

ADVERTISEMENT

AGRICULTURAL AND PROCESSED FOOD PRODUCTS EXPORT DEVELOPMENT AUTHORITY (APEDA)
 (Ministry of Commerce and Industry, Govt. of India)
 3rd Floor, NCUI Building, 3 Siri Institutional Area,
 August Kranti Marg, (Opp. Asiad Village), New Delhi - 110016

APEDA, a statutory organization under the Ministry of Commerce & Industries, Govt. of India invites applications from eligible candidates for filling up the following posts:

Note: "Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply."

Name of the Post	Scale of Pay	Number of post(s)	Place of Posting	Mode of Recruitment
Dy. General Manager (WTO,TBT,IPR)	Rs.15600-39100/- + Grade Pay Rs.6600/- (PB-3)	01 (One)	New Delhi	Direct Recruitment
Asstt. General Manager (WTO/TBT/IPR)	Rs.15600-39100/- + Grade Pay Rs.5400/- (PB-3)	01 (One)	New Delhi	Direct Recruitment
Asstt. General Manager (Animal Husbandry and Veterinary Science)	Rs.15600-39100/- + Grade Pay Rs.5400/- (PB-3)	01 (One)	New Delhi	Direct Recruitment

Details of the post, eligibility condition and other details are available at APEDA's website www.apeda.gov.in under the heading recruitment.

Mode of application:**Dy. General Manager & Asstt. General Manager**

Applications shall be submitted online and hard copy of the printed online application, along with required documents, should reach the General Manager (P&A) within 30 days from the date of appearance of this advertisement in the Employment News.

IMPORTANT DATES:

Opening Date for submission of on-line applications	16.04.2016
Last Date for submission of on-line applications	06.05.2016
Last Date of receipt of the hard copy of the documents	16.05.2016

General Manager (P&A)

Name of the post	Age limit	Pay Band & Grade Pay	No. of posts and reservation position	Essential qualification and Experience	Desirable
Deputy General Manager (WTO)	Not above the age of 45 years	15600-39100 Grade Pay - 6600 (PB-3)	One (General)	Essential (1) Master's Degree in Science/Food Technology from a recognized university (2) 7 years experience in Supervisory level in the field of work related to WTO/IPR/SPS/ TBT/Quality Management System/Infrastructure in State/Central Govt./PSU/Autonomous/ private organization. (3) Working knowledge in computer applications.	Desirable (1) Graduation in Law (LLB) from a recognized university or certificate of specialized training on WTO/IPR/SPS/TBT matters for a recognized institution. (2) Degree in Agricultural Science (3) Knowledge about import and export policies and procedures
Assistant General Manager (WTO/TBT/IPR)	Not above the age of 40 years	15600-39100 Grade Pay - Rs. 5400 (PB-3)	One (General)	Essential (1) Master's Degree in Science/Food Technology from a recognized university (2) Five years experience in Supervisory level in the field of work related to WTO/IPR/SPS/ TBT/Quality Management System/ Infrastructure in State/Central Govt/ PSU/ Autonomous/ private organization (3) Working knowledge in computer applications.	Desirable (1) Graduation in Law (LLB) from a recognized university (2) Degree in Agricultural Science (3) Knowledge about import and export policies and procedures
Assistant General Manager (Animal Husbandry and Veterinary Science)	Not above the age of 40 years	15600-39100 Grade Pay - Rs. 5400 (PB-3)	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.

General Conditions:-

1. Application should be submitted through online system only.
2. Applicant has to take a printout of the on-line submitted application as per provision given in the software. The applicant has to sign the hard copy of the application submitted on-line and send to APEDA along with all the supporting documents with regard to educational qualification and experience etc.
3. Application should be accompanied by an IPO /Bank Draft of Rs. 100/- in favor of **APEDA**, payable at **New Delhi**. SC/ST/Female/PH candidates are exempted from fee payment.
4. A candidate shall submit only one application. Submission of more than one application may lead to rejection.
5. Mere submission of the application does not confirm any right on the applicant to be called for interview/test.
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. The candidate 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 last date.
8. Age of the applicant will be calculated with reference to the last date of receipt of the application. Age relaxation for SC/ST/OBC and PH candidates will be as per Government rules.
9. Incomplete applications in any respect or applications received after the last date will summarily be rejected without any communication to the candidate.
10. Selection will be made on the basis of the performance in written test & interview.
11. TA/DA for appearing in the skill test /interview shall be given to the candidates belonging to SC/ST category as per Govt. 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. The procedure and process of recruitment shall be governed as per APEDA Recruitment Rules.
15. The application should be sealed in an envelope and superscribed as **Application for the post of** and should be sent by registered post/speed post to the following address:

General Manager (P&A)

Agricultural and Processed Food Products Export Development Authority (APEDA)
(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

Forms sent by courier or any other mode will not be accepted.

16. The initial place of posting is indicated in the advertisement. The Direct Recruits may be posted anywhere in the country as per exigencies of work.

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A) IMPORTANT POINTS TO BE NOTED BEFORE APPLYING

Before going for online submission of application the candidate must ensure that he/she is ready with the following:

1. Scanned passport size photograph and signature with the file size as given below:

PHOTOGRAPH IMAGE: Size of file should be between 20kb-50kb in jpg /jpeg format only.

SIGNATURE IMAGE: Size of file should be between 10kb-20kb in jpg /jpeg format only.

Application face in the photograph or signature is unclear, the applicant may upload it again following the same procedure. In case the image are not clear the application may be rejected.

2. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. In case a candidate does not have a valid personal e-mail ID, he /she should create his /her new e-mail ID before applying on-line and must maintain that e-mail account and mobile number.

3. An IPO /Bank Draft as applicable.

B) APPLICATION PROCEDURE

1. For applicant visit the APEDA's official website www.apeda.gov.in and click on the 'Recruitments /Appointment' under General Info Menu to open the link "Dy. General Manager & Asstt. General Manager" and then click on the option "APPLY ONLINE" which will open a new screen.

2. Candidates are advised to fill carefully and verify the details filled in the online application themselves as no change will be allowed after submission of the online application.

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