

Agricultural and Processed Food Products Export Development Authority (APEDA)
Ministry of Commerce & Industry, Government of India

Ref.: PAD-2021-22-000038

Dated : 26th August 2022

1. APEDA is looking to engage the services of a suitable person for the position of Sr. Consultant in its Regional Office Guwahati. The position is to be filled on contract basis for a period of One year (extendable by 1 year).
2. A candidate shall submit only one application. Submission of more than one applications may lead to rejection.
3. Mere submission of the application does not confirm any right on the applicant to be called for interview.
4. Application should be submitted strictly in the prescribed format only.
5. Application should be sent in a cover superscribed as “APPLICATION FOR THE POSITION OF SR. CONSULTANT, REGIONAL OFFICE, GUWAHATI” by registered post /speed post/in person addressed to Asstt. General Manager, Agricultural and Processed Food Products Export Development Authority (APEDA), Housefed Complex, West End Block Building, 4th Floor, Beltola-Basistha Road, Dispur, Guwahati, Pin - 781006, Assam, **latest by 15th September 2022 by 1700 Hrs.**
6. 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. The competent authority also reserves the right to stop the selection process at any stage for administrative reasons and no correspondence in this regard will be entertained from the applicant. Mere submission of application shall not bestow the candidate the right of selection.
7. Incomplete / unsigned applications received and those received after the last date for receipt of application will summarily be rejected without any communication to the candidate.

8. Wrong declaration / submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
9. Detail of the position and terms & conditions for the engagement, eligibility, experience, etc. are as under:-

S. No.	Particulars	Details
1)	Name of Position	Senior Consultant
2)	Number of Position	01
3)	Place of Posting	APEDA Regional Office – Guwahati
4)	Method of recruitment	Short Term Contract of 1 year (extendable by 1 year).
5)	Educational Qualifications	A UGC recognized Post Graduate Degree in Agriculture/Horticulture/Food Science/Food Technology/ Food Science and Technology/ MBA in Agriculture Business Management/ MBA in Foreign Trade/ MBA in International Trade Note: In respect of MBA qualifications mentioned above, preference will be given to candidates having done the said MBA after completing UGC recognized BSc Agri / BSc Horticulture degree at graduation level
6)	Experience	Minimum 5 years experience in agriculture/food processing sector after completing requisite PG Degree mentioned above Preference will be given to candidates having experience of at least two years in agri. export/international trade.
7)	Desirable	Working knowledge on Computer
8)	Age limit	Maximum 40 years
9)	Remuneration (Per Month)	<ul style="list-style-type: none"> • Rs.80,000/- (Rupees Eighty Thousand) per month (consolidated) plus applicable taxes. • TA/DA at par with the officers of the level of Assistant General Manager in APEDA.

Note : The cut-off date for deciding the eligibility conditions that is Education Qualifications and Experience will be the closing date for receipt of applications (15th September 2022)

SCOPE OF WORK :

1. To assist the Regional In-charge Guwahati on Agri Exports.
2. To support and organize participation in capacity building programmes. Buyer Seller meet, Export Workshop in the state capitals of eight (8) NORTH Eastern states (Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Tripura and Sikkim).
3. To support for export promotion of organic products, GI products, Piggery and animal products from NER states.
4. To work in close association with agencies like State Organic Missions, State Govt. Central Government Agencies, Commodity Boards, all chambers (ICC, FICCI, FINER, ASSOCHAM, CIL, PHD etc.), registered FPC's, State APC's to be involved in the Outreach Programmes.
5. To deal with matters relating to conducting programmes in phases on produces / high valued products based upon their harvesting sessions.
6. To coordinate with the producers, exporters, processors, other stakeholders for quality export.
7. Chalking out necessary strategies for identification of commodities, ensuring quantum production in concentrated clusters, coordinating with technology development institutions for technology transfer for exports.
8. To liaison with exporter/logistic providers for transportation of the commodities and for creating infrastructure facilities like Pack House, Cold Storages, refer vans by utilizing funds from Central/State Government for facilities/ schemes of the Govt.
9. To undertake activities related to marketing of GI (Geographical Indication) tagged produces and other agricultural and horticultural crops in NE States.
10. To provide market linkage to FPC/exporters.
11. The Consultant should be ready to handle any other assignment that may come during the course of his/her contract period.

FORM OF APPLICATION

1. Position Applied	SENIOR CONSULTANT
2. Name of the applicant (In BLOCK/CAPTAL letters)	
3. Father's/Husband's Name	
4. Marital Status	
5. Present Postal Address for communication (In BLOCK letters with PIN code)	
6. (a) Telephone no. (with STD code) (b) Mobile no. (c) Email ID	
7. Permanent Address	
8. Date of Birth	
9. Nationality	
10. Category (SC/ST/OBC)	

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

Examination /Degree	University / Board	Year of Passing	% of Marks/ Division	Subject Studies

12. Experience (Please start with the latest):

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

12(A) Do you have two years in agri. export / international trade? If so, please indicate the details below:

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13. Have you ever been discharged/reprimanded/suspended from any position? If yes, state reasons	
14. Additional information, if any, which you would like to mention in support of your suitability for the position. Enclose a separate sheet, if the space is insufficient.	

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-

Date-