# Requisite qualifications, experience and scope of work for Retainer (Establishment related matters) in Personnel & Administration division in APEDA

#### **Qualifications and Experience**

Graduate in any discipline with atleast 10 years of working experience in Establishment Division in any Govt./Semi-Govt./Autonomous Body.

#### **Period of Retainership**

The period of retainership is for one year.

#### Scope of work

Persons including retiring/retired Government officials having vast working experience in implementing guidelines, orders, instructions etc. issued by DoPT on various aspects of personnel policy, especially in respect of issues concerning recruitment, training, administrative and service related matters, preparation of agenda and minutes of Departmental promotion committee, legal matters and all other establishment matters.

#### Age Limit 65 years

Retainership fee of Rs. 2000/- per man day only. No other allowances will be admissible.

#### Last date of application

The last date for receipt of applications is 21 days from the appearance of this advertisement.

Applications containing necessary particulars in the following format should be sent to:

### Dy. General Manager (P&A)

APEDA
3rd floor, NCUI Building
3, Siri Institutional Area, August Kranti Marg
New Delhi – 110016

## Format of application

Name & Address :
Date of Birth :
Qualifications:
Experience:
Present occupation and salary: