

Date of Advertisement: 02.06.2018

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

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 Secretary in Pay Level 12(Pre Revised Pay Scale of Rs. 15600-39100, with Grade Pay of Rs.7600) on **Transfer/ Deputation basis**.

Name of the Post	Scale of Pay	Number of Posts & Reservation	Age Limit	Classification	Mode of Recruitment
Secretary	Pay Level 12 of the Pay Matrix (Pre revised Pay Band Rs. 15600-39100 (PB-3) and Grade Pay-Rs.7600/-	1 (One) (UR)	Not above the age of 50 years as on Last Date of receipt of application	Group A	Transfer/ Deputation

Last Date for submission of Application: 31.07.2018 - 17:30 Hrs.

The form of application, scope of work and other details regarding qualification and conditions for the post may be assessed from APEDA's website www.apeda.gov.in under the icon "Recruitment/Appointment" in General Information section.

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, 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	SECRETARY
No. of posts and reservation position	1 (One) (UR)
Scale of Pay	Pay Level 12 of the Pay Matrix (Pre revised Pay Band Rs. 15600-39100 (PB-3) and Grade Pay- Rs.7600/-
Age Limit	Not above the age of 50 years as on Last Date of receipt of application
Period of deputation	Three Years
Eligibility conditions	<p>Transfer/ Deputation -</p> <p>a) persons holding analogous posts or b) Persons holding posts (Grade Pay Rs.6600) with seven years regular service on the post. and Possessing the following educational and other qualifications:</p> <p>Essential</p> <p>1)Masters degree in any discipline including business administration 2) Not less than 7 years regular service on the post of one stage below in Central/ State Government/ Autonomous bodies/ Public Sector Undertakings dealing with matters relating to administration/ accounts/ finance/ legal and marketing.</p> <p>Desirable</p> <p>1)Membership of Institute of Company's Secretaries of India (2) Sound Knowledge of foreign trade policy and procedures (3) working knowledge of computer applications (4) Degree in law</p> <p>Note: Officers in the direct line of promotion shall not be eligible for deputation.</p>

General Conditions:-

1. A candidate shall submit only one application. Submission of more than one application for the same post 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 filled.
4. Application should be sent in a cover superscribed as “**APPLICATION FOR THE POST OF SECRETARY**” 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. Application of only such officers/candidates will be considered as are routed through proper channel and are accompanied by following:-
 - a) Bio data (in duplicate) as per proforma.
 - b) Photocopies of ACRs/APARs for the last five years attested (signed & stamped) on each page by an officer not below the rank of Under Secretary to the Government of India level,
 - c) Integrity Certificate,
 - d) Vigilance Clearance Certificate,
 - e) No Penalty Certificate or a statement giving details of major / minor penalties imposed on the officer, if any, during the last 10 years.
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. Selection will be made on the basis of the performance in test / interview.
9. TA/DA for appearing in the skill test/interview shall be given to candidates belonging to SC/ST category as per Govt. rules.
10. Wrong declaration / submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
11. No interim correspondence will be entertained.
12. 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.
13. 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
14. The procedure and process of recruitment shall be governed as per APEDA Recruitment Rules.
15. **The last date of receipt of application is 31.07.2018**

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

General Manager (P&A)

[FORMAT OF VARIOUS CERTIFICATES REQUIRED TO BE ENCLOSED SEPARATELY ALONGWITH THE APPLICATION OF CANDIDATE WHO APPLIES FOR DEPUTATION BASIS]

INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Dr./Shri/Smt./Ms. _____, _____ who has applied for the post of Secretary (_____) in APEDA on Transfer on Deputation basis, it is certified that his/ her integrity is beyond doubt.

**[To be signed by an Officer of the rank of Deputy Secretary or above]
Name & Office Seal:
Date:**

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceedings or criminal proceeding is either pending or contemplated against Dr./Shri/Smt./Ms. _____, _____ who has applied for the post of Secretary (_____) in APEDA on Transfer on Deputation basis.

**[To be signed by an Officer of the rank of Deputy Secretary or above]
Name & Office Seal:
Date:**

NO PENALTY CERTIFICATE

Certified that no minor/ major penalty has been imposed on Dr./Shri/Smt./Ms. _____, _____ who has applied for the post of Secretary (_____) in APEDA on Transfer on Deputation basis during the last ten years.

**[To be signed by an Officer of the rank of Deputy Secretary or above]
Name & Office Seal:
Date:**

PROFORMA

Name of the post applied for SECRETARY

PHOTO
(Please sign
across)

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 Qualifications
5. Whether Educational and other 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).

Qualifications / Experience required	Qualifications / Experience possessed by the officer
<p>Essential :</p> <ol style="list-style-type: none">1. Masters degree in any discipline including business administration2. Holding analogous posts or Seven years regular service on the post <p>Desirable:</p> <ol style="list-style-type: none">1. Membership of Institute of Company's Secretaries of India2. Sound Knowledge of foreign trade policy and procedures3. Working knowledge of computer applications4. Degree in law	

6. Please State clearly whether in the light of entries made by you above, you meet the requirement of the post. : Yes/No
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. Ad-hoc or Temporary or Quasi-permanent 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 and deputation/ contract :
 - c) Name of the parent office/ organisation to which you belong :

10. Additional details about present employment:

11. Please state whether working under (indicate the name of your employer against the relevant column):

- a) Central Govt.
- b) State Govt.
- c) Autonomous Organisation
- d) Government Undertaking
- e) Universities
- f) Others

12. Please state whether you are working in the same Department and are in the feeder grade.

13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

14. Total emoluments per month now drawn.

15. Additional information, if any, which you would like to mention in support of your suitability for the post.

16. Please state whether you are applying for deputation or transfer basis.

17. Whether belongs to SC/ ST.

18. Remarks [The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/ Scholarship/ Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and (iv) any other information.] (Note: Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate:

Address:

Date:

Counter Signed:

(Employer with Seal)