

## **JOB REQUIREMENTS FOR SELECTION OF CONSULTANT FOR ORGANIC DIVISION AT APEDA**

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**30th Jul. 2010**

### **Qualifications**

- Post graduate in agriculture, food technology or a related area.

### **Experience**

- Young, energetic persons with 3-5 years of working experience in Agriculture or related field or auditing in quality management systems as per ISO standards.
- Experience in implementing and auditing HACCP, GMP and ISO standards etc.
- Well versed with computer operations and internet technology.

### **Scope of work for export development of organic and other agro products**

#### **A) Systems Management in Quality Audits**

1. To advise on changes in international standards such as ISO, IFOAM, Codex, USDA, Japan, HACCP, EurepGAP.
2. Assist in evaluation and accreditation of certification agencies.
3. To carry out surveillance of certification agencies and cross-checks at operator level.
4. Surveillance of export/ transaction/ scope certificates issued by inspection and certification agencies.
5. Verification of infringements of organic products export by the exporters and certification agencies.
6. Internal audit for quality management system as per ISO 62.
7. Assessments of the labs for considering upgradation.
8. Auditing of the testing labs as per ISO 17025 compliance for considering accreditation.

#### **B) Data Management for Agro and Organic Products**

9. Monitoring of agro and organic product exports.
  - 1 Co-ordination with the producers, exporters, processors and certification agencies for sourcing information related to certified production, quantity exported, domestic consumption and collation of the data.
  - 1 Analysis of the demand in the global market for specific products in terms of

1. quantity and value of exports.

1 Maintenance of the database of organic products certification pertaining to the  
2. area certified.

1 Compilation and updating of Directory of producers, exporters, and traders.  
3.

1 Development of strategy for export of the relevant products to the major  
4. markets.

### **C) Training Programme**

1 Planning and organizing training of eligible agencies in setting up of certification  
5. programmes.

1 Planning and organizing training programmes for the state government officials,  
6. seed certification agencies, agricultural universities relating to the standards of  
organic farming for implementation under NPOP.

### **D) Seminars and Workshops**

1 Assistance in organizing seminars/workshops  
7.

1 Organize buyer/seller meet for promotion of organic products  
8.

### **E) Development of Organic Farms and Package of Practices**

1 Assistance in the development of model farms  
9.

2 Study of package of practices in organic farming for implementation for specific  
0. products for exports.

### **F) Organic Testing Laboratory Upgradation and Project Appraisals**

2 Development of organic projects/upgradation of laboratories/ setting up of  
1. relevant infrastructure.

### **G) Other activities**

2 Attend to queries related to certification and export of organic products.  
2.

2 To co-ordinate promotion of the 'India Organic' logo.  
3.

2 Any other activity/work related to exhibitions and organic fairs.  
4.

### **Fee**

A consolidated consultancy fee of Rs.35,000/- (Rupees Thirty Five Thousand only) plus applicable taxes will be paid per month.

Last date for receipt of applications

Last date for receipt of applications is 21 days from the release of the advertisement inviting proposals from consultants.

The applications containing necessary particulars in the following format should be sent to:

**Mr. A.S. Rawat**  
**General Manager**

<b>S. No</b>	<b>Name/Address / Date of birth</b>	<b>Qualification/Year</b>	<b>University/Institution</b>	<b>Work Experience starting from first employment and salary drawn</b>	<b>Present Occupation and salary drawn</b>
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A soft copy of the application should also be sent by e-mail at: [dgmpna@apeda.com](mailto:dgmpna@apeda.com)