

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 autonomous body under the Ministry of Commerce & Industries, Govt. of India invites applications from eligible candidates for filling up the following posts:

Name of the Post	Scale of Pay	Number of post	Place of Posting	Mode of Recruitment
Assistant Executive	Rs. 5200-20200 + Grade Pay Rs. 2400 (PB-1)	01 (One)	Guwahati	Deputation

Note: "Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply."

Details of the post, eligibility condition and other details are available at APEDA's website www.apeda.gov.in under the heading recruitment.

Mode of application: Offline

Applications in the prescribed format, through proper channel should reach the General Manager (P&A) within 30 days from the date of appearance of this advertisement in the Employment News/Newspapers.

General Manager (P&A)

DETAILS FOR THE POST OF ASSISTANT EXECUTIVE

Name of the post	ASSISTANT EXECUTIVE
No. of post	One
Scale of Pay	Pay Band of Rs. 5200-20200 with Grade Pay of Rs. 2400/- (PB-1)
Period of deputation	Three years
Eligibility conditions	1. Officers holding analogous post 2. Persons holding posts in the Pay Band of Rs. 5200-20200 with Grade pay of Rs. 1900/- with minimum 8 years service Note: Officers in the direct line of promotion shall not be eligible for deputation.
Place of posting	Guwahati

**PROFORMA FOR APPLICAIION FOR THE POST OF ASSISTANT
EXECUTIVE ON DEPUTATION BASIS IN APEDA, GUWAHATI**

Name of the post applied for: Assistant Executive						
1.	Name and Address (in Block Letters)					
2.	Date of Birth (in Christian era)					
3.	Date of retirement under Central/State Govt. Rules					
4.	Educational Qualification					
5.	Whether Educational qualifications required for the post are satisfied, (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)					
6.	Details of Qualifications (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.):-					
	Name of Degree/ Diploma/Others	Name of College/ Institution/ University	Year of Passing	Percentage of Marks obtained		
7.	Details of Employment, in chronological order (Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient):					
	Office/ Institution	Post Held	From	To	Scale of Pay and Basic Pay	Nature of Duties (in details)

8.	Nature of present employment i.e. Adhoc, Temporary or Permanent					
9.	In case the present employment is held on deputation/contract basis, please state					
	(a) The date of initial appointment :					
	(b) Period of appointment of deputation/contract					
	(c) Name of the present Office/Organization to which you belong					
10.	Additional Details about present employment. Please state whether working under (indicate the name of your employer against the relevant column)					
	(a) Central Government					
	(b) State Government					
	(c) Autonomous Organization					
	(d) Government undertaking					
	(e) Universities					
	(f) Others					
11.	Pay scale and total emolument per month now drawn					
12.	Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to:-					

	(i) Additional academic qualification	
	(ii) Professional training:	
	(iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if any space is insufficient)	
13.	Whether belongs to SC/ST	
14.	Full postal address of forwarding authority with name & telephone number	

Signature of the candidates:

Name of the candidates:

Full Address of the office:

Telephone no/Fax No of the office:

Date:

Place:

**(Certificate to be furnished by the Employer/Head of Office/
Forwarding Authority)**

Certified that the particulars furnished by
..... are correct and he/she possesses
educational qualifications and experience mentioned in the vacancy circular.

Also certified that –

- i.** There is no vigilance or disciplinary case pending/contemplated against Shri/Smt.....
- ii.** His/Her integrity is certified
- iii.** His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
(wherever applicable)
- iv.** No major/minor penalty has been imposed on him/her during the last 10 years*.
- v.** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed*.
(*strike out which is not applicable)

Signature
Name
Designation
Telepone No.
Fax No.
Office Seal

List of Enclosure