

**Agricultural and Processed Food Products Export Development
Authority (APEDA)
Ministry of Commerce & Industry, Govt. of India**

20.11.2018

Ref.: PAD-2015-16-000064

APEDA is looking to engage the services of Advisor (NAB). The post is to be filled on short term contract basis for a period of two years (extendable).

2. A candidate shall submit only one application. Submission of more than one application may lead to rejection.
3. Mere submission of the application does not confirm any right on the applicant to be called for interview.
4. Application should be submitted strictly in the prescribed format only.
5. Application should be sent in a cover superscribed as “APPLICATION FOR THE POST OF ADVISOR (NAB)” by registered post /speed post/in person addressed to General Manager (P&A), Agricultural And Processed Food Products Export Development Authority (APEDA), 3rd Floor, NCUI Building, 3 Siri Institutional Area, August Kranti Marg, (Opp. Asiad Village), New Delhi-110 016 **latest by 20th December 2018 -17:30 Hrs**
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. Incomplete / unsigned applications received and those received after the last date for receipt of application will summarily be rejected without any communication to the candidate.
8. Wrong declaration / submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
9. Detail of the post and terms & conditions for the engagement, eligibility, experience, etc. are as under:-

01	Name of Posts	Advisor (NAB)
02	Number of Posts	01
03.	Method of Recruitment	Short term Contract
04.	Period of contract	2 years (extendable by 1 yr)

05.	<p>Educational qualification</p> <p>Desirable Qualification</p> <p>Experience</p>	<p>Master Degree in Science (Preferably in Agricultural)/ Food Science/ Food Technology</p> <p>Ph.D in the relevant subject</p> <p>Minimum 10 years experience in the field of organic farming/International Organic Standards/ Capacity Building etc.</p> <p>Should have working knowledge in computer</p>
06.	Age	<p>50 Years (Min)</p> <p>65 Years (Max)</p>
07.	Remuneration (Per Month)	₹ 1.10 lakhs

Last Date for submission of Application: 20th December 2018 – 17:30 Hrs.

SCOPE OF WORK FOR THE POST OF ADVISOR (NAB)

(i) STANDARDS SETTING AND IMPLEMENTATION

- a. Regularly examine international standards such as Codex, IFOAM, and of the EU, US etc. and suggest measures for NPOP
- b. Contribution to the CODEX standards for labeling of organic products
- c. Preparation of technical dossier and comparison of NPOP Standards with other importing countries regulations
- d. Preparation of SOP, evaluation checklist and guidelines for aquaculture and livestock standards or any other product line.
- e. Development of guidelines and parameters for sampling and testing of organic products.

(ii) PACKAGES OF PRACTICES

- a. Preparation of product-specific and location-specific package of practices for organic products and processing;
- b. Vetting of package of practices for various products.

(iii) CAPACITY BUILDING

- a. Capacity building of State Governments

(iv) PROJECT PROPOSALS AND STUDY

- a. Development of Project mode proposals for any State

- (v) Any other responsibility given by the NAB or APEDA

FORM OF APPLICATION

1. Post applied for (In BLOCK letters)	
2. Name of the applicant (In BLOCK letters)	
3. Father's/Husband's Name	
4. Marital Status	
5. Present Postal Address for communication (In BLOCK letters with PIN code)	
6. (a) Telephone no. (with STD code) (b) Mobile no. (c) Email ID	
7. Permanent Address	
8. Date of Birth	
9. Nationality	
10. Category (SC/ST/OBC)	

11. Educational Qualification starting with Secondary Education:
 (Please attach attested photocopies of certificates/mark sheets)

Examination/ Degree	University/ Board	Year of Passing	% of Marks/ Division	Subject Studies

12. Experience (Please start with the latest):

Name of Employer	Post Held	Period		Pay Scale/Pay Band with Grade Pay and Basic Pay/CTC	Nature of work (please attach separate sheet if required)
		From	To		

13. Experience in the field of organic development:

Name of Employer	Post Held	Period		Pay Scale/Pay Band with Grade Pay and Basic Pay/CTC	Nature of work (please attach separate sheet if required)
		From	To		

14. Training Programme attended or conducted in the field of organic or relevant field:	
15. Have you ever been discharged/reprimanded/suspended from any position? If yes, state reason:	
16. Write a note on how you would be able to contribute in the development of organic production & its export (minimum 500 words):	

DECLARATION

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I further understand that at any time I am found to have concealed / distorted any material information, my candidature/appointment shall be summarily terminated without any notice.

Signature of the Candidate
Name:

Place:-
Date:-