

**Agricultural and Processed Food Products
Export Development Authority (APEDA)
Ministry of Commerce & Industry, Govt. of India**

Ref.: PAD-2019-20-000051

Dated : 03.09.2019

1. APEDA is looking to engage the services of a Consultant for its Regional Office Guwahati. The post is to be filled on contract basis for a period of two years (extendable by 1 year).
2. A candidate shall submit only one application. Submission of more than one applications may lead to rejection.
3. Mere submission of the application does not confirm any right on the applicant to be called for interview.
4. Application should be submitted strictly in the prescribed format only.
5. Application should be sent in a cover superscribed as "APPLICATION FOR THE POST OF Consultant, Regional Office, Guwahati" by registered post /speed post/in person addressed to Asstt. General Manager, Agricultural and Processed Food Products Export Development Authority (APEDA), 4th Floor, West Block, Housefed complex, Beltola- Basistha Road, Guwahati-06, **latest by 24th September, 2019 by 1700 Hrs.**
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. 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. Wrong declaration / submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
9. Detail of the post and terms & conditions for the engagement, eligibility, experience, etc. are as under:-

S. No.	Name Of Post	Consultant
1.	Number of Post	01
2.	Place of Posting	APEDA Regional Office – Guwahati
3.	Method of recruitment	Short Term Contract of 2 years (extendable by 1 year).
4.	Educational Qualifications	Post Graduation in Agriculture/Food Science/ Allied Subjects.
5.	Experience	Minimum 3 years experience in agriculture/food sector
6.	Desirable	Working knowledge on Computer
7.	Age limit	Maximum 35 years
8.	Remuneration (Per Month)	<ul style="list-style-type: none"> • Rs.50,000/- per month plus applicable taxes. • TA/DA at par with the officers of the level of Asst. General Manager in APEDA.

SCOPE OF WORK

1. Assist the Regional In-charge Guwahati on agri Exports.
2. Support and organize participation in capacity building programmes. Buyer Seller meet, Export Workshop in the state capitals of eight (8) NORTH Eastern states (Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Tripura and Sikkim).
3. Support for export promotion of organic products, GI products, Piggery and animal products from NER states.
4. Work in close association with agencies like State Organic Missions, State Govt. Central Government Agencies, Commodity Boards, all chambers (ICC, FICCI, FINER, ASSOCHAM, CIL, PHD etc.), registered FPC's, State APC's to be involved in the Outreach Programmes.
5. Priority to be given to conduct such programmes in phase manner and as per availability of the produces based upon the harvesting sessions of all the high valued products.
6. To coordinate with the producers, exporters, processors, other stakeholders for quality export.
7. Chalking out necessary strategies for identification of commodities, ensuring quantum production in concentrated clusters, coordinating with technology development institutions for technology transfer for exports.
8. Liaison with exporter/logistic providers for transportation of the commodities and for creating infrastructure facilities like Pack House, Cold Storages, refer vans by utilizing funds from Central/State Government for facilities/ schemes of the Govt.
9. Concentration on marketing of 10 GI (Geographical Indication) tagged produces from states besides concentration on other agricultural and horticultural crops.
10. Providing market linkage to FPC/exporters.
11. The Consultant should be ready to handle any other assignment that may come during the course of his contract period.

Last Date for submission of Application: 24.09.2019 by 1700hrs.

FORM OF APPLICATION

1. Post applied (in block letters)	
2. Name of the applicant (In BLOCK letters)	
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) Email ID	
7. Permanent Address	
8. Date of Birth	
9. Nationality	
10. Category (SC/ST/OBC)	

11. Educational Qualification starting with Secondary Education:

(Please attach attested photocopies of certificates/mark sheets)

Examination /Degree	University / Board	Year of Passing	% of Marks/ Division	Subject Studies

12. Experience (Please start with the latest):

Name of Employer	Post Held	Period		Pay Scale/Pay Band with Grade Pay and Basic Pay/CTC	Nature of work (please attach separate sheet if required)
		From	To		

13. Have you ever been discharged/reprimanded/suspended from any position? If yes, state reasons	
14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.	

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-