

## 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

Agricultural and Processed Food Products Export Development Authority (APEDA), a Statutory Body under the Ministry of Commerce and Industry, Govt. of India, is the apex organization engaged in the work related to the development of export of agricultural products and processed food from India. The Authority intends to make recruitment for one post of Dy. General Manager, seven posts of Asstt. General Manager and one posts of Accountant. The details regarding requirement and other conditions for the posts may be seen/downloaded from APEDA's official website [www.apeda.gov.in](http://www.apeda.gov.in) under the heading Recruitment. The applications are to be received within 30 days from the date of appearance of the advertisement.

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	Desirable
Deputy General Manager (Organic)	Not above the age of 45 years	15600-39100 Grade Pay - 6600	One (General)	Essential (1) Masters Degree in Science/ Agriculture/Rural Management from a recognized University. or (2) Master of Business Management in the field of Agricultural/Horticultural/Organic/Rural Management. (3) Minimum 5 years experience on a one stage below in Central/State Govt./Autonomous/Statutory Body (4) Sound knowledge of foreign trade policy and procedures (5) working knowledge of computer applications	Desirable (1) Degree/Diploma in Food Dairy Science/Meat Science, Horticulture, Market Research and Management and Packaging.
Assistant General Manager Horticulture	Not above the age of 40 years	15600-39100 Grade Pay - Rs. 5400	One (General )	Essential (1)Masters degree in Agriculture/Horticulture/ Business Management (in the related fields of Agriculture, Horticulture, Organic and Rural	Desirable (1) Sound knowledge of foreign trade policy and procedures

(Organic)				Management from the recognized university) with five years experience in related field (2) Not less than 7 years experience on a regular service at a supervisory level in central/state Govt./autonomous bodies/public sector undertakings/private organizations	(2) Working knowledge of computer applications.
Assistant General Manager (Animal Husbandry and Veterinary Science )	Not above the age of 40 years	15600-39100 Grade Pay - Rs. 5400	One (General )	Essential (1) Post Graduation in Veterinary Science/ Agriculture (with Animal Husbandry as a subject) with 5 years experience in related field  Or (2) Bachelor in Veterinary Science with not less than 7 years experience on regular service in Central/State Govt./Autonomous bodies/P.S.U./Private Organization	Desirable (1) Sound knowledge of foreign trade policy and procedures (2) Working knowledge of computer applications.
Assistant General Manager (Food Technology)	Not above the age of 40 years	15600-39100 Grade Pay - Rs. 5400	One (General)	Essential (1) Post Graduation in Food Technology with 5 years experience in regular service  Or (2) B.Tech in Food Technology with not less than 7 years experience in regular service in Central/State Govt./Autonomous bodies/P.S.U./Private organization.	Desirable (1) Sound knowledge of foreign trade policy and procedures (2) Working knowledge of computer applications
Assistant General Manager (Plant Pathology)	Not above the age of 40 years	15600-39100 Grade Pay - Rs. 5400	One (General )	Essential (1) Master Degree in Agriculture Science with specialization in Plant Pathology as a subject.  Or (2) Master of Business Management in the field of Agriculture, Horticulture and Rural Management from a Recognized University . (3) Not less than 7 years experience in regular service in Central/State Govt./Autonomous bodies/P.S.U./Private Organization.	Desirable (1) Sound knowledge of foreign trade policy and procedures (2) Working knowledge of computer applications.

Assistant General Manager (Marketing Extension)	Not above the age of 40 years	15600-39100 Grade Pay - Rs. 5400	One (General )	Essential (1) Master Degree in Science/ Commerce / MBA (2) Not less than 7 years experience in regular service in Central/State Govt./Autonomous bodies/P.S.U./Private Organization.	Desirable (1) Master in Business Management in the field of Market development/Extension. (2) Degree/Diploma from IIFT in the related field. (3) Sound knowledge of foreign trade policy and procedures (4)Working knowledge of computer applications.
Assistant General Manager (WTO/TBT/IPR)	Not above the age of 40 years	15600-39100 Grade Pay - Rs. 5400	One (General)	Essential (1) Masters Degree in Agriculture Science from a reputed agriculture university. (2) Graduation in law (LLB) from a recognized university (3) Ten years experience in the field of work related to Agricultural Science out of which minimum 5 years experience in the field of legal registration of trademarks, patents and GI etc. (4) Working knowledge in Computer Applications	Desirable (1) Knowledge of agricultural produce and its products (2) Knowledge about import and export policies and procedures
Assistant General Manager (Entomology.)	Not above the age of 40 years	15600-39100 Grade Pay - Rs. 5400	One (General)	Essential (1) Masters Degree in Zoology with specialization in Entomology as a subject. (2) Not less than 7 years experience in a regular service in Central/State Government /Autonomous Bodies/P.S.U. /Private Organizations in the related field.	Desirable (1) Sound Knowledge of Foreign Trade Policy and Procedures. (2) Working Knowledge in computer applications.
Accountant	Not above the age of 30 years	9300-34800 Grade Pay - 4200/-	One (General )	Essential (1) Bachelors degree in Commerce with Accountancy and Mathematics as subjects (2) Minimum 5 years experience in regular service on a post with the nature of work of accounts. (3) Knowledge of computer applications	Desirable Persons having sufficient experience in handling Governmental accountancy procedures and member of chartered accounts and ICWA

General Conditions:-

1. A candidate shall submit one application for one post only. Submission of more than one application for the same post may lead to rejection of all the applications submitted.
2. One envelope should contain one application of one applicant only.
3. Mere submission of the application does not confirm any right on the applicant to be called for interview/test.
4. Application should be submitted strictly in the prescribed format only and all columns should be filled up in block / capital letters in the candidates own handwriting.
5. Application should be sent in a cover superscribed as “APPLICATION FOR THE POST OF .....” by registered post /speed post addressed to the General Manager (P&A) at the address given above so as to reach him on or before due date.
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. 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).
8. 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.
9. Selection will be made on the basis of the performance in skill test (wherever applicable) and interview.
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.
12. No interim correspondence will be entertained.
13. 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.
14. 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
15. 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

- 1. Post applied for : .....  
(In block letters)
- 2. Name of applicant : Mr./Mrs./Miss.....  
(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) E-mail Address : .....
- 7. Permanent Address : .....  
: .....  
: .....
- 8. Date of Birth : .....  
(and age as on date)
- 9. Nationality : .....
- 10. Religion : .....

Please affix a recent passport size photograph

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)

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 : .....

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.....