

DOA: 16/04/2016

ADVERTISEMENT

AGRICULTURAL AND PROCESSED FOOD PRODUCTS EXPORT DEVELOPMENT AUTHORITY (APEDA)
(Ministry of Commerce and Industry, Govt. of India)
3rd Floor, NCUI Building, 3 Siri Institutional Area,
August Kranti Marg, (Opp. Asiad Village), New Delhi - 110016

APEDA, a statutory organization under the Ministry of Commerce & Industries, Govt. of India invites applications from eligible candidates for filling up the following posts:

Note: "Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply."

Name of the Post	Scale of Pay	Number of post(s)	Place of Posting	Mode of Recruitment
Assistant Executive	Rs. 5200-20200 + Grade Pay Rs. 2400 (PB-1)	01 (One)	Guwahati	Deputation

Details of the post, eligibility condition and other details are available at APEDA's website www.apeda.gov.in under the heading recruitment.

Mode of application:

Assistant Executive

Applications in the prescribed format, through proper channel should reach the General Manager (P&A) within 30 days from the date of appearance of this advertisement in the Employment News.

General Manager (P&A)

DETAILS FOR THE POST OF ASSISTANT EXECUTIVE

Name of the post	ASSISTANT EXECUTIVE
No. of post	One
Scale of Pay	Pay Band of Rs. 5200-20200 with Grade Pay of Rs. 2400/- (PB - 1)
Period of deputation	Three years
Eligibility conditions	1. Officers holding analogous post 2. Persons holding posts in the Pay Band of Rs. 5200-20200 with grade pay of Rs. 1900/- with minimum 8 years service.
Place of posting	Guwahati

Annexure-I

**PROFORMA FOR APPLICATION FOR THE POST OF AE ON
DEPUTATION BASIS IN APEDA, GUWAHATI
(FOR THE POST OF ASSISTANT EXECUTIVE)**

Name of the post applied for:-			
1.	Name and Address (in Block Letters) with Tel.no.	:	
2.	Date of Birth (in Christian era)	:	
3.	Date of retirement under Central/State Govt. Rules	:	
4.	Educational Qualification	:	
5.	Whether Educational qualifications required for the post are satisfied, (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	:	
	Qualification/Experience required		Qualifications/Experience possessed by the officer
	(1)		
	(2)		
	(3)		

6.	Details of Employment, in chronological order, Enclose a separate sheet duly authenticated by your signarue, if the space below is insufficient.					
	Office/ Instution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in details)
7.	Nature of present employment i.e. Adhoc, Temporary or Permanent				:	
8.	In case the present employment is held on deputation/contract basis, please state				:	
	(a) The date of initial appointment				:	
	(b) Period of appointment of deputation/contract				:	
	(c) Name of the present office/Organization to which you belong				:	
9.	Additional Details about present employment. Please state whether working under (indicate the name of your employer against the relevant column)				:	
	(a) Central Government				:	
	(b) State Government				:	

	(c) Autonomus Organization	:	
	(d) Government undertaking	:	
	(e) Universities	:	
	(f) Others	:	
10.	Pay scale and total emolument per month now drawn	:	
11.	Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to:-	:	
	(i) Additional academic qualification	:	
	(ii) Professional training: and	:	
	(iii) Work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separat sheet, if any space is insufficient)	:	
12.	Whether belongs to SC/ST	:	
13.	Full postal address of forwarding authority with name & telephone number		

Date:

Signature of the Candidate
Name of the Candidate
Full address of the office
Tel.No./Fax No.

ANNEXURE - II

(Certificate to be furnished by the Employer/Head of Office/Forwarding Authority)

Certified that the particulars furnished byare correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

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 to the Govt. of India or above, are enclosed. (wherever applicable)
- iv. No major/minor penalty has been imposed on him/her during the last 10 years*.
- v. A list of major/minor penalties imposed on him/her during the last 10 years is enclosed*.

Place:

Dated:

Signature

Name & Designation

Telephone No.

Fax No.

Office Seal

List of Enclosure:

(*strike out which is not applicable)