

Date of Advertisement: 12.05.2018

## ADVERTISEMENT

AGRICULTURAL AND PROCESSED FOOD PRODUCTS EXPORT DEVELOPMENT AUTHORITY  
(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

APEDA, an Autonomous 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.

Applications are invited from dynamic, effective and experienced eligible officials working in Central Government Ministries / Departments, Autonomous Bodies, Public Sectors Undertakings, State Government Departments and State Government Public Sectors Undertakings on Deputation Basis for one post of Manager Accounts in Pay Level 7 (Pre Revised Pay Scale of Rs. 9300-34800, with Grade Pay of Rs.4600) on **deputation basis**.

Name of the post	Age limit	Pay Level	No. of posts and reservation position	Essential qualification and Experience
Manager Accounts	Not above the age of 40 years	Pay Level 7	One (General)	(i) (a) Persons holding analogous posts Or (b) Persons holding posts with Grade Pay of Rs. 4200/- with five years experience in related field. Note: Officers in the direct line of promotion shall not be eligible for deputation. And (ii) 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

**Last Date for submission of Application: 18.07.2018 - 17:30 Hrs.**

**General Conditions:-**

1. A candidate shall submit only one application. Submission of more than one application 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/in person 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. The initial period of deputation shall be three (03) years, which can be extended for another two years, with the approval of Competent Authority.
7. Eligible Candidate(s) who are willing may submit their application in Prescribed Proforma at Annexure “A” through Proper Channel. However, they may send an advance copy of their application so as to reach this office before the due date.
8. The Applications should be forwarded to General Manager (P&A), AGRICULTURAL AND PROCESSED FOOD PRODUCTS EXPORT DEVELOPMENT AUTHORITY (APEDA), 3rd Floor, NCUI Building, 3 Siri Institutional Area, August Kranti Marg, (Opp. Asiad Village), New Delhi-110 016 latest by 18.07.2018 -17:30 Hrs along with following documents:
  - (i) **No Objection Certificate** of parent department for the appointment of the applicant to the post applied for.
  - (ii) **Vigilance Clearance, Integrity Certificate** and details of penalties imposed, if any during the last 10 years on the officer. This should be duly signed by Authorised Officer i.e. Head of Officer / HoD.
  - (iii) **ACRs/ APARs dossier/** Attested copies of the ACRs/ APARs of the applicant for the last five years.
9. 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.
10. TA/DA for appearing in the skill test/interview shall be given to candidates belonging to SC/ST category as per Govt. rules.
11. Wrong declaration / submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.

General Manager (P&A)

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

## BIO-DATA/PROFORMA FOR SUBMISSION OF APPLICATION

For the Post of \_\_\_\_\_

1.	Name of Applicant					
2.	Address in block letters					
3.	Contact No.			Landline (with STD Code) _____		
				Mobile No. _____		
4.	E-Mail					
5.	Category (Gen/SC/ST/OBC/Others)					
6.	Date of Birth (In Christian era)					
7.	Date of retirement under Central Government Rules					
8.	Educational Qualification (attach a separate sheet duly attested by you if the space is insufficient).					
S.No.	Exam passed	year	Subjects offered	Name of Institute	Board/University	Percentage of marks obtained
9.	Whether other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the rule, state the authority for the same)					
Qualification/Experienced required				Qualification/Experience possessed by the applicant		

<b>10.</b>	<b>Details of employment in Chronological order attach a separate sheet duly attest by you if the space is insufficient.</b>				
<b>Office/ Instt./ Orgn.</b>	<b>Post held</b>	<b>From</b>	<b>To</b>	<b>Pay Band, Grade Pay and Basic Pay.(in CDA pattern) in case of IDA pattern, equivalent Pay Band and Grade Pay of CDA pattern</b>	<b>Nature of duties performed / performing</b>
<b>11.</b>	<b>Nature of present employment, i.e. ad-hoc or temporary or permanent.</b>				
<b>12.</b>	<b>In Case the present employment is held on deputation / contract basis, please state:-</b>				
	<b>(a) The date of initial appointment on deputation / Contract</b>				
	<b>(b) Period of appointment on Deputation / contract with date</b>				
	<b>(c) Name and address of the parent office/organization to which you belong / retired from.</b>				
<b>13.</b>	<b>Additional details about present employment. Please state whether working under:-</b>				
	<b>(a) Central Government</b>				
	<b>(b) Autonomous body</b>				
<b>14.</b>	<b>Total emoluments per month last drawn. (specify whether CDA pattern or IDA pattern or Grade Pay equivalent to CDA pattern)</b>				
<b>15.</b>	<b>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.</b>				

I have read the Terms & Conditions of appointment and certify that the above information is true to the best of my knowledge and belief. Further, I am liable to be disqualified if any information given above is found to be incorrect / incomplete or false.

Date:

Place:

Signature of the Applicant

### **CERTIFICATE BY THE EMPLOYER**

- (i) Certify that \_\_\_\_\_ holds a permanent post of \_\_\_\_\_ in the \_\_\_\_\_ O/o \_\_\_\_\_ since \_\_\_\_\_.
- (ii) The integrity of \_\_\_\_\_ is beyond doubt.
- (iii) He has submitted his application to this office on \_\_\_\_\_ and his Pay Band + Grade Pay in the parent office is Rs. \_\_\_\_\_ (Pay Level \_\_\_\_\_).
- (iv) This office has No Objection in case the application of \_\_\_\_\_ is considered for appointment for Deputation for the post of Manager Accounts in the APEDA. Further, it is certified that \_\_\_\_\_ shall be relieved immediately in case of his selection in APEDA.
- (v) The information given by \_\_\_\_\_ in the application proforma has been verified with reference to his service record and found correct.
- (vi) No Vigilance or disciplinary case is pending or contemplated against the official concerned during last 10 years.
- (vii) Up-to date ACR/APAR dossier of the concerned official for the five two years are enclosed herewith.

Signature

Head of Office/Department with official seal