

NOTICE TO STAKEHOLDERS

20th October 2021

It has been decided to revise the existing recruitment rules notified in 2011 and as amended from time to time. Accordingly the draft recruitment rules have been prepared and uploaded on APEDA's website for a period of 30 days. Comments, if any, of the stakeholders may be furnished within 30 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, 2021

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) “Appointment” includes direct recruitment, appointment by promotion and through any other prescribed method;
- (iii) “Authority” means Agricultural and Processed Food Products Export Development Authority (APEDA) established under section 4 of the Act;
- (iv) “Chairman” means the Chairman of APEDA appointed by the Central Govt.
- (v) “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

- (vi) "Departmental Candidates" means all the eligible employees in the line of promotion.
- (vii) "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.
- (viii) 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.
- (ix) "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 may be prescribed wherever deemed necessary by the Chairman as part of the process of direct recruitment. 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.

- (x) "Employee" means any person in regular service and holding any of the posts specified under column 2 of the Schedule attached herewith.
- (xi) "Government" means the Central Government;
- (xii) "Pay" means the pay as defined under the Fundamental Rules and Supplementary Rules;
- (xiii) "Schedule" means the Schedule to these regulations;
- (xiv) "Service" – means in the regular service with the Authority
- (xv) "Regulations" means regulations made under the Act.
- (xvi) "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 _____ 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* (2020) *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 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 failing which by Deputation	<u>Promotion:</u> General Manager/Secretary with 5 years regular service in the grade <u>Deputation:</u> Officers of the Organised Group 'A' Services of the Central Government holding analogous posts on regular basis or with five years regular service in the Level 12 (Rs. 78800 – 209200)	<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* (2020) *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 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	<p>Promotion: Deputy General Manager with 5 years regular service in the grade</p> <p>Note: The existing officers promoted to the grade/post of Deputy General Manager under the repealed Regulations and the existing officers appointed by direct recruitment to the post of Deputy General Manager under the repealed Regulations, shall be considered for promotion to the post/grade of General Manager, subject to meeting eligibility</p>	<p><u>Departmental Promotion Committee:</u></p> <ol style="list-style-type: none"> 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.

			conditions/requirements, in the ratio of 2:1 respectively.	
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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 (2020)	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 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	Promotion failing which by Deputation / Transfer	Promotion: Deputy General Manager with 5 years regular service in the grade Note: The existing officers promoted to the grade/post of Deputy General Manager under the repealed Regulations and the existing officers appointed by direct recruitment to the post of Deputy General Manager under the repealed Regulations,	<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.

			<p>shall be considered for promotion to the post/grade of General Manager, subject to meeting eligibility conditions/requirements, in the ratio of 2:1 respectively.</p> <p>Deputation:- a) persons holding analogous posts or b) persons holding posts in pay level 11 with five years regular service in the post</p>	
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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* (2020) *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 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	<p><u>Promotion:</u> Assistant General Manager with 5 years regular service in the grade</p> <p>Note: The existing officers promoted to the grade/post of Assistant General Manager under the repealed Regulations and the existing officers appointed by direct recruitment to the post of Assistant General Manager under the repealed Regulations, shall be considered for promotion to the post/grade of Deputy General Manager, subject to meeting eligibility conditions/requirements, in the ratio of 3:1 respectively.</p>	<p><u>Departmental Promotion Committee:</u></p> <ol style="list-style-type: none"> 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* (2020) *subject to variation dependent on workload	Group A	Level 10 (Rs. 56100 – 177500)	Selection Post	Not exceeding 35 years	<u>Essential:</u> (i) Bachelor Degree in Agriculture/Horticulture/Veterinary/ Food Processing/Foreign Trade/Plantation/MBA (Agriculture Business Management) (ii) Five years experience in the above fields <u>Desirable:</u> Master/Doctorate 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 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	Two years for promotees; One year for Direct Recruits	50% by Promotion and 50% by Direct Recruitment failing which by Deputation including short-term contract	<u>Promotion:</u> 1) Manager with 3 years regular service in the grade and Assistant Managers with 8 years regular service in the grade; and 2) Having completed MBA from an UGC recognized University Note: On the date of notification of these regulations, the existing officers who have	<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

			<p>completed requisite eligibility service on regular basis in the erstwhile feeder grades/posts of Field Officer, Senior Office Executive, Accountant, Executive Officer (EDP Programmer) and Librarian and completed requisite educational qualification for consideration for promotion to Assistant General Manager under the repealed Regulations shall be en-bloc placed above the other officers in the grade of Assistant Managers for consideration for promotion to Assistant General Manager. Such en-bloc placement of officers shall be in the order of date of completion of requisite length of service subject to the provisions of General Note 1 below.</p> <p><u>Deputation including short-term contract</u> Officers of the Central/ State Governments/Statutory/ Autonomous Organisations/ Institutions (i) holding analogous posts on regular basis or with two years regular service in post carrying pay level 8 or with three years regular service in post carrying pay level 7 and (ii) possessing educational qualifications and experience prescribed for direct recruits.</p>	<p>Industry 4. Director, APEDA 5. An Officer of appropriate level of Central Govt. from SC/ST/MC.</p>
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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* (2020) *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 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 grade	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* (2020) *subject to variation dependent on workload	Group B	Level 6 (Rs. 35400 – 112400)	Selection Post	Not exceeding 30 years	<p><u>For Direct Recruitment Essential:</u> Bachelor Degree in Agriculture/ Horticulture/ Veterinary /Food Processing / Foreign Trade/ Plantation/MBA (Agriculture Management)</p> <p><u>Desirable:</u> Master/Doctorate Degree 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 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	Two years for promotees and direct recruits as well	(i) 75% by promotion and (ii) 25% by direct recruitment failing which by Deputation including short-term	<u>Promotion:</u> Executive (EDP) (Level 5 pay scale) with 6 years regular service in the grade and Assistant Executive (Level 4 pay scale) with 10 years regular service in the grade / Cash Executive (Cashier) (Level 4 pay scale) with	1.Chairman as Chairman of the Committee 2.Director/Deputy Secretary, Department of Commerce, Ministry of Commerce and Industry 3.Director,APEDA

		contract	<p>10 years regular service in the grade.</p> <p><u>Deputation including short-term contract</u> Officers of the Central/State Governments/ Statutory/Autonomous Organisations / Institutions (i) holding analogous posts on regular basis or with six years regular service in post carrying pay level 5 and (ii) possessing educational qualifications and experience prescribed for direct recruits.</p>	<p>4. Secretary/GM in-charge of P&A 5.An Officer of appropriate level of Central Govt. from SC/ST/MC.</p>
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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* (2020) *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 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	Two 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 (2020)	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 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	Nil	By Promotion	Junior Assistant Executive with eight years' regular service in the grade	<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 (2020)	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 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	Nil	By Promotion	Junior Assistant Executive with eight years' regular service in the grade	<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
11	Personal Executive	9 (2020)	Group C	4 (Rs. 25500 – 81100)	Non - Selection	18-27 years (both inclusive)	Graduate with a speed of 80 w.p.m. in shorthand and 40 w.p.m. in typewriting.

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 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	Two years	By Direct Recruitment	Not Applicable	Group 'C' Departmental Confirmation Committee for considering confirmation: 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
12	Junior Assistant Executive	16 (2020)	Group C	2 (Rs. 19900 – 63200)	Non - Selection	18-25 years (both inclusive)	1) Bachelor Degree or equivalent (2) English typing speed of 35 w.p.m. or 30 w.p.m. in Hindi (3) Working knowledge of computer operation

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 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	Two years	By Direct Recruitment	Not Applicable	Group 'C' Departmental Confirmation Committee for considering confirmation: 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
13	Driver	2 (2020)	Group C	2 (Rs. 19900 – 63200)	Non - Selection	18-25 years (both inclusive)	Essential (1) VIII Standard (2) Should be in possession of a valid Driving License (3) 2 years experience as Driver (4) Should have good vision and not suffering from colour blindness

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 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	Two years	By Direct Recruitment	Not Applicable	Group 'C' Departmental Confirmation Committee for considering confirmation: 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
14	Multi Tasking Staff	15 (2020)	Group C	1(Rs. 18000–56900)	Not Applicable	18-25 years (both inclusive)	Matriculation or equivalent a recognized Board

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 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	Two years	By Direct Recruitment	Not Applicable	Group 'C' Departmental Confirmation Committee for considering confirmation: 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 deputationist 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 Deputation including short-term contract has been prescribed as method of recruitment/one of the methods of recruitment, the following conditions shall apply to grades from which Deputation 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.
- (2) 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.
- (3) The maximum age limit for appointment by deputation shall be 'Not exceeding, 56 years' as on the closing date of receipt of applications

General Note 5: 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 Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands of Lakshadweep)

General Note 6: Where Direct Recruitment has been prescribed as method of recruitment/one of the methods of recruitment, the following conditions 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 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