

PAD/2020-21/000049

Dated: 12<sup>th</sup> November 2025

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

Basmati Export Development Foundation (BEDF), a society registered under the Societies Registration Act, 1860 requires an incumbent to function as Director (on contract basis) initially for a period of one year which may be extended by another year. Retired Government servants including employees retired from Central Autonomous/Statutory bodies having the requisite age, qualification, experience etc. may apply.

Details of requirements viz. age, qualification, experience, etc., are available in the following pages.

The application containing necessary particulars with supporting documents should be sent to in electronic/Physical Form to Secretary, APEDA, 4<sup>th</sup> Floor, NCUI Building 3, Siri Institutional Area, Hauz Khas, New Delhi **by 01-12-2025 till 05:00 P.M.**

## **Selection criteria and scope of work – Director, BEDF (on contractual basis)**

### **1. Qualification:**

#### **1.1 Essential:**

Post Graduate Degree in Chemistry/Agriculture/ Biotechnology/ Business Administration

#### **1.2 Desirable:**

- Ph.D.
- A Law Degree
- Knowledge of Intellectual Property Rights (IPR) related matters.
- Experience in Trade Matters, especially of Agricultural Products
- Experience in quality matter.
- Good Skills in IT tools.

### **2. Age:** Not more than 65 on closing date of submission of application.

### **3. Work Experience:**

Minimum 25 years in the Govt. Sector. (Central Govt./State Govt. /Autonomous Body /Statutory Body under the Central/State Govt.)

### **4. Scope of Work:**

- 1) To act as the leader of the various programs on behalf of the Foundation.
- 2) To plan, execute and manage the research programs of the projects undertaken by the Foundation and to look after administration of the project.
- 3) To look after the administration and management of food testing laboratory of the foundation.
- 4) To establish linkages with national and international organizations to undertake collaborative research on Basmati Rice improvement.
- 5) To present research and technical reports in various fora.
- 6) To develop infrastructure and research facilities and involvement of other staff.
- 7) To carry out the mandate of the foundation which entails taking measures to promote basmati rice including, inter-alia, development of application technology, research and development including evaluation of region specific agronomic practices, preparation of research briefs for agencies involved in basis agricultural R&D work, evaluation trails of new promising varieties, seed multiplication projects, development and execution of contract farming and field extension projects and development of other relationship patterns between various stakeholders involved in developing, growing, milling, processing, trading and exporting basmati rice.

- 8) As ex-officio Secretary, to convene the Board meetings and Annual General Meetings of the Society as per schedule and requirement of quorum and thereafter records the proceedings etc. for circulation.
  - 9) To undertake the promotion and development of the supply chain of Basmati Rice and in particular promote, develop and coordinate integration of activities of diverse stakeholders such as consumers, farmers, millers, traders and exporters by bringing focus and objectivity thereto.
  - 10) To apply for on behalf of the Foundation and register, purchase, or by any other means acquire and protect, prolong and renew, within India and abroad any patent, patent right, license, trademark, design, copyright, protection or concession and to disclaim, alter, modify, use or grant license in respect of the same.
  - 11) To publicize the mandate of the Foundation.
  - 12) Any other work assigned by the Chairman, APEDA
5. **Remuneration :** Rs. 1,60,000 -Rs. 2,00,000/- per month (Inclusive of taxes)
  6. **Tenure:** Initially for a period of one year which may be extended by another year.
  7. **Selection Criteria:** Selection will be made on the basis of the Interview of short-listed candidates who fulfill the prescribed criteria.

**Submission of application:** Last date for receipt of application is **01-12-2025 till 05:00 P.M.**

**The applications containing necessary particulars with supporting documents should be sent to in electronic/Physical Form to:**

Secretary, APEDA  
4th Floor, NCUI Building 3,  
Siri Institutional Area, Hauz  
Khas, New Delhi  
Email: [sudhanshu@apeda.gov.in](mailto:sudhanshu@apeda.gov.in)