



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

**Ref.: PAD-2018-19-000094**

1. Agriculture and Processed Food Products Export Development Authority (APEDA) is looking to engage the services of Advisor/Consultant – Agriculture Export Policy. The post is to be filled on short term contract basis for a period of two years (extendable).
2. Mere submission of the application does not confirm any right on the applicant to be called for interview.
3. Application should be sent in a cover superscribed as “APPLICATION FOR THE POST OF Consultant- Agriculture Export Policy” by registered post /speed post/in person addressed to Dy. 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 25<sup>th</sup> February 2019 -17:30 Hrs**
4. 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.
5. 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.
6. Wrong declaration / submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
7. APEDA has the right to terminate the contract at any time, due to non performance or without assigning any reason.

8. Detail of the post and terms & conditions for the engagement, eligibility, experience, etc. are as under:-

<b>01</b>	<b>Name of Post</b>	<b>Consultant Agriculture Export Policy</b>
02.	Number of Posts	02
03.	Method of Recruitment	Short term Contract
04.	Period of contract	2 years (extendable by 1 yr)
05.	Educational qualification  Experience	Post Graduation  Minimum 10 years experience in the field of exports  Should have sound knowledge of Policies related to Agriculture product exports  Should have working knowledge in computer
06.	Age	Max 45 Years (On the last date of receipt of application)
07.	Remuneration (Per Month)	<ul style="list-style-type: none"> <li>• Rs.80,000/- per month.</li> <li>• In case of retired employees, the total monthly consolidated fee being drawn by the consultant should not be more than the last pay drawn by him calculated at the current rates of DA.</li> </ul>

**Last Date for submission of Application 25<sup>th</sup> February 2019 – 17:30 Hrs.**

### FORM OF APPLICATION

1. Post applied for (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 reason:	
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.	

15. Submit a self written essay on Scope of Agri Export Policy in about 1000 words (may be attached)

#### 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.

Signature of the Candidate  
Name:

Place:-  
Date:-

### **Scope of Work : Consultant – Agriculture Export Policy**

1. Follow - up on the actionable point of Agri Export Policy with the relevant stakeholders and assist the EP(Agri) Division in coordinating with line ministries, state governments, autonomous bodies, export promotion councils and exporters’.
2. Coordination with State Governments for framing the state agriculture export policy
3. Coordination with State Governments, exporters and other stakeholders for identification of infrastructure gaps, implementation other requirement for boosting agri exports.
4. Providing overall support to DoC and APEDA for implementation of Agriculture Export Policy



Ministry of Commerce and Industry  
Government of India

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(APEDA)  
Ministry of Commerce & Industry  
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**APEDA requires Consultant - Agriculture Export Policy**

**Agricultural & Processed Food Products Export Development Authority (APEDA)**, an autonomous body of Ministry of Commerce & Industry, Govt. of India invites applications for one post of Consultant – Agriculture Export Policy on contract basis for work relating to Agriculture Export Policy. The application form, scope of work and other details may be accessed from APEDA website [www.apeda.gov.in](http://www.apeda.gov.in) under the icon “Recruitment/Appointment” section in General information.

Vinita Sudhanshu  
Dy. General Manager (P&A)