Date: 17/11/2026

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 criterion

(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:

a. Qualified ISO auditors with Post Graduate degree in Agriculture/Food Technology/Life Sciences, and
b. 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 the 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 - NPOP Secretariat

ii. attend the trainings provided by APEDA - NPOP Secretariat.

iii. follow the schedule of evaluations provided by APEDA - NPOP Secretariat. 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 - NPOP Secretariat 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 or organic operator.

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 - NPOP Secretariat, action as deemed fit under the rules & regulations shall be taken.

vii. not contact the certification body/applicant body after audit is completed regarding or in connection with the said audit.

viii. use only approved checklists provided by APEDA - NPOP Secretariat 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 to select an operator for witness audit more than once; and,

xii. submit the Evaluation report to APEDA - NPOP Secretariat within 15 days of completion of evaluation.

Interested candidates may send their particulars as per the annexed format **within 30 days** from the date of publication of this advertisement to the following email ids: saswatibose@apeda.gov.in; asctelegal@apeda.gov.in

All Applications must be addressed to:

The Secretary
APEDA
4th Floor, NCUI Building3 Siri Institutional Area,
August Kranti Marg New Delhi 110 016

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APPLICATION FORM

FOR EMPANELMENT OF EVALUATION COMMITTEE MEMBERS FOR EVALUATION OF CERTIFICATION BODIES UNDER NATIONAL PROGRAMME FOR ORGANIC PRODUCTION (NPOP)

PART – A: PERSONAL PARTICULARS

S.No	Particulars	Details
1.	Full Name	
2.	Father's/Husband's Name	
3.	Gender	
4.	Date of Birth	
5.	Present Designation	
6.	Name of Present Organization	
7.	Complete Correspondence Address	
8.	Permanent Address	
9.	Mobile Number	
10.	Email ID	

PART – B: EDUCATIONAL QUALIFICATIONS

S. No.	Qualification	Specialization / Subject	University / Institution	Year of Passing
1.	Graduation			
2.	Post-Graduation			
3.	Doctoral Degree (if any)			
4.	Other Qualifications			

PART – C: PROFESSIONAL QUALIFICATIONS / AUDITOR CERTIFICATION:

1. ISO Auditor Qualification:
2. Lead Auditor / Auditor Qualification:
3. Name of Certification / Training Agency:
4. Date of Qualification:
5. Certificate Number:
6. Other Relevant Professional Certifications:

PART – D: PROFESSIONAL EXPERIENCE

S. No.	Name of Organization	Designation held	Period (From – To)	Total Experience	Nature of Work / Responsibilities
1.					
2.					
3.					
4.					
5.					

PART – E: DECLARATION:

"I hereby declare that my candidature for empanelment as an Evaluation Committee Member under the National Programme for Organic Production is free from any conflict of interest and that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I understand that if the information given by me is found false or not true, my candidature is liable to be cancelled or my service terminated."

Signature of Applicant

Name:
Designation:
Contact Number:
Email ID:

LIST OF DOCUMENTS ENCLOSED:

1. Identity Proof:
2. Recent Passport-size Photograph:
3. Updated Curriculum Vitae (CV):
4. Self-attested copy of Graduation Certificate:
5. Self-attested copy of Post-Graduation Certificate:
6. Copy of ISO Auditor / Lead Auditor Qualification Certificate:
7. Experience Certificates:

8. Any Other Relevant Supporting Documents: