



(Ministry of Commerce & Industry Government of India)

3rd Floor, NCU Building, 3 Institutional Area, August Kranti Marg, New Dethi-110016

Date: 03 October, 2026

1)	Director (Pay Level 13)	--	1 Post
2)	Secretary (Pay Level 12)	--	1 Post
3)	General Manager (Pay Level 12)	--	2 Posts
4)	Deputy General Manager (Pay Level 11)	--	3 Posts

S No.	Name of the post	Number and Pay Level of post	Eligibility criteria
1)	Director	1 (Pay Level - 13) (Rs.123100–215900)	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**; General Manager/Secretary of APEDA with five years regular service in the post;
2)	Secretary	1 (Pay Level - 12) (Rs. 78800-209200)	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**; Deputy General Manager of APEDA with five years regular service in the post
3)	General Manager	2 (Pay Level - 12) (Rs. 78800-209200)	Officers of the Central Government or State Government/ Union Territory Administration or Public Sector Undertakings or Universities or Recognised Research Institutions or Semi Government or Autonomous Bodies or Statutory Organizations:- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) With five years service in the grade rendered after appointment thereto on regular basis in Pay Level-11; and (b) Possessing the following Educational Qualifications and experience: Essential: (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/ 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/ Finance/ Financial Management/MBA(Finance) from recognized University/Institution or Having completed Chartered Accountancy from ICAI; and (ii) Five years' experience in the above fields post acquiring the above educational qualification Desirable: Publication of papers in international journals in the above fields

4)	Deputy General Manager	3 (Pay Level - 11) (Rs. 67700 -208700)	Officers of the Central Government or State Government/ Union Territory Administration or Public Sector Undertakings or Universities or Recognised Research Institutions or Semi Government or Autonomous Bodies or Statutory Organizations:- (a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) With five years service in the grade rendered after appointment thereto on regular basis in Pay Level-10; and (b) Possessing the following Educational Qualifications and experience:
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Note: international journals in the above fields

- (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 **Two 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

3. Application in the prescribed format as per Annexure-I (for the post of Director/Secretary) and as per Annexure-II (for the post of General Manager/Deputy General Manager) duly filled in and with copies of all relevant documents must be forwarded through proper channel to Deputy General Manager (Personnel), APEDA, 3rd Floor, NCUI Building, 3 Institutional Area, August Kranti Marg, New Dethi-110016.

4. While forwarding applications, photocopies of the ACRs/APARs with each page duly attested by an officer not below the rank of Assistant Director/Under Secretary for the last five years, Cadre clearance, Vigilance Clearance and Integrity Certificate and Statement showing Major or Minor penalties, if any, imposed during the last ten years may be furnished by the sponsoring authority.

5. The Officers selected will have the option to draw his/her pay plus deputation (duty allowance or to have his/her pay fixed in the scale/level of the post in accordance with DoPT O.M. No.2/12/87-Estt (Pay II) dated 29.04.1988, as amended from time to time.

6. The last date of receipt of application is **30 days** from the date of publication of the advertisement in Employment News. Application received after the closing date will not be entertained/ considered. The candidate, in the event of selection, will not be allowed to withdraw his/her candidature subsequently on any ground.

Post for which applied: DIRECTOR/SECRETARY (Please tick the post for which application is submitted)

1. Name (in Block Letters)	
2. Residential Address for correspondence, if any	
3. E-mail Address	
4. Mobile No.	
5. Date of Birth (in Christian era)	
6. Date of retirement under Central/ State Government Rules	
7. (i) Please state the Organized Group 'A' Service (as per DoPT OM No.I-11019 / 5 / 2017 – CRD dated 3rd April 2017) you belong	
8. Present Post held on REGULAR basis and its pay-level	
9. Educational Qualifications and Experience	

10. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held on regular basis	From	To	*Pay Level of the post held on regular basis	Nature of Duties (in detail) Highlighting experience required for the post applied for

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the posts held on **regular basis** to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay Level drawn under ACP/MACP Scheme	From	To

11. Nature of present employment i.e Adhoc or Temporary or Quasi-Permanent or Permanent			
12. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
Note 1: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate. Note 2: Information under Column 12(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization			
13. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
14. Additional Information , if any, relevant to the post you applied for in support of your suitability for the post. This among other things may indicate information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)			
15. Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/Institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (vi)Any other information. (Note: Enclose a separate sheet if the space is insufficient)			
16. Whether belongs to SC/ST			
17. Any other relevant information, if any.			

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date

(Signature of the candidate)

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. If selected, he/she will be relieved immediately.

2. **Also certified that;**

i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt._____

- ii) His/ Her integrity is certified.

iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years **or** A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

ANNEXURE-II

APPLICATION FORM FOR DEPUTATION FOR THE POST OF GENERAL MANAGER / DEPUTY GENERAL MANAGER, APEDA

Post for which applied: General Manager / Deputy General Manager
(Please strike out the post for which application is not submitted)

1. Name (in Block Letters)		
2. Residential Address for correspondence, if any		
3. E-mail Address		
4. Mobile No.		
5. Date of Birth (in Christian era)		
6. Date of retirement under Central/ State Government Rules		
7. Present Post held on REGULAR basis, date from which held and its pay-level , cadre & office where working		
8. Educational Qualifications and Experience <u>Qualifications / Experience required as mentioned in the advertisement/vacancy circular</u>		<u>Qualifications/ experience possessed by the officer</u>
Essential: (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/ 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/ Finance/ Financial Management/MBA(Finance) from recognized University/Institution or Having completed Chartered Accountancy from ICAI; and		
(ii) Five years experience in the above fields post acquiring the above educational qualification		
(iii) <u>Desirable:</u> Publication of papers in international journals in the above fields		
9. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualification and work experience of the post		<u>YES/NO</u>
Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualifications/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.		-

10. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held on regular basis	From	To	*Pay Level of the post held on regular basis	Nature of Duties (in detail) Highlighting experience required for the post applied for

***Important:** Pay-levels/Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay Level drawn under ACP/MACP Scheme	From	To
11. Nature of present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent with details of service belonging to and parent organization / cadre			

12. In case the present employment is held on deputation/contract basis, please state-

a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
Note 1: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate. Note 2: Information under Column 12(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.			
13. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
14. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others			
15. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale			

16. Total emoluments per month now drawn

Basic Pay in the Pay Level	Total Emoluments

17. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of Increment	DearnessPay/interim relief/ other Allowances etc., (with break-up details)	Total Emoluments
18.A Additional Information , if any, relevant to the post you applied for in support of your suitability for the post. This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		
18.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/Institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (vi) Any other information. (Note: Enclose a separate sheet if the space is insufficient)		
19. Whether belongs to SC/ST		
20. Any other relevant information, if any		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date

(Signature of the candidate)

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt. _____

ii) His/ Her integrity is certified.

iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)