

AGRICULTURAL AND PROCESSED FOOD PRODUCTS EXPORT DEVELOPMENT AUTHORITY (APEDA)

(Ministry of Commerce & Industry, Government of India)
3rd Floor, NCUI Building, 3 Institutional Area, August Kranti Marg, New Delhi-110016

Dated:14-06-2025

The Agricultural and Processed Food Products Export Development Authority (APEDA) is a Statutory body established by the Government of India under the Agricultural and Processed Food Products Export Development Authority Act passed by the Parliament in December 1985, which came into effect from 13th February, 1986. APEDA is the apex organization engaged in the work related to the development of exports of agricultural and processed food products from India, which fall a part of the Schedule under the APEDA Act, 1985.

APEDA intends to make recruitment to the following posts:

Sl. No. & Name of the post	Age limit	Group & Pay Level	No. of posts and reservation Position**	Essential qualification and Experience
(1) Assistant General Manager (Agriculture)	35 Years	Group A, Pay Level 10 (Rs. 56100 – 177500)	8* (5 Unreserved, 1 SC and 2 OBC)	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 from recognized University/Institution (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
(2) Assistant General Manager (Business Promotion)	35 Years	Group A, Pay Level 10 (Rs. 56100 – 177500)	2* (2 Unreserved)	Essential: (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 Desirable: Publication of papers in international journals in the above fields
(3) Assistant General Manager (Finance)	35 Years	Group A, Pay Level 10 (Rs. 56100 – 177500)	1* (Unreserved)	Essential: (i) Post Graduate Degree in Finance/ Financial Management/MBA(Finance) from recognized University/Institution OR Having completed Chartered Accountancy from the ICAI (ii) Five years experience in the above fields post acquiring the above educational qualification
(4) Assistant General Manager (Information Technology)	35 Years	Group A, Pay Level 10 (Rs. 56100 – 177500)	1* (Unreserved)	Essential: (i) Post Graduate Degree in Computer Science Engineering/ Information Technology from recognized University/Institution (ii) Five years experience in the above fields post acquiring the above educational qualification

NOTE (for posts at Sl.No. 1 to 4 above):

(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.

(5) Assistant Manager (Agriculture)	30 Years	Group B, Pay Level 6 (Rs. 35400 – 112400)	1* (EWS)	Essential: Bachelor's 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
(6) Assistant Manager	30 Years	Group B, Pay Level 6 (Rs. 35400 – 112400)	4* (3 Unreserved, & 1 OBC)	Essential: Bachelor's/Under-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
(7) Junior Hindi Translator	30 Years	Group B, Pay Level 6 (Rs. 35400 – 112400)	One* (Unreserved)	Essential: (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 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.

* Competent authority reserves the right to increase or decrease the number of posts/ vacancies

** One post in Sl.No.1 - AGM (Agri) and one post in Sl.No.5 - Assistant Manager (Agri) are reserved for Persons with Bench Mark Disability falling in category A 'Low Vision'. The competent authority reserves the right to fill up the vacancy from other posts in the same group in case of non-availability of persons with benchmark disability against the reserved post as provided in DOPT's O.M. No. No.36035/02/2017-Estt (Res) dated 15.01.2018.

Remarks: The posts are identified as suitable for persons with the following benchmark disabilities:

(i) For Sl.No. 1 to 6: Assistant General Manager (Agriculture) / Assistant General Manager (Business Promotion) / Assistant General Manager (Finance) / Assistant General Manager (Information Technology)/Assistant Manager (Agri)/Assistant Manager:

- a) LV
b) D, HH
c) OA, OL, CP, LC, Dw, AAV, SD and SI without any associated neurological/limb dysfunction
d) SLD, MI
e) MD involving (a) to (d) above
- (ii) For SI.No.7: Junior Hindi Translator:
a) LV
b) D, HH
c) OA, OL, BL, OAL, CP, LC, Dw, AAV, MDy, SD and SI without any associated neurological/limb dysfunction
d) ASD, SLD, MI
e) MD involving (a) to (d) above

Therefore, candidates with the above mentioned benchmark disabilities are eligible to apply.

CATEGORY ABBREVIATIONS USED: LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, SD= Spinal Deformity, SI= Spinal Injury, ASD= Autism Spectrum Disorder, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities

General Conditions:-

1. A candidate shall submit application only through online portal in the link provided in APEDA website (<https://apeda.gov.in/recruitment-appointment>).
2. The candidate will be required to upload documents/certificates in support of his/her educational qualifications and experience as may be required.
3. The candidate must have completed the essential qualification/experience on or before the closing/last date for submission of online application.
4. Mere submission of the application does not confirm any right on the applicant to be called for test.
5. Application Fee:

(1) For the posts of Assistant General Manager (Agriculture) / Assistant General Manager (Business Promotion) / Assistant General Manager (Finance) / Assistant General Manager (Information Technology): Rs 500/- (Rs Five Hundred only).

(2) For the posts of Assistant Manager (Agriculture) / Assistant Manager / Junior Hindi Translator: Rs 300/- (Rs Three Hundred only)

Fee is payable by all candidates (excepting Female/SC/ST/Persons with Benchmark Disability who are exempted from payment of fee).
6. Fee should be paid through the link provided in the online application portal. Fee should be paid in one lumpsum. Fee paid in piecemeal manner will not be accepted.
7. Applications received without the prescribed fee shall not be considered and summarily rejected. No representation against such rejection will be entertained.
8. Candidates who are not exempted from fee payment must ensure that their fee has been deposited with APEDA. If the fee is not received by APEDA, status of Application Form will be shown 'Incomplete' and this information is printed on the top of the Application Form. Further, status of fee payment can be verified at the 'Payment Status' link provided in the candidate's login screen. Such applications which remain incomplete due to non-receipt of fee will be SUMMARILY REJECTED and no request for consideration of such applications and fee payment after the **last date and time for submission of online applications** shall be entertained.
9. Fee once paid shall not be refunded under any circumstances nor will it be adjusted against any other selection current or future.
10. Relaxation in upper age limit is available for claiming age relaxation as under:

Sl. No	Candidates belonging to the category of	Age-relaxation permissible beyond upper age limit
1	SC / ST	5 years
2	OBC	3 years
3	PwD	10 years
4	Ex-Servicemen (ESM)	3 years after deduction of the military service rendered from the actual age as on the closing date.
5	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof	3 years
6	Employees working in APEDA holding posts on regular basis with at least three years continuous service	5 years

Note:

- (i) Candidates belonging to either the SC or the ST or the OBC category who are also covered under any other clauses mentioned above will be eligible for grant of cumulative age-relaxation under both categories.
- (ii) The term Ex-servicemen will apply to the persons who are defined as Ex-servicemen in the Ex-servicemen (Re-employment in Civil Services and Posts) Rules, 1979, as amended from time to time. The age concession will be admissible to Ex-servicemen i.e. a person who has served in any rank whether as combatant or non-combatant in the Regular Army, Navy and Air Force of the Indian Union and who either has been retired or relieved or discharged from such service whether at own request or being relieved by the employer after earning pension.

11. SELECTION PROCEDURE:

- (1) For the posts of Assistant General Manager (Agriculture) / Assistant General Manager (Business Promotion) / Assistant General Manager (Finance) / Assistant General Manager (Information Technology):
The selection will be made through a written test consisting of one paper of 100 marks followed by interview of shortlisted candidates (40 marks).

- (A) **WRITTEN TEST:** The questions scheme for the written test will be as under:

Sl. No	Section	No. of Questions	Marks
	OBJECTIVE TYPE		
1	General Management, Managerial Ability	10	10
2	Logical reasoning, problem solving, analytical ability	10	10
3	IT related, basic computer awareness	10	10
4	Current Affairs	10	10
5	General Economics	05	05
6	English Grammar	05	05
	DESCRIPTIVE TYPE from the relevant subjects		
	• For AGM (Agriculture): Questions will be set in the following groups:- <u>Group 1</u> (3 questions from) Agriculture/ Horticulture/ Plantation/ Agriculture Engineering/ Agriculture and Cooperation <u>Group 2</u> (3 questions from) Veterinary Science <u>Group 3</u> (3 questions from) Dairy Science/Dairy Technology <u>Group 4</u> (3 questions from) Food Processing/Food Processing Technology/ Food Technology/Food Science/Food Science and Technology Note: The candidate will have to choose one of these groups for the written test. Once the candidates choose the group in which to give the test, the same cannot be changed later.	03	50

• For AGM (Business Promotion): Questions will be set in the following groups:- <u>Group 1</u> (3 questions from) Foreign Trade/ International Business/ International Trade <u>Group 2</u> (3 questions from) Agriculture Business Management/ Horticulture Business Management <u>Group 3</u> (3 questions from) Agriculture Marketing/ Horticulture Marketing <u>Group 4</u> (3 questions from) Agronomy/ Agricultural Economics/ Agriculture with specialization in Agronomy or Agricultural Economy Note: The candidate will have to choose one of these groups for the written test. Once the candidates choose the group in which to give the test, the same cannot be changed later. • For AGM (Finance): 03 questions • For AGM (Information Technology): 03 questions		
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- Each objective type question will have four answer options and will carry one mark.
- There will be 25% negative marking for every wrong answer for objective type question.
- The duration of test will be 3 hours
- Marking of answers on OMR answer sheet by pen. No books/materials will be allowed.
- Answers for descriptive to be given on descriptive answer booklet.

(B) INTERVIEW:

Broad topics for the interview are: a. General IQ / general awareness about the agriculture sector in the country including knowledge of functioning of Government Departments (Central/States)/ their agencies and other stakeholders and various schemes announced and being implemented at various levels. b. Understanding of agriculture production and export – overall agriculture production in the country and state specific information. Role and functioning of APEDA and State nodal agencies and other stakeholders in promotion and development of Agri and processed food exports. NPOP/Certification under NPOP/ APEDA Act/ TRACE NETS/RCMC/COE etc. c. Managerial ability d. Understanding about International Trade and export process – About WTO /tariff structure and practice of international agreements, Market intelligence, Startups and Unicorns in Agri-business and Market Access. It is informed that the above topics are only indicative and not exhaustive. The Interview Board has the liberty to elicit questions on other subjects which are found relevant.	40 Marks
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- The qualifying marks to be obtained in the written test for short-listing of candidates for interview will be 50% for Scheduled Caste and Scheduled Tribe candidates and 60% for other candidates.
- The qualifying marks to be obtained in the interviews will be 50% for Scheduled Caste and Scheduled Tribe candidates and 60% for other candidates.
- The merit list in each category will be prepared on the basis of marks obtained in both the written test and interview.

(2) For the post of Assistant Manager (Agriculture) and Assistant Manager:

The selection will be made through a written test consisting of a single paper 2 ½ hours duration 100 marks as under:

Sl. No	Section	Pattern	No. of Questions	Marks
1	General Awareness including current affairs, English, Reasoning	Objective	20	20
2	APEDA / Agri. Export Related	Objective	30	30
3	Questions from the subjects concerned at Degree level	Objective	30	30
4	Essay writing and Precis writing	Descriptive	2	20
	• Each objective type question will have four answer options and will carry one mark. • There will be 25% negative marking for every wrong answer. • Marking of answers on OMR answer sheet and descriptive answer booklet by pen. • No books/materials will be allowed.			

The qualifying marks to be obtained in the written test for short-listing of candidates will be 50% for Scheduled Caste and Scheduled Tribe candidates and 60% for other candidates.

(3) For the post of Junior Hindi Translator:

The selection will be made through a written test of three hours duration– the details of which are as under:

Sl. No	Section	Pattern	No. of Questions	Marks
1	General English	Objective	15	15
2	General Hindi	Objective	15	15
3	General Knowledge including current affairs	Objective	20	20
4	Translation of one passage (approx. 250-300 words) from English to Hindi Language	Descriptive	01	50
5	Translation of one passage (approx. 250-300 words) from Hindi Language to English	Descriptive	01	50
	Total time = 180 minutes for both objective and written test Total marks = 150			

The duration of test will be 180 minutes. Marking of answers on OMR answer sheet and descriptive answer booklet by pen. There will be 25% negative marking for every wrong answer for objective type questions.

The qualifying marks to be obtained in the written test for short-listing of candidates will be 50% for Scheduled Caste and Scheduled Tribe candidates and 60% for other candidates.

Medium of Examination for written tests for all the posts:

The paper shall be bilingual i.e. Hindi and English. The candidate may choose to write the paper either in English or Hindi as per his/her choice.

13. The written test will be held in centre(s) in Delhi NCR.

14. The candidature is provisional at every stage of selection process. Mere submission of application or selection to the post will not confer any right(s) on the candidate/applicant for appointment to the post. The candidate is required to fulfill all the qualifications (educational and experience) as prescribed and other criteria as mentioned above in case of her/his selection to the post. Wrong declaration / submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage. Candidates may note that their admission to the written test is purely provisional subject to satisfying the prescribed eligibility conditions. The candidates should ensure that they fulfill all eligibility conditions. Mere issue of e-Admit Card to the candidate for the written test and the candidate appearing in the written test(s) shall not imply that his/her candidature has been finally considered by the Authority. The verification of eligibility conditions with reference to the uploaded documents while submitting online applications will be done only after the written test. In case of non-fulfillment of eligibility conditions mentioned in the said advertisement, their candidature will not be considered for further selection process.

15. No interim correspondence will be entertained.

16. Those candidates who are employed in Govt./Semi Govt./Autonomous Bodies etc. should upload No Objection Certificate in the online portal.

17. Age of the applicant for the post will be calculated with reference to the closing date for receipt of the applications. Age relaxation for SC/ST/OBC/PwD/Ex-servicemen candidates will be as per Government rules/orders.

18. Candidates who seek age-relaxation and or exemption from fee payment (except women candidates for fee payment) must upload requisite certificate from the competent authority, in the prescribed format. Otherwise, their claim for age relaxation or exemption from fee payment will not be entertained. Candidates applying for posts reserved for

SC/ST/OBC/EWS/PwD category must upload requisite certificate from the competent authority, in the format prescribed by the Government. Certificates in any other format are liable to be rejected. Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Competent Authority.

19. The procedure and process of recruitment shall be governed as per the Agricultural and Processed Food Products Export Development Authority (Recruitment) Regulations, 2022.

20. Success in the written test confers no right of appointment unless the competent authority in APEDA is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post

21. Candidates selected for appointment are liable to serve anywhere in India i.e. all these posts carry All India Service Liability (AISL)

22. APEDA reserves the right to cancel the recruitment process at any time.

23. For updation / latest information in this regard, please check the website of APEDA and the link given above.

Caution: - Canvassing in any form shall lead to disqualification and cancellation of the candidature.

NOTE: Candidate is required to upload the scanned colour passport size photograph in JPEG format (20 KB to 50 KB) in the online Application Form. The photograph should not be more than three months old from the date of publication of the advertisement. Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). The photograph should clearly show applicant's face without any blur and should be without cap and spectacles. The photo should capture full face, front view, with eyes open. The head should be in the center of the frame. There should be no distracting shadows on the face or background. Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown. The expression on the face should look natural.

If proper photograph is not uploaded by a candidate, his/her candidature will be cancelled.

Last date and time for submission of online application is 14-07-2025 (23:59 hours)