

**DRAFT**

**BASMATI EXPORT DEVELOPMENT FOUNDATION (BEDF)**

(Founded by APEDA, Ministry of Commerce)

Regd.Office: 3<sup>rd</sup> Floor, NCUI Auditorium Building,  
August Kranti Marg (Opp.Asiad Village), New Delhi-110016  
(Ministry of Commerce & Industry, Government of India)

**Advertisement No.03/2026**

**Dated: 01.06.2026**

**SUB: ENGAGEMENT ON VARIOUS POSITIONS IN BEDF, Modipuram, Meerut.**

Basmati Export Development Foundation (BEDF), a society registered under Societies Registration Act, 1860, has been founded by Agricultural and Processed Food Products Export Development Authority (APEDA). BEDF in furtherance of its objective has setup a state of Art laboratory and Demonstration cum Training (D&T) Farm at the campus of SVP University of Agriculture and Technology, Sardar Vallabh Bhai Patel University of Agriculture & Technology, Roorkee Road, Modipuram, Meerut, UP.

BEDF offers excellent opportunities to Indian nationals with proved academic credentials, professional achievements, strong communication, interpersonal skills, good working knowledge and leadership qualities for engaging with BEDF on the said positions **on contractual basis**.

1. The details of positions are as follow:

<b>S.No.</b>	<b>Position</b>	<b>No. Of Vacancy</b>	<b>Maximum Age (as on last date of receipt of application)</b>	<b>Educational Qualification</b>	<b>Salary/ month (consolidated)</b>	<b>Place of Posting</b>
<b>1.</b>	<b>Lab Analyst (DNA Lab)</b>	<b>01</b>	<b>35 Yrs</b>	<b>Essential Qualification:</b> 1. M.Tech/ M.Sc in Biotechnology/ Food Technology/ Chemistry <b>Experience</b> 1. Minimum 4 years of experience in Food testing lab; and 2. Must have the knowledge of DNA fingerprinting technology/GMO detection in plants and must have working experience with	Rs.70,000/-	BEDF Lab, Modipuram, Meerut , UP

				DNA extraction, PCR, RT-PCR etc.		
2.	<b>Lab Analyst (Quality)</b>	01	35 Yrs	<p><b>Essential Qualification:</b></p> <p>1. M.Sc/ M.Tech in Food Technology/Life Science</p> <p><b>Experience</b></p> <p>1. Minimum 4 years of experience in Food testing lab and</p> <p>2. Must have the knowledge of food testing.</p> <p><b>Desirable</b></p> <p>1. Experience in quality testing of rice.</p>	Rs.70,000/-	BEDF Lab, Modipuram, Meerut , UP
3.	<b>Subject Matter Specialist</b>	05	35 Yrs	<p><b>Essential Qualification:</b></p> <p>1. Master Degree in Agronomy, Seed Technology, Genetic &amp; Plant Breeding, Plant Protection, Agriculture Extension etc.</p> <p><b>Experience</b></p> <p>1. Minimum 4 years of experience of crop production/ seed production/Organic farming/Agricultural extension/ Agricultural Marketing etc.</p> <p>2. Proficiency in office Software like Microsoft Office suit</p>	Rs.70,000/-	Chandigarh (For Punjab) - 01  Pilibhit (for Uttarakhand & UP)-02  Modipuram (for UP and Haryana)-02

Note:- Competent authority reserves the right to increase or decrease the number of vacancies as may be required.

## SCOPE OF WORK

S.NO.	POSITION	SCOPE OF WORK
1.	Lab Analyst (DNA Lab)	<p><b>DNA LAB ANALYST:</b></p> <ul style="list-style-type: none"> <li>• Receipt, registration and tracking of samples.</li> <li>• DNA extraction from rice, seed, grain.</li> <li>• DNA quantification and quality assessment.</li> <li>• Conventional PCR and Real-Time PCR analysis.</li> <li>• Gel Electrophoresis and Gel Documentation.</li> <li>• Preparation of reagents, buffers, standards and PCR master mixes.</li> <li>• Interpretation and validation of molecular test results.</li> <li>• Maintenance and troubleshooting of laboratory equipment.</li> <li>• Preparation and maintenance of laboratory records.</li> <li>• Participation in IQC, EQC and Proficiency Testing.</li> <li>• Compliance with ISO/IEC 17025 and NABL requirements.</li> <li>• Preparation of test reports and technical documents.</li> <li>• Compliance with laboratory safety procedures and quality management systems.</li> </ul>
2.	Lab Analyst (Quality)	<p><b>QUALITY LAB ANALYST :</b></p> <ul style="list-style-type: none"> <li>• Receipt, coding and processing of laboratory samples.</li> <li>• Physical and chemical testing of rice.</li> <li>• Moisture, grain quality, purity and other quality parameter analysis.</li> <li>• Operation and maintenance of laboratory instruments.</li> <li>• Maintenance of testing records and worksheets.</li> <li>• Result compilation and report preparation.</li> <li>• Participation in IQC, EQC and Proficiency Testing programmes.</li> <li>• Compliance with ISO/IEC 17025 and NABL requirements.</li> <li>• Preparation and maintenance of SOPs, records and quality documents.</li> <li>• Inventory management of chemicals, consumables and reference materials.</li> <li>• Support during NABL assessments and audits.</li> <li>• Compliance with laboratory safety requirements.</li> </ul>
3.	Subject Matter Specialist	<p><b>Subject Matter Specialist:</b></p> <ul style="list-style-type: none"> <li>• Seed Production on farmers field</li> <li>• Conduction of research trials</li> <li>• Extension activities for stakeholders including farmers in Punjab, Haryana, Uttarakhand, UP, Himachal and Jammu</li> <li>• Maintenance of Basmati germplasms.</li> <li>• Research activity including national trials and development of new techniques.</li> </ul>

		<ul style="list-style-type: none"> <li>• Handling of farmers complaints through WhatsApp and telephonic.</li> <li>• Farm management, and documentation of the activities</li> <li>• Planning &amp; execution of effective extension including literature development.</li> <li>• Involved in seed multiplication, processing and sale activities.</li> <li>• Extension services by using different platform including social media, radio, television etc.</li> <li>• Coordination with State Agriculture Universities, State Agriculture Departments/ Research Institutes etc.</li> </ul>
--	--	--

## 2 Type and Tenure of Engagement

- 2.1 The engagement shall be purely on a contractual basis.
- 2.2 The competent authority reserve rights to depute the selected candidate anywhere in India.
- 2.3 The engagement shall be initially for a period of one year including probation period of three weeks. The tenure of engagement may be extended on a year to year basis, depending on the performance evaluation.
- 2.4 A candidate shall submit only one application against single post mentioned above. Submission of more than one application against single post may lead to rejection in that post.
- 2.5 Mere submission of the application does not confirm any right on the applicant to be called for interview.
- 2.6 Application should be submitted strictly in the prescribed format only.
- 2.7 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.
- 2.8 Wrong declaration /submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
- 2.9 The remuneration shall be inclusive of all applicable taxes and no other facility or allowance will be allowed.
- 2.10 **Working Hours and Leave:**
- a. Working Hours shall normally be from 9.00 AM to 5.30 PM office time during working days including half an hour lunch break in between. However, in exigencies of work, the selected candidate(s) may be required to sit late and may be required to attend office/work on Saturday/Sunday and other holidays also.

- b. The selected candidate(s) shall be eligible for 20 days leave during the period of one year, on pro- rata basis subject to the prior written approval of the controlling officer. Un-availed leave cannot be carried forward to the next year. Further, leave up to one month can be considered without remuneration with the prior approval of controlling officer.
- c. However, in rare and exceptional cases like need for professional development, training etc., this condition may be relaxed with the approval of Director BEDF subject to official exigencies.
- d. Apart from the above, the female selected candidate(s) may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by Ministry of Labour & Employment vide letter No. S-360 1 7/03/20 15-SS-1 dated 12th April, 2017.

#### **2.11 Termination:**

- 2.12 The engagement can be terminated at any time by the Department by giving 30 days' notice or "pay in lieu" thereof. Similarly, selected candidate(s) may also resign after giving notice for a similar period.
- 2.13 The Department reserves the right to terminate any selected candidate(s) at any stage in event of a serious failure to perform the task assigned or of failure to be serve any standards of conduct.

#### **1. General terms and conditions:**

- a. The engagement as selected candidate(s) is subject to verification of documents related to educational qualification and experience. If any information / documents submitted by him/her are found false / wrong at any stage, his / her engagement will be terminated immediately and appropriate action will be taken against him / her as per rules.
- b. The selected candidate(s) will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that come to their notice during the period of their engagement as selected candidate(s) in the Department. All such information / records / papers / software / emails etc. will be property of BEDF.
- c. The selected candidate(s) shall not advertise or otherwise make public for the purpose of commercial advantage that it has contractual relationship with BEDF. He / she shall not, in any manner whatsoever, use the name, emblem or official seal of BEDF or any abbreviation of the name of BEDF, in connection with business or otherwise without the prior written permission of the competent authority of BEDF.

- d. The selected candidate(s) shall be expected to conduct himself / herself in accordance with the rules and regulations of BEDF. He / she will be expected to demonstrate high moral character, integrity, secrecy of office and dedication to work while discharging his / her duties. In case his / her services are not found satisfactory or found to be in conflict with the interest of the BEDF, his/her services will be terminated forthwith, without any notice period or compensation.
- e. In general, the selected candidate(s) shall neither seek nor accept instructions from any authority external to BEDF in connection with the performance of his/her obligations under the Contract. The selected candidate(s) shall not take any action in respect of its performance of the Contract or otherwise related to its obligations under the contract that may adversely affect the interests of BEDF, and the selected candidate(s) shall perform its obligations under the contract with the fullest regard to the interest of APEDA. The selected candidate(s) warrants that he/she has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Contract or the award thereof to any representative, official, employee or other agent of BEDF. He/she shall comply with all laws, ordinances, rules and regulations bearing upon the performance of his/her obligations under the contract. In the performance of the Contract, the selected candidate(s) shall comply with the normal standards of conduct. Failure to comply with the same is ground for termination of the selected candidate(s) for cause.
- f. **Prohibition of Sexual Exploitation and Abuse:** In the performance of the Contract, the selected candidate(s) shall comply with the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013". The selected candidate(s) acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of the contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of the contract. In addition, nothing herein shall limit the right of BEDF to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.
- g. In the unfortunate event of the death, injury or illness while serving BEDF, the selected candidate(s) or the next of kin shall not be entitled to any compensation or Appointment.
- h. The selected candidate(s) will be required to submit a police verification report from their concerned police station and also submit a medical-cum-fitness certificate issued by any authorized Medical Practitioner prior to engagement.
- i. The period of engagement would commence from the date of joining at BEDF.
- j. The period of engagement as selected candidate(s) will not confer any claim or right for subsequent engagement / employment with BEDF or any other Government Department at a later date.

**2. This issues with the approval of Competent Authority:**

Interested Candidate may submit their signed and typed application in the prescribed format (Copy attached) along with their scan CV and self attested copies of the relevant documents.

**3. Last Date of Submission of Application is 22<sup>nd</sup> June 2026 by 05:00 pm.**

- (i) The typed and signed application should be sent through email only at [jdbedf@apeda.gov.in](mailto:jdbedf@apeda.gov.in).**
- (ii) Applications with other modes shall not be entertained in any circumstances.**
- (iii) It is mandatory to mention the position applied for.**

NOTE: Only shortlisted candidates will be contacted via email for the interview.

## FORM OF APPLICATION

To

Joint Director  
Basmati Export Development Foundation  
3rd Floor, NCUI Auditorium Building,  
August Kranti Marg  
New Delhi-110016

Recent Passport  
Size Photograph

1)	Position applied for (In BLOCK letters)	
2)	Name of the applicant (In BLOCK letters)	
3)	Father's/Husband's Name	
4)	Present Postal Address for communication (In BLOCK letters with PIN code)	
5)	(a) Telephone no. (with STD code) (b) Mobile no. (c) Email ID	
6)	Permanent Address	
7)	Date of Birth (as on 22.06.2026)	
8)	Nationality	

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

<b>Examination /Degree</b>	<b>University / Board</b>	<b>Year of Passing</b>	<b>Percentage of Marks / Division</b>	<b>Subject Studies</b>


**10. Experience (Please start with the latest):**

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

11. Have you ever been discharged/ reprimanded/ suspended from any position? If YES State Reason.

12. Additional Information, if any, which you would like to mention in support of your suitability for the post. (Please enclose a separate sheet)

**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.

Place:

Signature of the Applicant

Date: