any material information, my candidature/appointment shall be summarily terminated without any notice.

Place:
Date:

Signature of the Candidate
Name.....