

**Agricultural and Processed Food Products Export Development Authority
(APEDA)
Ministry of Commerce & Industry, Govt. of India**

Subject: Engagement of Senior Consultant/Subject Matter Specialist and Consultant for WTO SPS TBT related work

Ref.: WTO-2022-23-000044

Date :10.02.2023

1. APEDA invites application for engagement as **Sr Consultant/Subject matter specialists and Consultant for WTO SPS TBT related work**. The posts are to be filled on short term contract basis for a period of two years (extendable).
2. The applicant must be well versed with the WTO norms, SPS and TBT measures, its implications on international trade and India's exports, foreign trade etc.
3. A candidate shall submit only one application. Submission of more than one application may lead to rejection.
4. Mere submission of the application does not confirm any right on the applicant to be called for interview.
5. Application should be submitted strictly in the prescribed format only.
6. Application should be sent in a cover superscribed as "APPLICATION FOR THE POST OF **Sr Consultant/Subject matter specialists (WTO) and Consultant (WTO)** " by registered post /speed post/in person addressed to the Director, 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 12.03.2023 (17:30 Hrs)**
7. 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.
8. 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.
9. Wrong declaration / submission of false information or any other action contrary to law shall lead to cancellation of the candidature at any stage.
10. Detail of the post and terms & conditions for the engagement, eligibility, experience, etc. are as under:-

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| Name of Posts | Sr Consultant/ Subject matter specialist WTO |
| Number of Posts | 01 |
| Method of Recruitment | Short term Contract |
| Period of contract | 2 years (extendable) |
| Qualification: | Essential Qualification Master Degree in Agriculture/ Horticulture /Food Science/ Biological Science/ International Trade/ |

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| | <p>Foreign Trade or MBA in Agri Business Management/ International Business/ International Trade/ Foreign Trade.</p> <p>Minimum ten years experience with five years in the field of WTO, Foreign trade and Agri exports related issues, etc.</p> <p>Should have knowledge of International trade portals ie., UNCOMTRADE, ITC (International Trade Centre) FAO, Import Tariff etc</p> <p>Should have working knowledge in computer.</p> <p>Desirable Qualification</p> <p>Experience in Trade negotiations, Analysis of maximum residue level (MRL or tolerance) for agricultural product, international standards such as Codex, Food safety & Quality Assurance etc.</p> |
| Age limit | 62 Years (Maximum) |
| Remuneration (PerMonth) | Rs.80,000/- |

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| Name of Posts | Consultant (WTO) |
| Number of Posts | 01 |
| Method of Recruitment | Short term Contract |
| Period of contract | 2 years (extendable) |
| Qualification: | <p>Essential Qualification</p> <p>Master Degree in Agriculture/ Horticulture /Food Science/ Life Science/ International Trade/ Foreign Trade or MBA in Agri Business Management/ International Business/ International Trade/ Foreign Trade.</p> <p>Minimum five years experience with three years in the field of WTO, Foreign trade and Agri exports related issues, etc.</p> <p>Should have knowledge of International trade portals ie., UNCOMTRADE, ITC (International Trade Centre) FAO, Import Tariff etc</p> <p>Should have working knowledge in computer</p> |

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| | Desirable Qualification |
| | Experience in Trade negotiations, Analysis of maximum residue level (MRL or tolerance) for agricultural product, international standards such as Codex, Food safety & Quality Assurance etc |
| Age limit | 40 Years (Maximum) |
| Remuneration (Per Month) | Rs.60,000/- |

Last Date for submission of Application: 12.03.2023 - 17:30Hrs

Annexure I

SCOPE OF WORK

1. Download all the SPS-TBT Notifications from the WTO website on regular basis and Identify the SPS-TBT notifications relevant to India and relevant to APEDA scheduled products; Segregate the SPS-TBT notifications sector wise (fresh fruits and vegetables, animal products, pesticides, cereals, processed foods, etc); Identify the SPS-TBT notifications that are likely to have significant impact on Indian exports; prepare synopsis of the official document of the notification.
2. Analyze the WTO SPS and TBT notifications (APEDA scheduled products) taking into account its impact on India's export, SPS- TBT agreements, bilateral trade, market access, export-import data etc;
3. Prepare a comprehensive response for APEDA to the notifying country for the SPS/ TBT notification;
4. Disseminate the identified SPS-TBT Notifications to all concerned stakeholders, Exporters and industry body/ associations or any other relevant organizations. Examine and collate the comments received from the stakeholders;
5. List out possible trade restrictive issues that need to be raised with the Member notifying the draft measure; identifying any specific trade concern e
6. Follow up actions on the notifications which need to be addressed.
7. Assist in organizing stakeholders' consultations, meetings etc
8. Prepare weekly/monthly/quarterly report of the SPS and TBT notifications (APEDA scheduled products)
9. Study and update on the changes in India's Foreign Trade Policy, Export Import Procedures, Market access issues, SPS and TBT issues, Compliance of WTO rules and regulations etc
10. Update on the recent happenings in the International Trade arena and compliances.
11. Monitoring/ coordinating with line departments. Preparation of analytical reports, case studies, concept notes, exports analysis, etc.
12. Any other relevant matter related to WTO, SPS-TBT not specified above but considered necessary for the effective implementation of the assignment, shall be considered as part of the scope of work.

**Annexure II
APPLICATION FORM**

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| 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 forcommunication (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 | Subjects |
|---------------------|-------------------|-----------------|-----------------------|----------|
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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 | | |
| | | | | | |
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13. Experience in the field of WTO/SPS/TBT and relevant field

| 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 | | |
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| 14. Training Programme attended or conducted in the field of WTO/SPS TBT or relevant field: | |
| 15. Have you ever been discharged/reprimanded/suspended from any position? If yes, state reason: | |
| 16. Additional information, if any, which you would like to mention in support of your suitability for the post (max 500 words) | |

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: