

Inviting Application for the post of Consultant(P&A)

Ref.: PAD-2015-16-000062

1. APEDA is looking to engage the services of Consultant(P&A). The post is to be filled on short term contract basis for a period of two years (extendable).
2. A candidate shall submit only one application. Submission of more than one application may lead to rejection.
3. Mere submission of the application does not confirm any right on the applicant to be called for interview.
4. Application should be submitted strictly in the prescribed format only.
5. Application should be sent in a cover superscribed as “APPLICATION FOR THE POST OF Consultant(P&A)” by registered post /speed post/in person addressed to General Manager (P&A), Agricultural And Processed Food Products Export Development Authority (APEDA), 3rd Floor, NCUI Building, 3 Siri Institutional Area, August Kranti Marg, (Opp. Asiad Village), New Delhi-110 016 **latest by 7th January 2019 -17:30 Hrs**
6. 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.
7. Incomplete / unsigned applications received and those received after the last date for receipt of application will summarily be rejected without any communication to the candidate.
8. Wrong declaration / submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
9. Detail of the post and terms & conditions for the engagement, eligibility, experience, etc. are as under:-

01	Name of Post	Consultant (P&A)
02	Number of Posts	01
03.	Method of Recruitment	Short term Contract
04.	Period of contract	2 years (extendable by 1 yr)
05.	Educational qualification	Post Graduation
	Experience	Minimum 7 years experience in Personnel and Administrative Matters

		Should have sound knowledge of DOPT Rules and Regulations
		Should have working knowledge in computer
06.	Age	62 Years (On the last date of receipt of application)
07.	Remuneration (Per Month)	<ul style="list-style-type: none"> • Rs.60,000/- per month. • In case of retired employees, the total monthly consolidated fee being drawn by the consultant should not be more than the last pay drawn by him calculated at the current rates of DA.

Last Date for submission of Application: 7th January 2019 – 17:30 Hrs.

FORM OF APPLICATION

1. Post applied for (In BLOCK letters)	
2. Name of the applicant (In BLOCK letters)	
3. Father's/Husband's Name	
4. Marital Status	
5. Present Postal Address for communication (In BLOCK letters with PIN code)	
6. (a) Telephone no. (with STD code) (b) Mobile no. (c) Email ID	
7. Permanent Address	
8. Date of Birth	
9. Nationality	
10. Category (SC/ST/OBC)	

11. Educational Qualification starting with Secondary Education:
 (Please attach attested photocopies of certificates/mark sheets)

Examination /Degree	University/ Board	Year of Passing	% of Marks/ Division	Subject Studies

12. Experience (Please start with the latest):

Name of Employer	Post Held	Period		Pay Scale/Pay Band with Grade Pay and Basic Pay/CTC	Nature of work (please attach separate sheet if required)
		From	To		

13. Have you ever been discharged/reprimanded/suspended from any position? If yes, state reason:	
14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.	

DECLARATION

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I further understand that at any time I am found to have concealed / distorted any material information, my candidature/appointment shall be summarily terminated without any notice.

Signature of the Candidate

Name:

Place:-

Date:-