

No. PAD-2020-21-0000154

Government of India
Ministry of Commerce and Industry
Department of Commerce

Agricultural and Processed Food Products Export Development Authority

(3 Floor, NCUI Building, 3 Siri Institutional Area, August Kranti Marg (Opp. Asiad Village), New Delhi)

Dated 24th January 2024

SUB: ENGAGEMENT OF ONE BUSINESS DEVELOPMENT MANAGER IN APEDA, REGIONAL OFFICE, KOCHI

Agricultural and Processed Food Products Export Development Authority (APEDA), an autonomous organization under the Department of Commerce, Ministry of Commerce & Industry, Govt. of India is mandated with the responsibility for promotion of agricultural and processed food products from India. APEDA has been actively involved in agricultural trade facilitation and intends to improve market access for Indian agricultural products at international level. The process involves improving quality of produce and achieving optimum shelf life resulting into increased quality exports of Indian agriculture products. It also requires addressing the issues of Sanitary & Phyto-Sanitary (SPS) and Technical Barriers to Trade (TBT) which are currently resulting in poor market access and hampering exports. APEDA intends to hire a talented, innovative and dynamic Professional for the position Business Development Manager for its Regional Office at Kochi.

2. Type and Tenure of Engagement

(i) The engagement shall be at the level of Business Development Manager.

(ii) **Scope of work:** The selected candidate will be deputed by APEDA in Kochi who will work dedicatedly to ensure the following in collaboration with the concerned central / state department / agencies:

- To analyze market, identify specific crop markets, explore new export markets along with increasing the share in traditional markets and product promotion within and outside India.
- To identify various commodities having export potential in the international markets.
- To tap the State's potential and focus on value added organic and ethnic produce exports as well as provide market access to GI Products.
- To encourage the production of export quality produce (in farms and processing units) so that the trade will ensure the quality in the international markets.
- To strengthen backend and frontend Infrastructure to boost exports of fresh & value-added products from Kerala.

- To establish institutional mechanism for providing an enabling environment conducive for export growth from the state.
- To frame a long-term strategy to increase exports of agricultural and allied products from Kerala.
- To Promote Districts as export hubs.
- To increase the share of Kerala in the export basket of India.

The selected Business Development Manager will report to the Regional Head, APEDA, Kochi.

(iii) Business Development Manager will be provided detailed terms of reference describing the work to be performed at the time of his / her engagement. The terms of reference are mandatory and shall form part of the individual contract. The terms of reference shall include the outputs to be delivered and the functions to be performed. The outputs and functions shall be specific, measurable, attainable, results-based and time-bound.

(iv) The engagement shall be purely on contractual basis.

(v) The engagement shall be initially for a period of one year including a probation period of three weeks. The tenure of engagement may be extended on a year to year basis, depending on the performance evaluation. After three years no further extension will be permissible under any circumstances.

3. Qualification Experience and Vacancies: Applicants with the following qualifications and experience would be considered for engagement as Business Development Manager.

3.1 Qualifications:

Position	Vacancy	Qualifications
Business Development Manager	1*	Essential : Bachelor Degree in Agriculture / Horticulture / Veterinary Science / Plantation / Food Processing / Foreign Trade / IT (Software-specialisation)/ Public Relations/Business Administration / MBA (Agri Business Management)

* Competent authority reserves the right to increase or decrease the number as may be required

(i) A candidate shall submit only one application. Submission of more than one application may lead to rejection.

(ii) Mere submission of the application does not confirm any right on the applicant to be called for interview.

(iii) Application should be submitted strictly in the prescribed format only.

(iv) 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.

(v) Wrong declaration /submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.

3.2 Experience, Age Limit, Remuneration and Annual Enhancement

Name of the position	Experience in years	Upper Age Limit	Consolidated Remuneration per month*
Business Development Manager	1	32 years	Rs.50,000/-
	2	34 Years	Rs.55,000/-
	3+	35 years	Rs.60,000/-

* inclusive of all applicable taxes and no other facility or allowance will be allowed.

4. TA/DA: Business Development Manager may be required to travel to any place in India. While on tour, TA / DA will be admissible to officials at Pay Level 10 of the Central Government.

5. Working Hours and Leave:

(i) Working Hours shall normally be from 9.00 AM to 5.30 PM office time during working days including half an hour lunch break in between. However, in exigencies of work, the Business Development Manager may be required to sit late and may be required to attend office/work on Saturday / Sunday and other holidays also.

(ii) The Business Development Manager will be eligible for 20 days leave during the period of one year, on pro-rata basis subject to the prior written approval of the controlling officer. Unavailed leave cannot be carried forward to the next year. Further, leave up to one month can be considered without remuneration with the prior approval of controlling officer.

However, in rare and exceptional cases like need for professional development, training etc., this condition may be relaxed with the approval of Chairman, subject to official exigencies.

(iii) Apart from the above, the female Business Development Manager may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by Ministry of Labour & Employment vide letter No. S-36017/03/20 15-SS-1 dated 12th April, 2017.

6. Termination:

(i) The engagement can be terminated at any time by the Department by giving 30 days notice or pay in lieu thereof. Similarly, the Business Development Manager may also resign after giving notice for a similar period.

(ii) The Department reserves the right to terminate Business Development Manager at any stage in the event of a serious failure to perform the task assigned or of failure to observe any standards of conduct.

7. General terms and conditions:

(i) APEDA may require the Business Development Manager to submit a Statement of Good Health from a recognized physician prior to commencement of work in any offices.

(ii) The engagement as Business Development Manager is subject to verification of documents related to educational qualification and experience. If any information / documents submitted by him / her are found false / wrong at any stage, his / her engagement will be terminated immediately and appropriate action will be taken against him / her as per rules.

(iii) The Business Development Manager will be governed by the Official Secrets Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information / data that come to their notice during the period of their engagement as Business Development Manager in the Department. All such information / records / papers / software / emails etc. will be property of APEDA.

(iv) APEDA shall be entitled to all intellectual property and other proprietary rights as per law in force, which the Business Development Manager has developed for APEDA under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract. Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Business Development Manager under the Contract shall be the property of APEDA and shall be made available for use or inspection by APEDA at reasonable times and in reasonable places and shall be delivered only to APEDA authorized officials on completion of work under or termination of the contract.

(v) The Business Development Manager shall not advertise or otherwise make public for the purpose of commercial advantage that it has contractual relationship with APEDA. He / she shall not, in any manner whatsoever, use the name, emblem or official seal of APEDA or any abbreviation of the name of APEDA, in connection with business or otherwise without the prior written permission of the competent authority of APEDA.

(vi) The Business Development Manager shall be expected to conduct himself / herself in accordance with the rules and regulations of APEDA. He / she will be expected to demonstrate high moral character, integrity, secrecy of office and dedication to work while discharging his / her duties. In case his / her services are not found satisfactory or found to be in conflict with the interest of the APEDA, his / her services will be terminated forthwith, without any notice period or compensation.

(vii) In general, the Business Development Manager shall neither seek nor accept instructions from any authority external to APEDA in connection with the performance of his / her obligations under the Contract. The Business Development Manager shall not take any action in respect of its performance of the Contract or otherwise related to its obligations under the contract that may adversely affect the interests of APEDA, and the Business Development Manager shall perform its obligations under the contract with the fullest regard to the interest of APEDA. The Business Development Manager warrants that he / she has not and shall not offer any direct or indirect benefit arising from or related to the performance of the Contract or the award thereof to any

representative, official, employee or other agent of APEDA. He / she shall comply with all laws, ordinances, rules and regulations bearing upon the performance of his / her obligations under the contract. In the performance of the Contract, the Business Development Manager shall comply with the normal standards of conduct. Failure to comply with the same is ground for termination of the Business Development Manager for cause.

(viii) **Prohibition of Sexual Exploitation and Abuse:** In the performance of the Contract, the Business Development Manager shall comply with the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013". The Business Development Manager acknowledges and agrees that any breach of any of the provisions hereof shall constitute a breach of an essential term of the contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of the contract. In addition, nothing herein shall limit the right of APEDA to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.

(ix) In the unfortunate event of the death, injury or illness while serving APEDA, the Business Development Manager or the next of kin shall not be entitled to any compensation or Appointment.

(x) The Business Development Manager will be required to submit a police verification report from their concerned police station and also submit a medical-cum-fitness certificate issued by any authorized Medical Practitioner prior to engagement.

(xi) The period of engagement would commence from the date of joining at APEDA.

(xii) The period of engagement as Business Development Manager will not confer any claim or right for subsequent engagement / employment with APEDA or any other Government Department at a later date.

8. Interested candidates may send their signed and typed application in the prescribed format (copy attached) and self attested copies of the relevant documents to the address given under:

Agricultural and Processed Food Products Export Development Authority (APEDA),
Ministry of Commerce & Industry, Govt. Of India,
Room No. 4C, 4th Floor, 'Sugandha Bhavan', Offices of Spices Board,
N.H. By Pass, Palarivattom, P.O.Kochi – 682025, Kerala, India.

9. **Last Date of Submission of Application is 15 .02.2024.** It is mandatory to mention the position applied for.

NOTE: Only shortlisted candidates will be contacted via email for the interview.

SECRETARY
APEDA

APPLICATION FOR THE POSITION OF BUSINESS DEVELOPMENT MANAGER

To:

Agricultural and Processed Food Products Export Development Authority (APEDA),
Ministry of Commerce & Industry, Govt. Of India,
Room No. 4C, 4th Floor, 'Sugandha BhavaN', Offices of Spices Board,
N.H. By Pass, Palarivattom,
P.O.Kochi – 682025
Kerala, India.

Post Applying for: Business Development Manager

Paste recent
passport size
photograph

1. Name in Full (in Block Letter): _____

2. Father's / Husband's Name: _____

3. Permanent Address: _____

4. Correspondence Address: _____

5. Contact No. & Email-ID: _____

6. Date of Birth: _____

(Self-Attested copy of proof of age to be attached)

7. Nationality: _____

8. Educational / Professional Qualifications:

Name of University/ Board	Year of Passing	Stream / Subject	% of marks / CGPA

(Self-Attested Copy of Essential Educational Qualification to be attached)

9. Post qualification Work Experience in relevant fields:

Name & Address of employer	Period of service (From - to in Dd/mm/yyyy)	Total tenure (in years and months)	Designation	Nature of work / responsibilities

(Self-Attested Copy of experience certificate to be attached)

10. Languages known with proficiency: _____

11. Any other relevant Information: _____

SIGNATURE OF THE CANDIDATE

Date: _____

Place: _____