

NOTICE TO STAKEHOLDERS

22nd December, 2021

Pursuant to the consideration of comments received in response to the draft RRs 2021 hosted on 20th October, 2021 on APEDA's website, the revised recruitment rules have been prepared and uploaded on APEDA's website.

Comments, if any, may be furnished within 15 days by email to ssnayyar@apeda.gov.in.

**(S.S.Nayyar)
General Manager**

D R A F T
PART III, SECTION 4
Agricultural and Processed Food Products Export Development Authority (APEDA)

Notification

New Delhi, the _____, 2022

F.No. APEDA/.....- In exercise of the powers conferred by section 33 read with sub section 3 of section 7 of the Agricultural and Processed Food Products Export Development Authority Act, 1985 (2 of 1986), the Agricultural and Processed Food Products Export Development Authority, with the previous sanction of the Central Government, hereby makes the following regulations, regulating the method of recruitment to the Group A, B and C posts in the Agricultural and Processed Food Products Export Development Authority, namely:-

1. Short Title and Commencement

- (i) These regulations may be called Agricultural and Processed Food Products Export Development Authority (Recruitment) Regulations, 2021.
- (ii) These regulations shall come into force on the date of its publication in the official gazette.

2. Initial Constitution

All the existing regular employees on the roles of APEDA on the date of commencement of these regulations shall be deemed to be appointed under these regulations and their period of service of regular appointment shall be admissible for all service matters.

3. Definitions

Unless the context otherwise requires:

- (i) "Act" means the Agricultural and Processed Food Products Export Development Authority Act, 1985 (2 of 1986);
- (ii) "APEDA" means the Agricultural and Processed Food Products Export Development Authority;
- (iii) "Appointment" includes direct recruitment, appointment by promotion and through any other prescribed method;
- (iv) "Authority" means Agricultural and Processed Food Products Export Development Authority (APEDA) established under section 4 of the Act;
- (v) "Chairman" means the Chairman of APEDA appointed by the Central Govt.
- (vi) "Appointing Authority" means
 - (i) For all the posts upto the pay level 12 (Rs. 78800 – 209200) upto the level of General Manager – Chairman; and

(ii) For the posts of Secretary and Director - Chairman with the approval of the Central Government

- (vii) "Departmental Candidates" means all the eligible employees in the line of promotion.
- (viii) "Departmental Promotion Committee" or DPC means the committee constituted to consider cases for promotion of those employees who have completed the required years of service and who are otherwise eligible for promotion. The composition of the DPC will be as indicated in each post in the Schedule.
- (ix) Deputation means borrowing the services from Central/State Government/ Public Sector Undertakings/Autonomous bodies, as per the rules prescribed in this regard by the Central Government.
- (x) "Direct Recruitment" means recruitment by calling the candidate from Employment Exchange/ inviting applications through advertisement/entertaining applications from the Authority's eligible employees.

Provided that a written test and or interview, as the case may be, may be prescribed wherever deemed necessary by the Chairman as part of the process of direct recruitment and for this purpose, the Chairman may engage/hire the services of suitable agency//organization/instate/firm as per rules/orders of the Government. The Authority's employees, if recruited will be treated as direct recruits for the purposes of recruitment and will be governed by the Central Government rules regarding counting of past service.

- (xi) "Employee" means any person in regular service and holding any of the posts specified under column 2 of the Schedule attached herewith.
- (xii) "Government" means the Central Government;
- (xiii) "Pay" means the pay as defined under the Fundamental Rules and Supplementary Rules;
- (xiv) "Schedule" means the Schedule to these regulations;
- (xv) "Service" – means in the regular service with the Authority
- (xvi) "Regulations" means regulations made under the Act.
- (xvii) "Rules" means the Agricultural and Processed Food Products Export Development Authority Rules 1986 and any other rule(s) made under the Act.

4. Application

These regulations shall apply to all the posts specified under column 2 of the Schedule attached herewith.

5. Scale of Pay, qualification, method of Recruitment

The scales of pay attached to different posts in the service, the minimum qualifications required for recruitment to the posts and the method of recruitment shall be as specified in the Schedule.

6. Reservations, Relaxations, etc. in respect of certain categories of persons

Nothing in these Regulations shall affect reservations, relaxations of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, OBC and other special categories of persons in accordance with the orders issued by the Central Government from time to time.

7. Power of Appointment

(1) All appointments except that of Chairman, Director and Secretary shall be made by the Chairman

(2) The Chairman shall be empowered in urgent cases and to meet exigencies of work, to make adhoc appointments to a vacancy without the selection being made by the Selection Committee if such vacancy is in a post carrying pay level 12 (Rs. 78800 – 209200) and such appointments shall be for a period not exceeding 90 days at a time or one year in aggregate or till the appointment or promotion to such post is made in accordance with these regulations, whichever is earlier.

8. Relaxation

Where the Chairman is of the opinion that it is necessary to do so, he may, by order for reasons to be recorded in writing, relax any of the provisions of these Recruitment regulations with respect to persons of Group C and B category of posts. However, for Group A posts, any relaxation in the provisions of these regulations shall be made only with the prior approval of the Central Government.

9. Disqualification

No person -

(1) who has entered into or contracted a marriage with a person having a spouse living

- (2) who having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to any of the posts.

Provided that Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other ground for so doing, exempt any person from the operation of this rule.

- (3) who have been punished by any court of law of the land for any criminal act which otherwise debar any incumbent to hold any post in Government service under the rules, shall be eligible for appointment to any of the posts.

10. Interpretation

If any question arises relating to the interpretation of these regulations, it shall be referred to the Central Government who shall decide the same.

11. Repeal

The Agricultural and Processed Food Products Export Development Authority (Recruitment) Revised Regulations, 2011 notified under _____ and as amended from time to time, are hereby repealed.

Schedule

Sl. No.	Name of Post	No. of Post	Classification	Pay Level in the Pay Matrix	Whether Selection Post or Non-selection Post	Age Limit for Direct Recruitment	Educational and other qualifications required for direct recruitment
1	2	3	4	5	6	7	8
1	Director	1* (2022) *subject to variation dependent on workload	Group A	Level 13 (Rs. 123100 – 215900)	Selection Post	Not Applicable	Not Applicable

Whether age and educational qualifications prescribed for direct recruits will apply in case of Promotees / Deputation	Period of Probation, if any	Method of Recruitment : Whether by Promotion or Direct Recruitment or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods	In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made	If Departmental Promotion Committee/Selection Committee exists what is its composition
9	10	11	12	13
Not Applicable	Not Applicable	100% by Deputation	<u>Deputation:</u> General Manager/Secretary of APEDA with five years regular service in the post; Officer of Organized Group 'A' Services of the Central Government holding analogous posts on regular basis or with five years regular service in the Pay Level 12	<u>Selection Committee:</u> 1. Additional/Joint Secretary, Department of Commerce, Ministry of Commerce and Industry Looking after EP(Agri) Division as Chairman of the Committee 2. Chairman, APEDA 3. Two Members of the Authority 4. An Officer of appropriate level of Central Govt. from SC/ST/MC.

Sl. No.	Name of Post	No. of Post	Classification	Pay Level in the Pay Matrix	Whether Selection Post or Non-selection Post	Age Limit for Direct Recruitment	Educational and other qualifications required for direct recruitment
1	2	3	4	5	6	7	8
2	General Manager	4* (2022) *subject to variation dependent on workload	Group A	Level 12 (Rs. 78800 – 209200)	Selection Post	Not Applicable	Not Applicable

Whether age and educational qualifications prescribed for direct recruits will apply in case of Promotees/ Deputation	Period of Probation, if any	Method of Recruitment: Whether by Promotion or Direct Recruitment or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods	In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made	If Departmental Promotion Committee/Selection Committee exists what is its composition
9	10	11	12	13
Not Applicable	Not Applicable	By Promotion	Promotion: Deputy General Manager with 5 years regular service in the post	<u>Departmental Promotion Committee:</u> 1.Chairman as Chairman of the Committee 2.Two Members of the Authority 3.Director, Department of Commerce, Ministry of Commerce and Industry 4.Director,APEDA 5.An Officer of appropriate level of Central Govt. from SC/ST/MC.

Sl. No.	Name of Post	No. of Post	Classification	Pay Level in the Pay Matrix	Whether Selection Post or Non-selection Post	Age Limit for Direct Recruitment	Educational and other qualifications required for direct recruitment
1	2	3	4	5	6	7	8
3	Secretary	1 (2022)	Group A	Level 12 (Rs. 78800 – 209200)	Selection Post	Not Applicable	Not Applicable

Whether age and educational qualifications prescribed for direct recruits will apply in case of Promotees/ Deputation	Period of Probation, if any	Method of Recruitment: Whether by Promotion or by Direct Recruitment or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods	In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made	If Departmental Promotion Committee/Selection Committee exists what is its composition
9	10	11	12	13
Not Applicable	Not Applicable	100% by Deputation//Promotion	<u>Deputation:</u> Deputy General Manager of APEDA with five years regular service in the post; Officer of Organized Group 'A' Services of the Central Government holding analogous posts on regular basis or with five years regular service in Pay Level 11	<u>Departmental Promotion Committee:</u> 1.Chairman as Chairman of the Committee 2.Two members of the Authority 3.Director, Department of Commerce, Ministry of Commerce and Industry 4.Director,APEDA 5.An Officer of appropriate level of Central Govt. from SC/ST/MC.

Sl. No.	Name of Post	No. of Post	Classification	Pay Level in the Pay Matrix	Whether Selection Post or Non-selection Post	Age Limit for Direct Recruitment	Educational and other qualifications required for direct recruitment
1	2	3	4	5	6	7	8
4	Deputy General Manager	9* (2022) *subject to variation dependent on workload	Group A	Level 11 (Rs. 67700 – 208700)	Selection Post	Not Applicable	Not Applicable

Whether age and educational qualifications prescribed for direct recruits will apply in case of Promotees/ Deputation	Period of Probation, if any	Method of Recruitment: Whether by Promotion or by Direct Recruitment or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods	In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made	If Departmental Promotion Committee/Selection Committee exists what is its composition
9	10	11	12	13
Not Applicable	Not Applicable	100% By Promotion	<u>Promotion:</u> Assistant General Manager with 5 years regular service in the post	<u>Departmental Promotion Committee:</u> 1.Chairman as Chairman of the Committee 2.Two members of the Authority 3.Director/Deputy Secretary, Department of Commerce, Ministry of Commerce and Industry 4.Director,APEDA 5.An Officer of appropriate level of Central Govt. from SC/ST/MC.

Sl. No.	Name of Post	No. of Post	Classification	Pay Level in the Pay Matrix	Whether Selection Post or Non-selection Post	Age Limit for Direct Recruitment	Educational and other qualifications required for direct recruitment
1	2	3	4	5	6	7	8
5	Assistant General Manager	16* (2022) *subject to variation dependent on workload	Group A	Level 10 (Rs. 56100 – 177500)	Selection Post	Not exceeding 35 years	<p><u>Essential:</u> (i) Bachelor Degree in Agriculture/Horticulture/Veterinary/ Food Processing/Foreign Trade/Plantation/Management Degree in the above fields e.g. Agriculture Management (ii) Five years experience in the above fields post acquiring the above educational qualification</p> <p><u>Desirable:</u> Master Degree / Doctorate in the above specializations; publication of papers in international journals in the above fields</p>

Whether age and educational qualifications prescribed for direct recruits will apply in case of Promotees/ Deputation	Period of Probation, if any	Method of Recruitment: Whether by Promotion or by Direct Recruitment or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods	In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made	If Departmental Promotion Committee/Selection Committee exists what is its composition
9	10	11	12	13
For Promotion: No; For Deputation: Yes	Three years for promotees; Three years for Direct Recruits	50% by Promotion through Departmental Examination and 50% by Direct Recruitment	<p><u>Promotion through Departmental Examination:</u> Officers holding the feeder grade of Manager with 3 years regular service in the post</p> <p>Note: Regulations/Rules/Orders prescribing procedure for holding Departmental Examination and constitution of Selection Committee will be issued in this behalf.</p>	Not Applicable

Sl. No.	Name of Post	No. of Post	Classification	Pay Level in the Pay Matrix	Whether Selection Post or Non-selection Post	Age Limit for Direct Recruitment	Educational and other qualifications required for direct recruitment
1	2	3	4	5	6	7	8
6	Manager	2* (2022) *subject to variation dependent on workload	Group B	Level 7 (Rs. 44900 – 142400)	Selection Post	Not Applicable	Not Applicable

Whether age and educational qualifications prescribed for direct recruits will apply in case of Promotees/ Deputation	Period of Probation, if any	Method of Recruitment: Whether by promotion or by Direct Recruitment or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods	In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made	If Departmental Promotion Committee/Selection Committee exists what is its composition
9	10	11	12	13
Not Applicable	Not Applicable	By Promotion	<u>Promotion:</u> Assistant Managers with five years regular service in the post	1.Chairman as Chairman of the Committee 2.Director/Deputy Secretary, Department of Commerce, Ministry of Commerce and Industry 3.Director,APEDA 4. Secretary/GM in-charge of P&A 5.An Officer of appropriate level of Central Govt. from SC/ST/MC.

Sl. No.	Name of Post	No. of Post	Classification	Pay Level in the Pay Matrix	Whether Selection Post or Non-selection Post	Age Limit for Direct Recruitment	Educational and other qualifications required for direct recruitment
1	2	3	4	5	6	7	8
7	Assistant Manager	29* (2022) *subject to variation dependent on workload	Group B	Level 6 (Rs. 35400 – 112400)	Selection Post	Not exceeding 30 years	<u>For Direct Recruitment</u> <u>Essential:</u> Bachelor Degree in Agriculture/ Horticulture/ Veterinary /Food Processing / Foreign Trade/ Plantation/ Management Degree in the above fields e.g.Agriculture Management <u>Desirable:</u> Master Degree in the above specializations, publication of papers in international journals in the above fields

Whether age and educational qualifications prescribed for direct recruits will apply in case of Promotees/ Deputation	Period of Probation, if any	Method of Recruitment: Whether by promotion or by Direct Recruitment or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods	In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made	If Departmental Promotion Committee/Selection Committee exists what is its composition
9	10	11	12	13
For Promotion: No; For Deputation: Yes	Three years for promotees; Three years for Direct Recruits	(i) 25% by promotion and (ii) 75% by direct recruitment	<u>Promotion:</u> Executive (EDP) with 6 years regular service in the post; Assistant Executive with 10 years regular service in the post; Cash Executive (Cashier) with 10 years regular service in the post.	1.Chairman as Chairman of the Committee 2. Director/Deputy Secretary, Department of Commerce, Ministry of Commerce and Industry 3. Director, APEDA 4. Secretary/GM in-charge of P&A 5. An Officer of appropriate level of Central Govt. from SC/ST/MC.

Sl. No.	Name of Post	No. of Post	Classification	Pay Level in the Pay Matrix	Whether Selection Post or Non-selection Post	Age Limit for Direct Recruitment	Educational and other qualifications required for direct recruitment
1	2	3	4	5	6	7	8
8	Junior Hindi Translator	1* (2022) *subject to variation dependent on workload	Group B	Level 6 (Rs. 35400 – 112400)	Not Applicable	30 years	<p>(i) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level; OR Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level; AND (ii) Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p>

Whether age and educational qualifications prescribed for direct recruits will apply in case of Promotees	Period of Probation, if any	Method of Recruitment: Whether by Direct Recruitment or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods	In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made	If Departmental Promotion Committee/Selection Committee exists what is its composition
9	10	11	12	13
Not Applicable	Three years	Direct recruitment Note Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more may be filled on deputation basis from officers of Central Government:- (a) holding analogous posts on regular basis in the parent cadre/department; and (b) Possessing the qualifications and experience prescribed for direct recruits under col.8.	Not Applicable	Not Applicable

Sl. No.	Name of Post	No. of Post	Classification	Pay Level in the Pay Matrix	Whether Selection Post or Non-selection Post	Age Limit for Direct Recruitment	Educational and other qualifications required for direct recruitment
1	2	3	4	5	6	7	8
9	Assistant Executive	13 (2022)	Group C	4 (Rs. 25500 – 81100)	Non - Selection	Not Applicable	Not Applicable

Whether age and educational qualifications prescribed for direct recruits will apply in case of Promotees / Deputation	Period of Probation, if any	Method of Recruitment: Whether by promotion or by Direct Recruitment or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods	In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made	If Departmental Promotion Committee/Selection Committee exists what is its composition
9	10	11	12	13
Not Applicable	Not Applicable	By Promotion	Junior Assistant Executive with eight years' regular service in the post	<ol style="list-style-type: none"> 1. Director as Chairperson 2. Secretary, APEDA 3. Group A officer in charge of Personnel & Administration 4. An officer equivalent to Group A officer of the Central Govt. from reserved category SC/ST/MC.

Sl. No.	Name of Post	No. of Post	Classification	Pay Level in the Pay Matrix	Whether Selection Post or Non-selection Post	Age Limit for Direct Recruitment	Educational and other qualifications required for direct recruitment
1	2	3	4	5	6	7	8
10	Cash Executive	1 (2022)	Group C	4 (Rs. 25500 – 81100)	Non - Selection	Not Applicable	Not Applicable

Whether age and educational qualifications prescribed for direct recruits will apply in case of Promotees / Deputation	Period of Probation, if any	Method of Recruitment: Whether by promotion or by Direct Recruitment or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods	In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made	If Departmental Promotion Committee/Selection Committee exists what is its composition
9	10	11	12	13
Not Applicable	Not Applicable	By Promotion	Junior Assistant Executive with eight years' regular service in the post	1. Director as Chairperson 2. Secretary, APEDA 3. Group A officer in charge of Personnel Administration 4. An officer equivalent to Group A officer of the Central Govt. from reserved category SC/ST/MC.

General Note 1: Where promotion has been prescribed as method of recruitment/one of the methods of recruitment other than the method of By Deputation/Promotion, the following condition shall apply in respect of grades from which Promotion is to be made:

Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/ eligibility service by more than half of such qualifying/ eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service.

General Note 2: Where promotions to a grade/post are made from more than one grade/post under these regulations, a combined eligibility list of the eligible officers from various feeder grades shall be prepared in accordance with the instructions/orders issued by DOPT, Government of India.

General Note 3: Where Deputation/Promotion has been prescribed as method of recruitment/one of the methods of recruitment, the following conditions shall apply to grades from which Deputation/Promotion is to be made:

- (1) The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly officer on deputation shall not be eligible for consideration for appointment by promotion.
- (2) In case of appointment of departmental officers in the feeder category, the post/vacancy will be deemed to have been filled by promotion.
- (3) The initial period of deputation shall be three years extendable on year to year basis. The maximum continuous period of deputation shall be five years. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government/State Government/Statutory/Autonomous Body(s) shall ordinarily not exceed five years.
- (4) The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications

General Note 4: Where Age Limit has been prescribed for Direct Recruitment, the following condition shall apply:

The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti District and Pangri Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands of Lakshadweep)

General Note 5: Where Direct Recruitment has been prescribed as method of recruitment/one of the methods of recruitment, the following provisions shall apply in regard to Educational and other qualifications required for direct recruitment:

- (1) Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.
- (2) The qualification(s) regarding experience is/are relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

Chairman