एपीडा
APEDA

कृषि और प्रसंस्कृत खाद्य उत्पाद
निर्यात विकास प्राधिकरण
(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

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

Ref. No. APEDA/298/2026-32 **Dated: 23.10.2026**

ORDER

DEPARTMENTAL EXAMINATION, 2026 FOR PROMOTION TO THE POST OF ASSISTANT GENERAL MANAGER (GROUP A, PAY LEVEL 10), APEDA

In terms of the APEDA (Recruitment) Regulations 2022 as amended on 22 January 2025, the Regulations/Rules/Orders prescribing procedure for holding Departmental Examination and constitution of Selection Committee shall be issued separately. In pursuance of these regulations, the competent authority has approved the examination notification and ordered that the same may be uploaded in APEDA website (What's New and under the "Recruitments/Appointment" Section of "General Info") for examination process.

Accordingly, the examination notification along with this order has been uploaded in APEDA website as mentioned above for information and submission of applications for the departmental examination within the stipulated date and time.

Saswati Bose
23.10.2026

Dr. Saswati Bose
Secretary

To

All eligible officials (Managers/Assistant Managers)

EXAMINATION NOTIFICATION FOR THE DEPARTMENTAL EXAMINATION, 2026 FOR PROMOTION TO THE POST OF ASSISTANT GENERAL MANAGER (GROUP-A, PAY LEVEL 10), APEDA

1. Schedule of Examination:

Date of Notification	23.10.2026
Last Date for Receipt of Applications	23.11.2026
The date of examination will be intimated in due course.	

2. Eligibility Criteria:

As per the APEDA (Recruitment) Regulations 2022 as amended on 23.01.2025**,** the vacancies arising out of 12 sanctioned posts of Assistant General Manager are to be filled by Promotion through Departmental Examination failing which by deputation. As per these regulations, for promotion through Departmental Examination, the eligibility criteria for appearing in the Departmental Examination is as under:

Promotion through Departmental Examination:

Officers holding the post of Manager with 5 years regular service in the grade/post OR with 10 years combined regular service in the grades/posts of Manager and Assistant Manager/ Assistant Manager (Agriculture)/ Assistant Manager (Business Promotion)/ Assistant Manager (Finance)/ Assistant Manager (Information Technology)
OR
Officers holding the post of Assistant Manager/ Assistant Manager (Agriculture)/ Assistant Manager (Business Promotion)/ Assistant Manager (Finance)/ Assistant Manager (Information Technology), with 10 years' regular service in the grade/post.

Note:
1. Officers holding the post of Manager on 23.11.2022, on completion of 3 years regular service in the post; OR 8 years combined regular service in the posts of Manager and Assistant Manager; OR officers holding the post of Assistant Manager on 23.11.2022, on completion of 8 years regular service in the post are eligible for appearing in the departmental examination.

Therefore, existing officers holding the posts of Manager / Assistant Manager/ Assistant Manager (Agriculture)/ Assistant Manager (Business Promotion)/ Assistant Manager (Finance)/ Assistant Manager (Information Technology), having completed requisite qualifying service on the crucial date of eligibility, are eligible for appearing in the departmental examination.

3. Crucial Date of Eligibility:

The crucial date of eligibility shall be 01.01.2026.

4. Syllabus and Pattern of Examination:

The pattern and scheme of the examination is as follows:

A written test shall be conducted consisting of both objective type (multiple choice questions) and subjective type questions as under:

S. No.	Section	Pattern	No. of Questions	Marks
1	General Studies inclusive of general knowledge and current affairs	Objective	20	20
2	Knowledge of Procedure and Practice in the Govt. of India including knowledge on General Financial Rules 2017 and Service Rules (FR SR, Leave Rules, Travelling Allowances, LTC Rules, CEA, CCS(CCA) Rules, Conduct Rules, RTI Act 2005 etc.)	Objective	20	20
3	APEDA / Agri. Export Related from the following topics: i. General IQ / general awareness about the agriculture sector in the country including knowledge of functioning of Government Departments (Central/ States)/their agencies and other stakeholders and various schemes announced and being implemented at various levels. ii. Understanding of agriculture production and export – overall agriculture production in the country and state specific information. Role and functioning of APEDA and State nodal agencies and other stakeholders in promotion and development of agri and processed food exports. NPOP/Certification under NPOP/ APEDA Act/ TRACEABILITY/ RCMC/COE etc. iii. Managerial ability iv. Understanding about IPR, International Trade and export process – About WTO /tariff structure and practice of international agreements, Market	Objective	40	40

	intelligence, Startups and Unicorns in Agri-business and Market Access			
4	Noting and Drafting and Precis writing	Descriptive	03	20
	Total time = 180 minutes for both objective and written test Total marks = 100			

- Marking of answers on OMR answer sheet and descriptive answer booklet by pen only.
- There will be No negative marking.
- No books/materials will be allowed. **Possession of any material/books/notes/diary etc. shall amount to unfair means and shall be dealt with accordingly.**

5. Medium of Examination:

The paper shall be bilingual i.e. Hindi and English. The candidate may choose to write the paper either in English or Hindi as per his/her choice. However, the candidates are expected to write answers in one language only (English or Hindi only).

6. Qualifying Marks:

The test will be of qualifying nature. The qualifying marks will be as under:

(i) For Scheduled Caste and Scheduled Tribe candidates – 33%
(for vacancies reserved for SC/ST)

(ii) For other candidates – 40%

Eligible candidates securing qualifying marks may be considered for preparation of the promotion lists, upto the number of vacancies in the promotion quota in respective categories, in the order of their seniority in their respective grades/posts. Promotion shall be made from these lists after obtaining approval of the competent authority.

The said lists will be valid for a period of one year from the date of declaration of results. The competent authority reserves the right to make promotions from the lists against subsequent vacancy/vacancies arising during the validity of the said list.

7. Vacancies: Tentative vacancies for the year 2026 are as under:

Category→	**ST**	**Others**	**Total**
	1	3	4

8. How to Apply and appear in the examination:

(i) Eligible applicants are required **to apply through their official emails** in the format prescribed at **Annexure**. The email containing the scanned copy of application should be sent to **DGM (P&A)** at the following email address only:

rajni@apeda.gov.in with copy to the HoD/Regional Head/Incharge.

(ii) Email containing the scanned copy of application should be sent by the last date and time prescribed in para 1 of this notification. Only one application should be submitted by each applicant. Multiple applications or applications received after the last date and time shall be liable to be rejected. It is however brought to the notice of the candidates that the scanned copy of application sent by email will be considered as final for including their candidature, irrespective of receipt of original applications.

(iii) The list of candidates who have applied for the examination and whose candidature has been accepted provisionally for taking the examination will be available in the APEDA's official website www.apeda.gov.in under the heading "*General Info*" and selecting "*Recruitments/Appointment*" or typing/clicking the following link in the browser:

"https://apeda.gov.in/apedawebsite/AppointmentEngagement/appointmentengagement.htm "

(iv) The applicants/candidates are required to be present in the Examination Hall sharp by 9.30 a.m. They are required to show their official ID Card in the examiner along with a self-attested ID for verification. The copy of ID will be retained by the examiner for record.

(v) The examination will be held in Delhi. The applicants working outside Delhi will be eligible to claim TA/DA as per their entitlements.

9. Display of Result:

The lists of candidates who have qualified in the examination along with their marks will be displayed on the above-mentioned website. Candidates who have not obtained requisite qualifying marks will also be displayed in the above-mentioned website.

10. The candidates are required to submit an undertaking to the effect that they accept and agree to abide by the terms and conditions menioned in the Examination Notification for the departmental examination.

11. All disputes arising out of the entire examination process shall fall under the jurisdiction of Delhi.

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ANNEXURE

APPLICATION FORM FOR THE DEPARTMENTAL EXAMINATION FOR PROMOTION TO THE POST OF ASSISTANT GENERAL MANAGER (GROUP A) (PAY LEVEL 10), APEDA, 2026

With reference to the examination notification for the departmental examination, 2026 for promotion to the post of Assistant General Manager circulated vide order dated 23.10.2026, I wish to apply for the same and accordingly, furnish the following particulars:

1. NAME AS IN SERVICE RECORDS : Mr./Mrs. _____
2. DESIGNATION :
3. OFFICE WHERE POSTED :
4. CATEGORY : UR/ SC / ST / OBC

DECLARATION

I _____ do hereby declare that:

(i) Information furnished in the above form is true and correct to the best of my knowledge.

(ii) I have gone through the APEDA (Recruitment) Regulations 2022 as amended and also the Examination Notification for the Departmental Examination, 2026 for promotion to the post of Assistant General Manager (Group A, Pay Level 10), APEDA and I satisfy the eligibility conditions mentioned therein**.**

(iii) I understand that my candidature is provisional and liable to be cancelled in case I am found ineligible and also if any information provided above is found incorrect or false at any stage.

(iv) I have carefully read and understood the instructions mentioned in the said Examination Notification and accept and agree to abide by the terms and conditions of the same. I also abide by any subsequent amendment/corrigendum/clarification issued in this regard which will form part of the said Examination Notification.

Date:
Place: (Signature of Applicant)

Name:_____