

**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 and processed food products from India. The Authority intends to make recruitment for four posts of Personal Executive and eleven posts of Jr. Asstt. Executive. The details regarding eligibility requirement and other conditions relating to these posts may be seen/ downloaded from APEDA's official website www.apeda.gov.in under the heading "Recruitment". The applications are to be received within 30 days from the date of publication of this advertisement in the "Employment News" published by the Ministry of I&B, Government of India.

General Manager (P&A)

Advertisement No: ADM/REC/3/2012

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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 and processed food products from India to rest of the world.

APEDA intends to make recruitment of following category of posts:.

DETAILS OF VACANCY

Name of the post	Age limit	Pay Band & Grade Pay	No. of posts and reservation position	Essential qualification and Experience
Personal Executive	18-25 years (both inclusive)	Rs.5200-20200 Grade Pay Rs.2400/-	Three (UR) One (OBC)	Graduate with a speed of 80w.p.m. in shorthand and 40 w.p.m. in typewriting.
Jr. Asstt. Executive	18-25 years (both inclusive)	Rs.5200-20200 Grade Pay Rs.1900/-	Eight (UR) Two (OBC) One (SC)	1. Bachelor Degree or equivalent 2. English typing speed of 35 w.p.m or 30 words in Hindi 3. Working knowledge of computer operation

General Conditions:-

1. A candidate should 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 candidate's own handwriting or neatly typewritten.
5. Application should be sent in a cover superscribed as "APPLICATION FOR THE POST OF" by registered post /speed post so as to reach the APEDA, New Delhi office before due date.

6. The application complete in all respects should reach the office of APEDA, New Delhi within thirty days of appearance of the advertisement in the Employment News.
 7. 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.
 8. Every application should be accompanied by one IPO/ Bank Draft of Rs100/- in favor of Agricultural and Processed Food Products Export Development Authority, New Delhi. (SC/ST/PH candidates need not to pay).
 9. Incomplete / unsigned applications received and those received after the prescribed date for receipt of application will summarily be rejected without any communication to the candidate.
 10. Selection will be made on the basis of the performance in skill test and interview.
 11. TA will be paid to candidates belonging to SC/ST candidates for appearing in the skill test/interview as per Government rules.
 12. Wrong declaration / submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
 13. No interim correspondence will be entertained.
 14. 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.
 15. Age of the applicant for all posts will be calculated with reference to the closing date for receiving the applications.
 16. Age relaxation will be admissible as per Government rules
 17. The procedure and processes of the recruitment shall be governed as per APEDA Recruitment Rules.
- Caution: - Canvassing in any form will be disqualification and shall lead to 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
letter 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 :
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 :

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.....