

**Date: 30/ 12/2024**

**Empanelment of Evaluation Committee Members for evaluation of Certification Bodies under NPOP**

Applications are invited from qualified professionals for engagement in the evaluation of Certification Bodies under NPOP as per the following criteria

**(1) Duties and Responsibilities:**

- a) To carry out the evaluation of accredited Certification Bodies for compliance under the specific criteria laid down in the NPOP regulations and the prescribed audit procedures
- b) To maintain uniformity and consistency in the evaluation procedures for all the Certification Bodies
- c) To ensure timely completion of audits and submission of reports

**(2) Essential Qualifications:**

- (i) Qualified ISO auditors with Post Graduate degree in Agriculture/Food Technology/Life Sciences, and
- (ii) Possessing Two years' experience in food audits.

Note: Applications from persons employed with Certification bodies, Operators under NPOP and persons with potential conflict of interest shall not be considered.

**(3) Age limit:** 60 years, as on the date of application.

**(4) Emoluments:**

- (a) The emoluments for Evaluation Committee Members shall be as follows:
  - (i) Rs 5000/- per man day for Team leader
  - (ii) Rs. 4000/- per man day for member
  - (iii) Rs. 1000/- per man day for observer
- (b) Travel tickets will be provided by APEDA. The boarding, lodging and local travel expenses shall be reimbursed by APEDA upon submission of original bills as per rates approved by NAB.

**(5) Terms and Conditions for Evaluation Committee Members are as under:**

A member of the Evaluation Committee shall:

- (i) be required to strictly follow the audit procedures laid down by APEDA.

- (ii) attend the trainings provided by APEDA.
  - (iii) follow the schedule of evaluations provided by APEDA. The request for change in the scheduled dates for evaluation shall not be allowed except in case of any uncalled emergencies.
  - (iv) sign an agreement with APEDA for following the specified code of conduct, not entering into conflict of interest and maintaining confidentiality of all the information, documents received during the course of assignment.
  - (v) not provide consultancy to any Certification Body or applicant for accreditation.
  - (vi) not share information of audited Certification Bodies/applicant bodies to any third party. If any violation in this regard comes to notice of APEDA, action as deemed fit under the rules & regulations shall be taken by the APEDA.
  - (vii) not contact the certification body/applicant body after audit is completed.
  - (viii) use only approved checklists provided by APEDA for evaluation purpose.
  - (ix) Fill the approved checklists with adequate information and description;
  - (x) enclose supporting documents with the evaluation report for further verification and assessment.
  - (xi) not select an operator for witness more than once; and,
  - (xii) submit the Evaluation report to APEDA within 15 days of completion of evaluation.
- (6) Interested candidates may send their particulars **within 15 days** from the date of publication of this advertisement to:

The General Manager (ORGANIC)  
APEDA  
4<sup>th</sup> Floor, NCUI Building 3 Siri Institutional Area,  
August Kranti Marg New Delhi 110 016

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