



**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

APEDA is looking for a qualified and experienced person preferably an officer retired from Defence Account Department (DAD), office of the Comptroller and Auditor General (CAG), Office of the State Government Accountant General etc. desirably having qualified Subordinate Accounts Service (SAS) examination on retainership basis to assists in day to day work related to Budget and Accounts Division as per rules and procedures prevalent Central Government offices. The detailed advertisement may be seen/downloaded from APEDA's website www.apeda.gov.in under the announcement section.

General Manager (P&A)

size-8x8cm



**कृषि और प्रसंस्कृत खाद्य उत्पाद
निर्यात विकास प्राधिकरण**
(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)
तीसरा तल, एनसीयूआई भवन, 3 सीरी इन्स्टीटयुशनल एरिया,
अगस्त क्रांति मार्ग, नई दिल्ली

एपीडा को सुशिक्षित तथा अनुभवी व्यक्ति प्रमुखतः जिसने रक्षा लेखा विभाग (डीएडी), लेखा नियंत्रक तथा महालेखापरीक्षक (सीएजी) के कार्यालय से, राज्य सरकार महालेखाकार कार्यालय से सेवानिवृत्त हो तथा केंद्रीय सरकार कार्यालयों में प्रचलित नियमों तथा प्रक्रिया के अनुसार, बजट तथा लेखा प्रभाग के दैनन्दिन के कार्यों में रिटैनेरशिप आधार पर अधीनस्थ लेखा सेवा (एसएसएस) परीक्षा उत्तीर्ण की हो, की आवश्यकता है। विस्तृत विज्ञापन एपीडा की वेबसाइट www.apeda.gov.in पर अनारर्समेंट सेक्शन में देखी/डाउनलोड की जा सकती है।

महाप्रबंधक (पीएंडए)

size-8x8cm



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 is a Government of India, Statutory Autonomous Organization under the Ministry of Commerce and Industry. The organization is involved in the work related to the development of export of agri products and processed food items from India.

The financial management in APEDA is regulated as per Central Government orders, rules and procedures. The Budget and Accounts Division of the department is required to adhere to the rules etc as applicable in all other Central Government departments.

The Budget and Finance Division requires a well qualified and experienced person preferably an officer retired from Defence Account Department (DAD)/Office of the Comptroller and Auditor General (CAG)/Office of the State Government Accountant General etc. persons having qualified the Subordinate Accounts Service (SAS) examination would be

more desirable to assist in day to day work related to Budget and Accounts as per rules/procedures and orders prevalent in Central Government in the following fields:-

1. Preparation of budget estimates / revised estimates for the department.
2. Maintenance of Accounts and Settlement of bills for various types of works as per the laid down provisions under General Financial Regulations for Central Government offices.
3. Settlement of claims/bills of various nature of the employees as per fundamental rules and supplementary rules for Central Government offices.
4. Reconciliation of bank accounts etc.
5. Maintenance of income and expenditure accounts as per rules and procedure.
6. Checking /auditing and passing of claims of various types of developmental and financial assistance schemes as per rules prescribed for the schemes.
7. Preparation of records and documents for the audit conducted by CAG.

The requirement of person to assist the department in the above mentioned task is on retainership basis and the retainership shall be on the following terms and conditions:-

1. The retainership shall be initially for a period of six months w.e.f. the date the person on retainership reports for duty. The period of retainership is extendable subject to the performance of the person on retainership and requirement.
2. The person on retainership will attend office for providing specialized advices on the matters mentioned above and will assist the Budget and Finance Division in its day to day function.
3. A fee of Rs.1500/- (One thousand five hundred only) all inclusive will be paid only for the day on which the person on retainership attends office and no TA/DA will be payable separately.
4. The working hours on the day retainer attends office shall be 9:00 A.M. to 5:30 P.M.
5. Weekly offs and holidays are not paid.
6. No paid leave is admissible to the person engaged on retainership.

7. Other service benefits which are admissible to the employees of APEDA shall not be admissible to the person working on retainership.

The interested suitable persons may submit their application giving full details viz., Name (in capital letters), Father's/Husband's Name, Date of Birth and Age as on date, Current Postal Address, and Educational Qualifications with Experience if any etc., to General Manager (Admn.), Agricultural and Processed Food Products Export Development Authority, 3rd Floor, NCUI Building, 3 Siri Institutional Area, August Kranti Marg, New Delhi-110016 within a period of fifteen days from the date of release of this advertisement.

General Manager (P&A)