

NOTICE TO STAKEHOLDERS

11th September 2024

It has been decided to amend the existing recruitment rules viz. APEDA (Recruitment) Regulations 2022 (as amended on 23rd November 2022). The draft recruitment regulations viz. APEDA (Recruitment) Amendment Regulations 2024 have been uploaded on APEDA's website (under the heading "General Info" and selecting "Recruitments/Appointment"). Comments, if any, of the stakeholders may be furnished within 30 days (By 11th October 2024) by email to sudhanshu@apeda.gov.in and rajni@apeda.gov.in

(Dr.Sudhanshu)
Secretary

(TO BE PUBLISHED IN EXTRAORDINARY PART III – SECTION 4 OF THE GAZETTE OF INDIA)

**AGRICULTURAL AND PROCESSED FOOD PRODUCTS EXPORT DEVELOPMENT AUTHORITY
(APEDA)**

NOTIFICATION

New Delhi, the (DATE & MONTH), 2024

F. No. APEDA/PAD/2024-25/0000_____ In exercise of powers conferred under Section 33 read with sub section 3 of section 7 of the Agricultural and Processed Food Products Export Development Authority Act, 1985 (2 of 1986), the Agricultural and Processed Food Products Export Development Authority, with the previous sanction of the Central Government, hereby amend the Agricultural and Processed Food Products Export Development Authority (Recruitment) Regulations-2022 in the following manner namely:-

1. (i) These regulations may be called the Agricultural and Processed Food Products Export Development Authority (Recruitment) Amendment Regulations 2024.

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. In Agricultural and Processed Food Products Export Development Authority (Recruitment) Regulations, 2022, the Schedule attached therewith shall be replaced with the following Schedule:-

Schedule

Sl. No.	Name of Post	No. of Post	Classification	Pay Level in the Pay Matrix	Whether Selection Post or Non-selection Post
1	2	3	4	5	6
1	Director	1* (2024) *subject to variation dependent on workload	Group A	Level 13 (Rs. 123100 – 215900)	Selection Post

Age Limit for Direct Recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in case of Promotees / Deputation	Period of Probation, if any	Method of Recruitment : Whether by Promotion or Direct Recruitment or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods
7	8	9	10	11
Not Applicable	Not Applicable	Not Applicable	Not Applicable	100% by Deputation

In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made	If Departmental Promotion Committee/Selection Committee exists what is its composition
12	13
<u>Deputation:</u> General Manager/Secretary of APEDA with five years regular service in the post; Officer of Organized Group 'A' Services of the Central Government holding analogous posts on regular basis or with five years regular service in the Pay Level 12	<u>Selection Committee:</u> 1. Additional/Joint Secretary, Department of Commerce, Ministry of Commerce and Industry looking after EP(Agri) Division as Chairman of the Committee 2. Chairman, APEDA 3. Two Members of the Authority 4. An Officer of appropriate level of Central Govt. from SC/ST/MC.

Sl. No.	Name of Post	No. of Post	Classification	Pay Level in the Pay Matrix	Whether Selection Post or Non-selection Post
1	2	3	4	5	6
2	General Manager	4* (2024) *subject to variation dependent on workload	Group A	Level 12 (Rs. 78800 – 209200)	Selection Post

Age Limit for Direct Recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in case of Promotees/ Deputation	Period of Probation, if any	Method of Recruitment: Whether by Promotion or Direct Recruitment or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods
7	8	9	10	11
Not Applicable	Not Applicable	Not Applicable	Not Applicable	By Promotion

In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made	If Departmental Promotion Committee/Selection Committee exists what is its composition
12	13
<u>Promotion:</u> Deputy General Manager with 5 years regular service in the post	<u>Departmental Promotion Committee:</u> 1.Chairman as Chairman of the Committee 2.Two Members of the Authority 3.Director, Department of Commerce, Ministry of Commerce and Industry 4.Director,APEDA 5.An Officer of appropriate level of Central Govt. from SC/ST/MC.

Sl. No.	Name of Post	No. of Post	Classification	Pay Level in the Pay Matrix	Whether Selection Post or Non-selection Post
1	2	3	4	5	6
3	Secretary	1 (2024)	Group A	Level 12 (Rs. 78800 – 209200)	Selection Post

Age Limit for Direct Recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in case of Promotees/ Deputation	Period of Probation, if any	Method of Recruitment: Whether by Promotion or by Direct Recruitment or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods
7	8	9	10	11
Not Applicable	Not Applicable	Not Applicable	Not Applicable	100% by Deputation/Promotion

In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made	If Departmental Promotion Committee/Selection Committee exists what is its composition
12	13
<p><u>Deputation:</u> Deputy General Manager of APEDA with five years regular service in the post;</p> <p>Officer of Organized Group ‘A’ Services of the Central Government holding analogous posts on regular basis or with five years regular service in Pay Level 11</p>	<p><u>Selection Committee:</u> 1.Chairman as Chairman of the Committee 2.Two members of the Authority 3.Director, Department of Commerce, Ministry of Commerce and Industry 4.Director,APEDA 5.An Officer of appropriate level of Central Govt. from SC/ST/MC.</p>

Sl. No.	Name of Post	No. of Post	Classification	Pay Level in the Pay Matrix	Whether Selection Post or Non-selection Post
1	2	3	4	5	6
4	Deputy General Manager	11* (2024) *subject to variation dependent on workload	Group A	Level 11 (Rs. 67700 – 208700)	Selection Post

Age Limit for Direct Recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruits will	Period of Probation, if any	Method of Recruitment: Whether by Promotion or by Direct Recruitment or by Deputation/ Transfer and percentage of the vacancies

		apply in case of Promotees/ Deputation		to be filled by various methods
7	8	9	10	11
Not Applicable	Not Applicable	Not Applicable	Not Applicable	100% By Promotion
In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made		If Departmental Promotion Committee/Selection Committee exists what is its composition		
12		13		
<u>Promotion:</u> Officers (i) holding the post of Assistant General Manager/ Assistant General Manager(Agriculture)/ Assistant General Manager(Business Promotion)/ Assistant General Manager (Finance)/ Assistant General Manager (Information Technology) and (ii) having completed 5 years' regular service in the grade/post.		<u>Departmental Promotion Committee:</u> 1.Chairman as Chairman of the Committee 2.Two members of the Authority 3.Director/Deputy Secretary, Department of Commerce, Ministry of Commerce and Industry 4.Director/GM/Secretary, APEDA 5.An Officer of appropriate level of Central Govt. from SC/ST/MC.		

Sl. No.	Name of Post	No. of Post	Classification	Pay Level in the Pay Matrix	Whether Selection Post or Non-selection Post
1	2	3	4	5	6
5	Assistant General Manager (Agriculture)	8* (2024) *subject to variation dependent on workload	Group A	Level 10 (Rs. 56100 – 177500)	Not Applicable

Age Limit for Direct Recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in case of Promotees/ Deputation	Period of Probation, if any	Method of Recruitment: Whether by Promotion or by Direct Recruitment or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods
7	8	9	10	11
Not exceeding 35 years	<u>Essential:</u> (i) Post Graduate Degree in Agriculture/Horticulture /Plantation/ Agriculture Engineering/ Agriculture and Cooperation/Veterinary Science/ Dairy Science/Dairy Technology /Food Processing/Food Processing Technology/ Food Technology/Food	Not Applicable	Two years	100% by Direct Recruitment failing which by deputation

	<p>Science/Food Science and Technology from recognized University/Institution</p> <p>(ii) Five years' experience in the above fields post acquiring the above educational qualification</p> <p><u>Desirable:</u> Publication of papers in international journals in the above fields</p>			
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In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made	If Departmental Promotion Committee/Selection Committee exists what is its composition
12	13
<p><u>Deputation:</u> Officials holding analogous post on regular basis in the Central/State Government/ Public Sector Organizations/ Autonomous/Statutory organizations, possessing the following qualifications:</p> <p><u>Essential:</u> (i) Post Graduate Degree in Agriculture/Horticulture/Plantation/ Agriculture Engineering/ Agriculture and Cooperation/Veterinary Science/ Dairy Science/Dairy Technology /Food Processing/Food Processing Technology/ Food Technology/Food Science/Food Science and Technology from recognized University/Institution</p> <p><u>Desirable:</u> (i) Experience in the fields of export promotion and development, matters relating to WTO/ foreign trade/ IPR (ii) Publication of papers in international journals in the above fields</p>	Not Applicable

Sl. No.	Name of Post	No. of Post	Classification	Pay Level in the Pay Matrix	Whether Selection Post or Non-selection Post
1	2	3	4	5	6
6	Assistant General Manager (Business Promotion)	2* (2024) *subject to variation dependent on workload	Group A	Level 10 (Rs. 56100 – 177500)	Not Applicable

Age Limit for	Educational and other	Whether age	Period of	Method of
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Direct Recruitment	qualifications required for direct recruitment	and educational qualifications prescribed for direct recruits will apply in case of Promotees/ Deputation	Probation, if any	Recruitment: Whether by Promotion or by Direct Recruitment or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods
7	8	9	10	11
Not exceeding 35 years	<p><u>Essential:</u> (i) Post Graduate Degree in Foreign Trade/ International Business/ International Trade/Agriculture Business Management/ Horticulture Business Management/ Agriculture Marketing/ Horticulture Marketing/ Agronomy/ Agricultural Economics/Agriculture with specialization in Agronomy or Agricultural Economy from recognized University/Institution (ii) Five years' experience in the above fields post acquiring the above educational qualification</p> <p><u>Desirable:</u> Publication of papers in international journals in the above fields</p>	Not Applicable	Two years	100% by Direct Recruitment failing which by deputation

In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made	If Departmental Promotion Committee/Selection Committee exists what is its composition
12	13
<p>Deputation: Officials holding analogous post on regular basis in the Central/State Government/ Public Sector Organizations/ Autonomous/Statutory organizations, possessing the following qualifications: <u>Essential:</u> Post Graduate Degree in Foreign Trade/ International Business/ International Trade/Agriculture Business Management/ Horticulture Business Management/ Agriculture Marketing/ Horticulture Marketing/ Agronomy/ Agricultural Economics/ Agriculture with specialization in Agronomy or Agricultural Economy from recognized University/Institution</p>	Not Applicable

<p><u>Desirable:</u> (i) Experience in the fields of export promotion and development, matters relating to WTO/ foreign trade/ IPR (ii) Publication of papers in international journals in the above fields</p>	
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Sl. No.	Name of Post	No. of Post	Classification	Pay Level in the Pay Matrix	Whether Selection Post or Non-selection Post
1	2	3	4	5	6
7	Assistant General Manager (Finance)	1* (2024) *subject to variation dependent on workload	Group A	Level 10 (Rs. 56100 – 177500)	Not Applicable

Age Limit for Direct Recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in case of Promotees/ Deputation	Period of Probation, if any	Method of Recruitment: Whether by Promotion or by Direct Recruitment or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods
7	8	9	10	11
Not exceeding 35 years	<u>Essential:</u> (i) Post Graduate Degree in Finance/ Financial Management/MBA(Finance) from recognized University/Institution OR Having completed Chartered Accountancy from ICAI (ii) Five years experience in the above fields post acquiring the above educational qualification	Not Applicable	Two years	100% by Direct Recruitment failing which by deputation

In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made	If Departmental Promotion Committee/Selection Committee exists what is its composition
12	13
Deputation: Officials holding analogous post on regular basis in the Central/State Government/ Public Sector Organizations/ Autonomous/Statutory organizations, possessing the following qualifications: Post Graduate Degree in Finance/ Financial	Not Applicable

Management/MBA(Finance) from recognized University/Institution OR Having completed Chartered Accountancy from ICAI	
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Sl. No.	Name of Post	No. of Post	Classification	Pay Level in the Pay Matrix	Whether Selection Post or Non-selection Post
1	2	3	4	5	6
8	Assistant General Manager (Information Technology)	1* (2024) *subject to variation dependent on workload	Group A	Level 10 (Rs. 56100 – 177500)	Not Applicable

Age Limit for Direct Recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in case of Promotees/ Deputation	Period of Probation, if any	Method of Recruitment: Whether by Promotion or by Direct Recruitment or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods
7	8	9	10	11
Not exceeding 35 years	<u>Essential:</u> (i) Post Graduate Degree in Computer Science Engineering/ Computer Science Engineering/ Information Technology from recognized University/Institution (ii) Five years experience in the above fields post acquiring the above educational qualification	Not Applicable	Two years	100% by Direct Recruitment failing which by deputation

In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made	If Departmental Promotion Committee/Selection Committee exists what is its composition
12	13
Deputation: Officials holding analogous post on regular basis in the Central/State Government/ Public Sector Organizations/ Autonomous/Statutory organizations, possessing the following qualifications: Post Graduate Degree in Computer Science Engineering/ Computer Science Engineering/ Information Technology from recognized	Not Applicable

University/Institution	
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Sl. No.	Name of Post	No. of Post	Classification	Pay Level in the Pay Matrix	Whether Selection Post or Non-selection Post
1	2	3	4	5	6
9	Assistant General Manager	12 * (2024) *subject to variation dependent on workload	Group A	Level 10 (Rs. 56100 – 177500)	Selection Post

Age Limit for Direct Recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in case of Promotees/ Deputation	Period of Probation, if any	Method of Recruitment: Whether by Promotion or by Direct Recruitment or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods
7	8	9	10	11
Not Applicable	Not Applicable	Not Applicable	Two years	By Promotion through Departmental Examination failing which by deputation

In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made	If Departmental Promotion Committee/Selection Committee exists what is its composition
12	13
<p><u>Promotion through Departmental Examination:</u> 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.</p> <p>Note:</p> <ol style="list-style-type: none"> 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. Regulations/Rules/Orders prescribing procedure for holding Departmental Examination and constitution of Selection Committee shall be issued separately. <p>Deputation:</p>	Not Applicable

<p>Officials holding analogous post on regular basis in the Central/State Government/ Public Sector Organizations/ Autonomous/Statutory organizations, possessing the following qualifications:</p> <p><u>Essential:</u> (i) Post Graduate Degree in Agriculture/ Horticulture/ Plantation/Food Processing/ Food Technology/Food Science and Technology/ Dairy Science/ Dairy Technology/ Agriculture Economics/ Agronomy /Foreign Trade/International Business from recognized University/Institution</p> <p><u>Desirable:</u> (i) Experience in the fields of export promotion and development, matters relating to WTO/ foreign trade/ IPR (ii) Publication of papers in international journals in the above fields</p>	
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Sl. No.	Name of Post	No. of Post	Classification	Pay Level in the Pay Matrix	Whether Selection Post or Non-selection Post
1	2	3	4	5	6
10	Manager	2* (2024) *subject to variation dependent on workload	Group B	Level 7 (Rs. 44900 – 142400)	Selection Post

Age Limit for Direct Recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in case of Promotees/ Deputation	Period of Probation, if any	Method of Recruitment: Whether by promotion or by Direct Recruitment or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods
7	8	9	10	11
Not Applicable	Not Applicable	Not Applicable	Not Applicable	By Promotion

In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made	If Departmental Promotion Committee/Selection Committee exists what is its composition
12	13
<p><u>Promotion:</u> Officers holding the post of Assistant Manager/ Assistant Manager (Agriculture)/ Assistant Manager (Business Promotion)/ Assistant Manager (Finance)/ Assistant Manager (Information Technology), with 5 years' regular service in the grade/post.</p>	<ol style="list-style-type: none"> 1.Chairman as Chairman of the Committee 2.Director/Deputy Secretary, Department of Commerce, Ministry of Commerce and Industry 3.Director,APEDA 4. Secretary/GM in-charge of P&A 5.An Officer of appropriate level of Central Govt. from SC/ST/MC.

Sl. No.	Name of Post	No. of Post	Classification	Pay Level in the Pay Matrix	Whether Selection Post or Non-selection Post
1	2	3	4	5	6
11	Assistant Manager (Agriculture)	10* (2024) *subject to variation dependent on workload	Group B	Level 6 (Rs. 35400 – 112400)	Not Applicable

Age Limit for Direct Recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in case of Promotees/ Deputation	Period of Probation, if any	Method of Recruitment: Whether by promotion or by Direct Recruitment or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods
7	8	9	10	11
Not exceeding 30 years	Bachelor Degree in Agriculture/Horticulture/Plantation/ Agriculture Engineering/ Agriculture and Cooperation/Veterinary Science/ Dairy Science/Dairy Technology /Food Processing/Food Processing Technology/ Food Technology/Food Science/Food Science and Technology from recognized University/Institution	Not Applicable	Two years	By direct recruitment

In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made	If Departmental Promotion Committee/Selection Committee exists what is its composition
12	13
Not Applicable	Not Applicable

Sl.	Name of Post	No. of Post	Classification	Pay Level in the	Whether Selection
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No.				Pay Matrix	Post or Non-selection Post
1	2	3	4	5	6
12	Assistant Manager (Business Promotion)	5* (2024) *subject to variation dependent on workload	Group B	Level 6 (Rs. 35400 – 112400)	Not Applicable

Age Limit for Direct Recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in case of Promotees/ Deputation	Period of Probation, if any	Method of Recruitment: Whether by promotion or by Direct Recruitment or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods
7	8	9	10	11
Not exceeding 30 years	Bachelor Degree in Foreign Trade/ International Business/ International Trade/ Agriculture Business Management/ Horticulture Business Management/ Agriculture Marketing/ Horticulture Marketing/ Agronomy/ Agricultural Economics from recognized University/Institution	Not Applicable	Two years	By direct recruitment

In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made	If Departmental Promotion Committee/Selection Committee exists what is its composition
12	13
Not Applicable	Not Applicable

Sl. No.	Name of Post	No. of Post	Classification	Pay Level in the Pay Matrix	Whether Selection Post or Non-selection Post
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1	2	3	4	5	6
13	Assistant Manager (Finance)	2* (2024) *subject to variation dependent on workload	Group B	Level 6 (Rs. 35400 – 112400)	Not Applicable

Age Limit for Direct Recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in case of Promotees/ Deputation	Period of Probation, if any	Method of Recruitment: Whether by promotion or by Direct Recruitment or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods
7	8	9	10	11
Not exceeding 30 years	Bachelor Degree in Finance/ B.Com/ B.Com (Hons) from recognized University/Institution or Having completed C.A. Intermediate from ICAI	Not Applicable	Two years	By direct recruitment

In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made	If Departmental Promotion Committee/Selection Committee exists what is its composition
12	13
Not Applicable	Not Applicable

Sl. No.	Name of Post	No. of Post	Classification	Pay Level in the Pay Matrix	Whether Selection Post or Non-selection Post
1	2	3	4	5	6
14	Assistant Manager (Information Technology)	2* (2024) *subject to variation dependent on workload	Group B	Level 6 (Rs. 35400 – 112400)	Not Applicable

Age Limit for Direct Recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in case of Promotees/ Deputation	Period of Probation, if any	Method of Recruitment: Whether by promotion or by Direct Recruitment or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods
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7	8	9	10	11
Not exceeding 30 years	Bachelor Degree in Information Technology/Computer Science Technology/Computer Science Engineering from recognized University/Institution	Not Applicable	Two years	By direct recruitment

In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made	If Departmental Promotion Committee/Selection Committee exists what is its composition
12	13
Not Applicable	Not Applicable

Sl. No.	Name of Post	No. of Post	Classification	Pay Level in the Pay Matrix	Whether Selection Post or Non-selection Post
1	2	3	4	5	6
15	Assistant Manager	20* (2024) *subject to variation dependent on workload	Group B	Level 6 (Rs. 35400 – 112400)	Selection Post

Age Limit for Direct Recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in case of Promotion	Period of Probation, if any	Method of Recruitment: Whether by promotion or by Direct Recruitment or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods
7	8	9	10	11
Not exceeding 30 years	<u>For Direct Recruitment Essential:</u> Bachelor's/Under-graduate Degree in Agriculture/Horticulture /Plantation/ Agriculture Engineering/ Agriculture and Cooperation/Veterinary Science/ Dairy Science/Dairy Technology /Food Processing/Food	Not applicable	Two years for promotees; Two years for Direct Recruits	By promotion failing which by direct recruitment

	Processing Technology/ Food Technology/Food Science/Food Science and Technology from recognized University/Institution			
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In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made	If Departmental Promotion Committee/Selection Committee exists what is its composition
12	13
Promotion: Assistant Executive with 10 years regular service in the grade;	1.Chairman as Chairman of the Committee 2.Director/Deputy Secretary, Department of Commerce, Ministry of Commerce and Industry 3.Director,APEDA 4. Secretary/GM in-charge of P&A 5.An Officer of appropriate level of Central Govt. from SC/ST/MC.

Sl. No.	Name of Post	No. of Post	Classification	Pay Level in the Pay Matrix	Whether Selection Post or Non-selection Post	Age Limit for Direct Recruitment
1	2	3	4	5	6	7
16	Junior Hindi Translator	1* (2024) *subject to variation dependent on workload	Group B	Level 6 (Rs. 35400 – 112400)	Not Applicable	30 years

Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in case of Promotees	Period of Probation, if any
8	9	10
(i) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as	Not Applicable	Two years

<p>the medium of a examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level; OR Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level; AND (ii) Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p>		
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Method of Recruitment: Whether by Direct Recruitment or by Deputation/ Transfer and percentage of the vacancies to be filled by various methods	In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made	If Departmental Promotion Committee/Selection Committee exists what is its composition
11	12	13
<p>Direct recruitment Note Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more may be filled on deputation basis from officers of Central Government:- (a) holding analogous posts on regular basis in the parent cadre/department; and (b) Possessing the qualifications and experience prescribed for direct recruits under col.8.</p>	Not Applicable	Not Applicable

Sl. No.	Name of Post	No. of Post	Classification	Pay Level in the Pay Matrix	Whether Selection Post or Non-selection Post
1	2	3	4	5	6
17	Assistant Executive	13 (2024)	Group C	4 (Rs. 25500 – 81100)	Non – Selection

Age Limit for Direct Recruitment	Educational and other qualifications required for direct recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in case of	Period of Probation, if any	Method of Recruitment: Whether by promotion or by Direct Recruitment or by Deputation/ Transfer and percentage of the
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		Promotees / Deputation		vacancies to be filled by various methods
7	8	9	10	11
Not Applicable	Not Applicable	Not Applicable	Not Applicable	By Promotion

In case of Recruitment by Deputation/Promotion, grades/posts from which Deputation/Promotion to be made	If Departmental Promotion Committee/Selection Committee exists what is its composition
12	13
Junior Assistant Executive with eight years' regular service in the post	1. Director as Chairperson 2. Secretary, APEDA 3. Group A officer in charge of Personnel & Administration 4 An officer equivalent to Group A officer of the Central Govt. from reserved category SC/ST/MC.

General Note 1: Where promotion has been prescribed as method of recruitment/one of the methods of recruitment other than the method of 'By Deputation/Promotion', the following condition shall apply in respect of grades/posts from which promotion is to be made:

Where juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/ eligibility service by more than half of such qualifying/ eligibility service or two years, whichever is less, and have successfully completed probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/ eligibility service.

General Note 2: Where promotions to a grade/post are made from more than one grade/post under these regulations, a combined eligibility list of the eligible officers from various feeder grades shall be prepared in accordance with the instructions/orders issued by DOPT, Government of India.

General Note 3: Where Deputation/Promotion has been prescribed as method of recruitment/one of the methods of recruitment, the following conditions shall apply to grades from which Deputation/Promotion is to be made:

- (1) The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly officer on deputation shall not be eligible for consideration for appointment by promotion.
- (2) In case of appointment of departmental officers in the feeder category, the post/vacancy will be deemed to have been filled by promotion.
- (3) The initial period of deputation shall be three years extendable on year to year basis. The maximum continuous period of deputation shall be five years. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization / department of the Central Government/State Government/Statutory/Autonomous Body(s) shall ordinarily not exceed five years.
- (4) The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications

General Note 4: Where Age Limit has been prescribed for Direct Recruitment, the following condition shall apply:

In the case of requirement of submission of applications by post (including speed post) /courier, the crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu, Kashmir, Ladakh, Lahaul&Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep)

General Note 5: Where Direct Recruitment has been prescribed as the method of recruitment/one of the methods of recruitment, the following provisions shall apply in regard to Educational and other qualifications required for direct recruitment:

(1) Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.

(2) The qualification(s) regarding experience is/are relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

General Note 6: In the case of direct recruitment, the crucial date for determining the age limit, educational and other qualifications prescribed for direct recruitment shall be the closing date for receipt of applications from candidates

General Note 7: The competent authority reserves the right to fill the post(s) earmarked for promotion by deputation by prescribing appropriate educational qualifications and experience as may be required under the rules/orders issued by DOPT, Government of India for such deputation, in case of non-availability of officers in the feeder grade/post with requisite length of service (eligibility service) prescribed for promotion to the said post(s). The position of officers on such deputation shall be reviewed on year to year basis so as to consider officers having completed or who would complete, on the ensuing crucial date of promotion, the requisite length of service (eligibility service) in the feeder grade/post. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly officer on deputation shall not be eligible for consideration for appointment by promotion.

Chairman, APEDA

Footnote:- The Principal Regulations were published in Part III Section 4 of the Extraordinary Gazette of India by notification No. 295 (F.No. APEDA/PAD/2017-18/000044) dated 13th June 2022 and were amended by notification No. 605 (F.No. APEDA/PAD/2017-18/000044) dated 23rd November 2022