

**Agricultural and Processed Food Products Export Development Authority**  
3<sup>rd</sup> Floor, NCUI Building, 3 Institutional Area, August Kranti Marg, , New Dethi-110016

Dated 23<sup>rd</sup> July 2024

**CIRCULAR**

**Subject:** Filling up of the posts of General Manager (for Finance & Accounts) and Deputy General Manager (for Finance & Accounts) in APEDA on deputation (including short term contract) basis

Agricultural and Processed Food Products Export Development Authority, an autonomous body established under the Agricultural and Processed Food Products Export Development Authority Act 1985 intends to fill up the posts of General Manager and Deputy General Manager on deputation(including short term contract) on urgent basis.

2. The required qualifications and eligibility criteria for the post have been indicated below:-

Name of the post	Number and Pay Level of post	Eligibility criteria
(1) General Manager for Finance & Accounts	1 (Pay Level — 12) (Rs. 78800-209200)	Officers of the Central Government or State Government/ Union Territory Administration or Public Sector Undertakings (including Public Sector Banks) or Universities or Recognized Research Institutions or Semi Government or Autonomous Bodies or Statutory Organizations:-  (a) (i)holding analogous posts (including organized Accounts Service/Audit/ Audit and Accounts service or equivalent) on regular basis in the parent cadre or department, dealing with financial matters / accounts and/ or audit matters ; or (ii) With five years service in the grade/post (including organized Accounts

		<p>Service/Audit/ Audit and Accounts service or equivalent) rendered after appointment thereto on regular basis in Pay Level-11 or equivalent in the parent cadre or department, dealing with financial matters / accounts and/ or audit matters;</p> <p><b>and</b></p> <p>(b) Possessing the following Educational Qualifications and experience,:-  <u>Essential:</u>  Degree/Master's degree from Recognized University /Institution (Preference will be given to finance, accounting, business administration in finance) or having completed CA from ICAI</p>
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Name of the post	Number and Pay Level of post	Eligibility criteria
(2) Deputy General Manager for Finance & Accounts	2 (Pay Level — 11) (Rs.67700-208700)	<p>Officers of the Central Government or State Government/ Union Territory Administration or Public Sector Undertakings (including Public Sector Banks) or Universities or Recognized Research Institutions or Semi Government or Autonomous Bodies or Statutory Organizations:-</p> <p>(a) (i)holding analogous posts (including organized Accounts Service/Audit / Audit and Accounts service or equivalent) on regular basis in the parent cadre or department, dealing with financial matters / accounts and/ or audit matters ; or  (ii) With five years service in the grade/post (including organized Accounts Service/Audit/ Audit and</p>

		<p>Accounts service or equivalent) rendered after appointment thereto on regular basis in Pay Level-10 or equivalent in the parent cadre or department, dealing with financial matters / accounts and/ or audit matters;</p> <p><b>and</b></p> <p>(b) Possessing the following Educational Qualifications and experience,:-  <u>Essential:</u>  Degree/Master's degree from Recognized University /Institution (Preference will be given to finance, accounting, business administration in finance) or having completed CA from ICAI</p>
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Note 1: The departmental officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, officer holding the post on deputation basis shall not be eligible for consideration for appointment by promotion.

Note 2: The initial period of deputation shall be two 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.

Note 3: The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.

Note 4: The selected officers will be required to deal with matters relating to finance and accounts in APEDA and any other matters as may be assigned from time to time

3. Application in the prescribed format as per Annexure-I duly filled in and with copies of all relevant documents must be forwarded through proper channel to Secretary, APEDA, 3<sup>rd</sup> Floor, NCUI Building, 3 Institutional Area, August Kranti Marg, New Dethi-110016.

4. While forwarding applications, the Confidential Reports (Photocopies of the CRs/APARs with each page duly attested by the officer not below the rank of Assistant Director/Under Secretary) for the last five years, Cadre clearance, Vigilance Clearance and Integrity Certificate and Statement showing Major or Minor penalties, if any, imposed during the last ten years, may be furnished by the sponsoring authority.

5. The competent authority reserves the right to call the eligible applicants for interview.
6. Officers selected will have the option to draw his/her pay plus deputation (duty) allowance or to have his/her pay fixed in the scale/level of the post in accordance with DoPT O.M. No.2/12/87-Estt (Pay II) dated 29.04.1988, as amended from time to time.
7. **The last date of receipt of application is 14.08.2024.** Application received after the closing date will not be entertained/ considered. The candidate, in the event of selection, will not be allowed to withdraw his/her candidature subsequently on any ground.

**ANNEXURE-I**

**APPLICATION FORM FOR DEPUTATION (INCLUDING SHORT TERM CONTRACT) FOR THE POST OF GENERAL MANAGER / DEPUTY GENERAL MANAGER FOR FINANCE & ACCOUNTS, APEDA**

**Post for which applied: GENERAL MANAGER / DEPUTY GENERAL MANAGER** for Finance & Accounts

(Please strike out the post for which application is not submitted)

1. Name (in Block Letters)	
2. Residential Address for correspondence if any	
3. Email Address	
4. Mobile No.	
5. Date of Birth (in Christian era)	
6. Date of retirement under Central/State Government Rules	
7. Present Post held on REGULAR basis with its pay-level and cadre & office where working	
8. Educational Qualifications <u>Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular</u>	<u>Qualifications/experience possessed by the officer</u>
<b>Essential:</b> Degree/Master's degree from Recognized University / Institution (Preference will be given to finance, accounting, business administration in finance,) or having completed CA from ICAI	
9. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualification and work experience of the post	
Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualifications/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.	

**10.** 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 on <b>regular</b> basis	From	To	*Pay Level of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

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\*Important: Pay-levels/Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on **regular basis** to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay Level drawn under ACP/MACP Scheme	From	To

11. Nature of present employment i.e Adhoc or Temporary or Quasi-Permanent or Permanent with details of service belonging to and parent organisation/cadre			
12. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
<p><b>Note 1:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p><b>Note 2:</b> Information under Column 12(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization</p>			
13. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
14. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)			
<ul style="list-style-type: none"> <li>a) Central Government</li> <li>b) State Government</li> <li>c) Autonomous Organization</li> <li>d) Government Undertaking</li> <li>e) Universities</li> <li>f) Others</li> </ul>			

15. 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	
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16. Total emoluments per month now drawn

Basic Pay in the Pay Level	Total Emoluments

17. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of Increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments
<p>18. <b>Additional Information</b>, if any, relevant to the post you applied for in support of your suitability for the post. This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy Circular/Advertisement)</p> <p><b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>		
19. Whether belongs to SC/ST		
20. Any other relevant information, if any.		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Date

**Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

**2. Also certified that;**

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_

ii) His/ Her integrity is certified.

iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

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(Employer/ Cadre Controlling Authority with Seal)