TRIBAL COOPERATIVE MARKETING DEVELOPMENT
FEDERATION OF INDIA LTD. (TRIFED
(Ministry of Tribal Affairs, Government of India)
NCUI Bldg., 2nd Floor, 3, Siri Institutional Area,
August Kranti Marg, New Delhi-110016

Detailed advertisement for filing-up of various posts in TRIFED on direct recruitment

Tribal Cooperative Marketing Development Federation of India Ltd. shortly known as TRIFED is a national level organization under the Ministry of Tribal Affairs, Govt. of India, primarily engaged in the development and marketing of tribal handicrafts and natural products. The main mandate of TRIFED is capability enhancement of tribals, promotion of tribal products and creation of marketing opportunities for the tribals with a view to ensuring them remunerative prices for their products and augmenting their income on a sustainable basis. Towards attainment of this mandate, TRIFED is poised for expansion of retail operations for marketing of unique and ethnic tribal handicrafts and natural products in high end markets through a chain of retail outlets called **"TRIBES India showrooms"** across the country besides international marketing thereof and skill upgradation & capacity building of tribal artisans and gatherers of Minor Forest Produce. TRIFED has also been entrusted by the Govt. of India to implement its proposed Minimum Support Price Scheme for 50 Minor Forest Produce. TRIFED, with its **Headquarter at New Delhi,** has a network of 16 Regional Offices and a chain of 106 TRIBES INDIA Retail Outlets (expanding every year).

In order to meet the challenging responsibilities, TRIFED is looking for experienced & dynamic professionals/officials with right attitude for tribal cause, for the following positions at its Headquarter, Regional Offices and TRIBES INDIA Retail Outlets. **The eligibility criteria along with other details and terms & conditions for appointment are specified against each post:**

1.1 POST AND ELIGIBILITY CRITERIA:

GROUP-A

Sr.No.1 General Manager:

- **Pay Matrix** Level-13 Rs.123100-215900 with initial basic pay of Rs.123100/-. Other allowances like dearness allowance, house rent allowance and transportation allowance are admissible as per the Central Govt. pattern and other fringe benefits as per TRIFED's rules.
- **Age limit:** 45-50 years. For departmental candidates, age relaxations are as per extant Government of India rules.

a. General Manager (Marketing) – 01(One post)(UR-01):

Qualification: Masters Degree in Management with specialization in marketing stream or equivalent Post Graduate 2 years full time Diploma in Management with specialization in marketing/Foreign Trade from recognized university/institute.

Experience: Minimum 15 years experience in senior positions in organization(s) of repute in the areas of marketing/exports/merchandising of arts and crafts items/development/agro-forest based value-added products.

Job Description: The role of GM shall include, taking a near final view on, the recommendations and facts in the context of the policy currently in vogue; apply his mind further to generate alternative courses of actions and its consequences; refer to the policy framework to make it consistent with the requirements of the current times. In case of instances put up to him, reflect his opinion on the performance of those reporting to him, on record and other allied issues relating to Marketing Development activities of TRIFED. Submission of marketing plan for customized and non-customized tribal products across the country. Development of the tangible and in-tangible, backward and forward linkages to get optimum commercial outcome to the tribal families. Any other task assigned from time to time by Management.

b. General Manager (Finance & Accounts) – 01(One post)(UR-01):

Qualifications: Master Degree in Management with specialization in finance stream or equivalent Post Graduate 2 years full time Diploma in Management with specialization in finance stream; from recognized university/ institute or C.A./ICWA; or equivalent professional qualification; from recognized University/Institute.

Experience: Minimum 15 years' experience in senior positions in organization(s) of repute in the area of finance & accounts.

Job Description: The role of GM shall include, taking a near final view on, the recommendations and facts in the context of the policy currently in vogue; apply his mind further to generate alternative courses of actions and its consequences; refer to the policy framework to make it consistent with the requirements of the current times. In case of instances put up to him, reflect his opinion on the performance of those reporting to him, on record and other allied issues relating to Finance & Accounts activities of TRIFED. Should develop operational manual in consistence with GFR and other Rules and regulations of the Government of India with regard to Finance and Accounting system within the organization. Any other task assigned from time to time by Management.

Note: Minimum 15 years' experience in senior positions – Pay Matrix/Level-12/11 or equivalent as per 7th Central Pay Commission(CPC),Govt. of India.

Sr.No.2 **Deputy General Manager**

- **Pay Matrix** Level-13 Rs.123100-215900 with initial basic pay of Rs.123100/-. Other allowances like dearness allowance, house rent allowance and transportation allowance are admissible as per the Central Govt. pattern and other fringe benefits as per TRIFED's rules.
- **Age limit:** 45-50 years. For departmental candidates, age relaxations are as per extant Government of India rules.

a. Deputy General Manager (HR) – 01(One post)(UR-01):

Qualifications: Masters Degree in Management with specialization in Personnel stream or equivalent Post Graduate 2 years full time Diploma in Management with specialization in personnel stream or MSW or equivalent degree; from recognized university/ institute.

Experience: Minimum 12 years' experience in senior positions in organization(s) of repute in the area of Personnel & Administration/legal matters.

Job Description: To analyze the **superiors' implications** of the information put up to him. On the strength of this effort, prioritize the steps of possible decisions on case to case basis. To prepare comprehensive briefing reports summing up these considerations for the next level of management i.e. GM. To develop the HR, MIS and HR training plan, HR auditing, HR Knowledge Management System and other work related to Human Resource Management. Any other task assigned from time to time by Management.

Note: Minimum 12 years' experience in senior positions – Pay Matrix/Level-12/11 or equivalent as per 7th Central Pay Commission(CPC),Govt. of India.

Sr.No.3 **Senior Manager**

- **Pay Matrix** Level-12 Rs.78800-209200 with initial basic pay of Rs.78800/-. Other allowances like dearness allowance, house rent allowance and transportation allowance are admissible as per the Central Govt. pattern and other fringe benefits as per TRIFED's rules.

- **Age limit:** 35-40 years. For departmental candidates, age relaxations are as per extant Government of India rules

a. Senior Manager (Marketing) – 01(One post)(UR-01):

Qualifications: Masters Degree in Management with specialization in Marketing or equivalent Post Graduate 2 years full time Diploma in Management with specialization in Marketing/ Foreign Trade; from recognized University/ Institute.

Experience: Minimum 09 years experience in managerial positions in organization(s) of repute in the areas of Marketing/Exports/Merchandising of Arts and Crafts items/ development of agro-forest based value-added products.

Job Description: To re-ensure comprehensive processing of information, linking of files and **expectations** made in the past, if any. In the case of last item **(exceptions),** site instances with documentation and other allied matters relating to Marketing Development affairs. Submission of marketing plan for customised and non-customised tribal products across the country. Development of the tangible and in-tangible, backward and forward linkages to get optimum commercial outcome to the tribal families. Any other task assigned from time to time by Management.

b. Senior Manager (Legal) – 01(One post)(UR-01):

Qualifications: Masters Degree in Law from a recognized university/ institute.

Experience: Minimum 09 years experience with reputed law firms/Organization(s) of repute/Sr. Counsels in handling of Civil/Criminal/Arbitration matters.

Job description: To ensure comprehensive processing of information, linking of files and **expectations made in the past**, if any. In the case of last item (exceptions), site instances with documentation and other allied matters relating to Legal affairs. He/She should be conversant with Legal Information Management System and way forward to ensure that different legal issues and cases are handled in time and TRIFED is able to resolve all the litigations in the interest of the organization. Any other task assigned from time to time by Management.

Note: Minimum 09 years' experience in senior positions – Pay Matrix/Level-11/10 or equivalent as per 7th Central Pay Commission(CPC),Govt. of India.

Sr.No.4 Deputy Manager

- **Pay Matrix** Level-11 Rs.67700-208700 with initial basic pay of Rs.67700/-. Other allowances like dearness allowance, house rent allowance and transportation allowance are admissible as per the Central Govt. pattern and other fringe benefits as per TRIFED's rules.

- **Age limit:** 25-30 years. For departmental candidates, age relaxations are as per extant Government of India rules

a. Deputy Manager (Marketing) – 02(Two posts)(UR-02):

Essential Qualification: Graduate degree from recognized institutions/universities**.**

Desirable Qualification: Masters' degree in management or equivalent post graduate 2 years full time diploma in management from recognized institutions preferably specialization in Marketing.

Experience: Minimum 3 years' experience in managerial position in organization of repute in the area of Marketing/E-marketing. In case of exceptionally brilliant candidates possessing post graduate degree from reputed institutions, experience may be relaxed.

Roles & responsibilities: To provide overall supervision to the Assistant Manager level and below. To ensure smooth and prompt retrieval of files and their analysis in a coherent manner. To ensure that the decisions are consistent with delegation of powers as contained in TRIFED documents. Any other assignment relating to Marketing given time to time. Any other task assigned from time to time by Management.

b. Deputy Manager (Finance & Accounts) – 01(One post)(UR-01):

Essential Qualification: Graduate degree in **Commerce** from recognized institutions/universities**.**

Desirable Qualification: Masters degree in management or equivalent post graduate 2 years full time diploma in management from recognized institutions preferably specialization in Finance & Accounts or C.A./ICWA or equivalent professional qualification; from recognized institute.

Experience: Minimum 3 years experience in managerial position in organization of repute in the area of **Finance & Accounts**. In case of exceptionally brilliant candidates possessing post graduate degree from reputed institutions, experience may be relaxed.

Job description: To provide overall supervision to the Assistant Manager level and below. To ensure smooth and prompt retrieval of files and their analysis in a coherent manner. To ensure that the decisions are consistent with appropriate Recruitment Rules and delegation of powers as contained in TRIFED documents. Any other assignment relating to Finance & Accounts given time to time. Should develop operational manual in consistence with GFR and other Rules and regulations of the Government of India with regard to Finance and Accounting system within the organization. Any other task assigned from time to time by Management.

Note: Minimum 3 years' experience in managerial position – Pay Matrix/Level-06/10 or equivalent as per 7th Central Pay Commission(CPC),Govt. of India.

Sr.No.5 **Assistant Manager -07 (Seven) posts (UR:02, OBC:03, EWS:02)**

- **Pay Matrix** Level-10 (Rs.56100-177500) with initial basic pay of Rs.56100/-. Other allowances like dearness allowance, house rent allowance and transportation allowance are admissible as per the Central Govt. pattern and other fringe benefits as per TRIFED's rules.

- **Age limit:** 21-30 years. For departmental candidates, age relaxations are as per extant Government of India rules

a. Assistant Manager (Marketing) – 02(Two posts)(OBC-01, EWS-01):

Essential Qualification: Graduate degree from recognized institutions/ universities**.**

Desirable Qualification: Masters' degree in management or equivalent post graduate 2 years full time diploma in management from recognized institutions preferably specialization in marketing/ Foreign Trade; from recognized university/ institute.

Experience: Minimum 01 year experience in organization of repute in the areas of marketing/ exports/merchandising of arts and crafts items/ development of agro-forest based value added products.

Job description: The Assistant Manager will be responsible for appropriate filings, classifying and retrieval of relevant files; provide proper leadership to ensure that relevant aspects of a given scenario/case are properly/adequately documented before being put up to the superiors for appropriate action. Any other assignment given relating to Marketing Development activities from time to time. Any other task assigned from time to time by Management.

b. Assistant Manager (Finance & Accounts) – 01(One post)(EWS-01):

Essential Qualification: Graduate degree in **Commerce** from recognized institutions/universities**.**

Desirable Qualification: Masters degree in management or equivalent post graduate 2 years full time diploma in management from recognized institutions preferably specialization in Finance & Accounts; from recognized university/institute or C.A./ICWA or equivalent professional qualification; from recognized university/institute.

Experience: Minimum 01 year experience in organization of repute in the areas of finance & accounts.

Job description: The Assistant Manager will be responsible for appropriate filing, classifying and retrieval of relevant files; provide proper leadership to ensure that relevant aspects of a given scenario/case are properly/adequately documented before

being put up to the superiors for appropriate action and knowledge of GFR & other relevant rules. Any other assignment given relating to Finance & Accounts given time to time. Any other task assigned from time to time by Management.

c. Assistant Manager (HR) – 02(Two posts)(UR-01, OBC-01):

Essential Qualification: Graduate degree from recognized institutions/universities**.**

Desirable Qualification: Masters Degree in Management with specialization in Personnel stream or equivalent Post Graduate 2 years full time Diploma in Management with specialization in personnel stream or MSW equivalent degree; from recognized university/ institute.

Experience: Minimum 01 year experience in organization of repute in the areas of HR/Personnel and Administration.

Job description: The Assistant Manager will be responsible for appropriate filing, classifying and retrieval of relevant files; provide proper leadership to ensure that relevant aspects of a given scenario/case are properly/adequately documented before being put up to the superiors for appropriate action. Any other assignment given relating to HR/Personnel/Establishment matters from time to time. Any other task assigned from time to time by Management.

d. Assistant Manager (Legal) – 01(One post)(OBC-01):

Essential Qualification: Bachelor Degree in Law from recognized university/institute.

Desirable Qualification: Masters' Degree in Law from recognized university/ institute.

Experience: Minimum 01 year experience in reputed law firms/Organization(s) of repute/Sr. Counsels in handling of Civil/Criminal/Arbitration matters.

Job description: The Assistant Manager will be responsible for all works of legal nature such as preparation/drafting of agreements and MOUs, letters and documents. Providing legal advice, assisting in handling disputs analyzing and identifying legal issues, be able to maintained and manage legal records, prioritize work, updated with current laws, preparing case briefs etc. Any other assignment given relating to Legal issues from time to time by Management.

e. Assistant Manager (R&D) – 01(One post)(UR-01):

Essential Qualification: Graduate degree from recognized institutions/universities.

Desirable Qualification: M.Sc. in Chemistry/Bio-Chemistry/Botany/Agriculture or Textile Engg. or equivalent degree from any Indian recognized University.

Experience: Minimum 01 year working experience in analysis of agro-forest based products, food/drugs/textile design & development etc. in well-known/reputed laboratories/R&D Centres of Govt./PSU's/Co-operative/Private Sectors.

Job description: The Assistant Manager will be responsible for appropriate filing, classifying and retrieval of relevant files; provide proper leadership to ensure that relevant aspects of a given scenario/case are properly/adequately documented before being put up to the superiors for appropriate action. Any other assignment relating to R&D from time to time. Any other task assigned from time to time by Management.

Note: Minimum 1 year' experience– Pay Matrix/Level-6 or equivalent as per 7th Central Pay Commission(CPC),Govt. of India.

GROUP-B

Sr.No.6 Sales Executive/Sr. Assistant/Sr. Accountant – 13(thirteen posts) (UR-09 ;OBC-01;PwD(OH)-01(UR), EWS-02)

- **Pay Matrix** Level-6 (Rs.35400-112400) with initial basic pay of Rs.35400/-. Other allowances like dearness allowance, house rent allowance and transportation allowance are admissible as per the Central Govt. pattern and other fringe benefits as per TRIFED's rules.

- **Age limit:** 25-35 years. For departmental candidates, age relaxations are as per extant Government of India rules

a. Sales Executive (UR-03, OBC-1)

Qualifications: Graduate Degree preferably in Business Administration/ Economics/ Law/fashion technology/design & development/food technology/packaging from recognized university/institute.

Experience: Minimum 5 years' experience in reputed organizations/departments in the relevant field; preferably in the areas of marketing/exports/ merchandising of arts & crafts items and agro-forest based value-added products/ socio-economic development projects.

Job Description: The job description inter-alia, includes assisting Sr. Manager/Dy. Manager/Regional Manager in all the matters relating to sales and marketing of Tribes India products, market survey and processing of proposals, and other assignment given by the superior authority from time to time. Any other task assigned from time to time by Management.

b. Senior Assistant (UR:01, EWS:01)

Qualification: Graduate Degree preferably in Business Administration/ Economics/Law/Social work from recognized university/institute.

Experience: Minimum 5 years' experience in reputed organizations/departments in the relevant field; preferably in the areas of personnel & administration.

Job Description: The job description inter-alia, includes assisting & reporting to the Sr. Manager/Dy. Manager/Regional Manager concerned and processing of all matters relating to the Division/office and other assignment given from time to time. Any other task assigned from time to time by Management.

c. Senior Accountant (UR:05; EWS:01; PwD(UR):1)

Qualification: Graduate Degree in Commerce from recognized university/institute.

Experience: Minimum 5 years' experience in reputed organizations/departments in the relevant field; preferably in the areas of finance & account.

Job Description: The job description inter-alia, include Assisting to Sr. Manager (Finance)/DM(Finance)/Regional Manager in Finance & Accounts matters. Knowledge of tally software, excel, preparation of annual accounts, GFT, GST and other tax matters awareness. He/She is in charge of one or two sections. Responsible for timely disposal of all DAKs, Bills and other communications received in his section after usual checks as enumerated in Civil Accounts Manual/General Financial Rules. Any other work assigned time to time by superiors. Any other task assigned from time to time by Management.

GROUP-C

Sr.No.7 Commercial Assistant/Assistant/Accountant/Hindi Translator – 09 (Nine posts) (UR-04, ESM-01, OBC-2, EWS-1, SC-1)

- **Pay Matrix** Level-4(Rs.25500-81100) with initial basic pay of Rs.25500/-. Other allowances like dearness allowance, house rent allowance and transportation allowance are admissible as per the Central Govt. pattern and other fringe benefits as per TRIFED's rules.

- **Age limit:** 23-33 years. For departmental candidates, age relaxations are as per extant Government of India rules

a. Commercial Assistant (UR-03); ESM-01):

Qualifications: Graduate degree, preferably in Business Administration/ Science/Economics/Fashion Technology/Design & Development/Food Technology/Packaging from recognized University/Institute.

Experience: Minimum 3 years' experience in reputed organizations/departments in the relevant field; preferably in the areas of marketing/exports/merchandising of arts & crafts items and agro-forest based value-added products/socio-economic development projects/value addition projects.

Job Description: The job description inter-alia, includes sales and marketing of Tribes India products, market survey and processing of proposals, assisting Dy. Manager (Marketing)/Assistant Manager (Marketing) and other assignment given by the superior authority from time to time. Any other task assigned from time to time by Management.

b. Assistant (UR-01, EWS-01):

Qualifications: Graduate, preferably in Business Administration/ Economics/ Law/Library Science/ from recognized University/Institute.

Experience: Minimum 3 years' experience in reputed organizations/departments in the relevant field; preferably in the areas of personnel & administration.

Job Description: The job description inter-alia, includes Maintenance of Service Books and Personal files. Submission of leave application and other personal matters of employees. Maintenance of Earned/Medical leaves account. Preparation of Pay Bills. Scrutiny and submission of other claims viz. T.A. Medical reimbursement, withdrawal/advance from GPF, LTC claims etc. Compilation, preparation and submission of different monthly, quarterly and annual returns. Maintenance of CPF account of employees. To deal with the pay fixation cases. Care taking and store keeping and other work assigned time to time. Any other task assigned from time to time by Management.

c. Accountant (OBC-01, SC-01):

Qualifications: Graduate in Commerce from recognized University/Institute.

Experience: Minimum 3 years' experience in reputed organizations/ departments in the relevant field; preferably in the areas of finance & accounts.

Job Description: The job description inter-alia, includes • Making payments and receipts as necessary for the business and recording them in accounting software (Tally) in a timely manner. • Ensure outlined procedures in the Finance Policy are adhered to while making any payments (or) receiving funds. • Make necessary journal entries as appropriate for appropriate accounting as per standard procedures. • Ensure necessary documents are maintained for any transactions that are accounted in the software. Other work assigned by the superior time to time. Any other task assigned from time to time by Management.

d. Hindi Translator – 01(One post)(UR-01):

Essential Qualification: Graduate degree with Hindi & English as subjects from recognized institutions/universities.
Desirable Qualification: Diploma in English-Hindi translation.

Experience: Minimum 01 year experience in translation from English to Hindi and from Hindi to English.

Job Description: The job description inter-alia, includes to do normal translation work related to all activities and work of the office. To consolidate various returns/information as required for implementation of various Official Language Act. And policy matters regarding Hindi. To attend to various direction/instructions issued by the Superior Authority in Admn. Division in regard to the instructions received from Departmental of Official Languages from time to time. To assist in connection with all the meetings etc. related to Hindi/Official Language. To attend any other work assigned by the seniors and officers from time to time. Any other task assigned from time to time by Management.

Sr.No.8 **Junior Assistant/Junior Commercial Assistant/Junior Accountant (45(forty five only) (UR-27, ESM-3, EWS-5, OBC-7, ST-3**

- **Pay Matrix** Level-2(Rs.19900-63200) with initial basic pay of Rs.19900/-. Other allowances like dearness allowance, house rent allowance and transportation allowance are admissible as per the Central Govt. pattern and other fringe benefits as per TRIFED's rules.

- **Age limit:** 21-30 years. For departmental candidates, age relaxations are as per extant Government of India rules.

a. Junior Assistant – 21(Twenty One posts)(UR-14;ESM-01;ST-01;OBC-03, EWS-1):

Qualifications: Graduate or equivalent qualification from recognized institutions/universities. Should have working knowledge of computers.

Experience: Minimum 2 years' working experience.

Job Description: The job description inter-alia, includes Diary and dispatch work. Typing work. Maintenance of file record (Register) and file movement registers. Maintenance of other officer records and other assignment given by the superior authority time to time. Any other task assigned from time to time by Management.

b. Junior Commercial Assistant – 14(Fourteen posts)(UR-08;ESM-01;ST-01;OBC-02, EWS-01):

Qualifications: Graduate or equivalent qualification. Should have working knowledge of computers.

Experience: Minimum 2 years' working experience.

Job Description: The job description inter-alia, includes sales and marketing of Tribes India products, market survey and maintenance of file record (Register) and file movement registers. Maintenance of other officer records and other assignment given by the superior authority time to time. Any other task assigned from time to time by Management.

c. Junior Accountant/Jr.Accounts Asstt – 10(Ten posts)(UR-05;ESM-01;ST-01;OBC-02, EWS-01):

Qualifications: Graduate in Commerce. Should have working knowledge of computers.

Experience: Minimum 2 years' experience in the relevant field.

Job Description: The job description inter-alia, includes Supervision and monitoring of work of Establishment and Account Section and knowledge of computers, tally , excel software. To assist the Senior Accountant/Assistant Manager (Finance & Accounts) in maintenance and control over the expenditure as per the budget allocation and other assignment given by the superior authority from time to time. Any other task assigned from time to time by Management.

Sr.No.09 Driver – 03(Three posts)(OBC-02, EWS-01)

- **Pay Matrix** Level-2(Rs.19900-63200) with initial basic pay of Rs.19900/-. Other allowances like dearness allowance, house rent allowance and transportation allowance are admissible as per the Central Govt. pattern and other fringe benefits as per TRIFED's rules.

- **Age limit:** 18-30 years. For departmental candidates, age relaxations are as per extant Government of India rules.

- **Educational Qualification:**
  Essential Qualification: 10th or ITI equivalent. Possessing a valid driving license.
- **Experience:** 3 years' experience of driving a motor car. Working knowledge of local language/Hindi/English desirable.

- **Job Description**: The job description inter-alia, includes to Drive the Government assigned Official Car and its maintenance in full running condition, to attend the minor mechanical and electrical works as assigned, any other duties assigned by the authority. Any other task assigned from time to time by Management.

Sr.No.10 MTS – 01(One post)(EWS)

- **Pay Matrix** Level-1(Rs.18000-56900) with initial basic pay of Rs.18000/-. Other allowances like dearness allowance, house rent allowance and transportation allowance are admissible as per the Central Govt. pattern and other fringe benefits as per TRIFED's rules.

- **Age limit:** 18-25 years. For departmental candidates, age relaxations are as per extant Government of India rules.

- **Educational Qualification:**

Essential Qualification: Matriculation or equivalent pass or ITI pass. Knowledge of reading/writing local language essential. Hindi/English preferred.

- **Job Description**: The job description inter-alia, includes carrying of files & other papers within the building. Photocopying, sending of FAX etc. Other non-clerical **work** in the Sectional Unit. Assisting in routine office **work** like diary, despatch etc., including on computer. Any other task assigned from time to time by Management.

1.2 AGE RELAXATION:

Maximum relaxation in upper age limit will be as under:

Sr. No.	Category of Persons	Permissible age relaxation/concession
(a)	Scheduled Caste / Scheduled Tribe	5 years
(b)	Other Backward Classes (Non-Creamy Layer)	3 years
(c)	TRIFED Employees for all posts	Maximum up to 55 years
(d)	Persons with disabilities: (i) SC/ST (ii) OBC (NCL) (iii) General	 15 years 13 years 10 years
(e)	Ex-Servicemen (for GROUP-B and GROUP-C posts) who has put in not less than six months continuous service in Armed Forces (Army, Navy and Air Force) shall be allowed to deduct the period of such service from his/her actual age and if the resultant age does not exceed maximum age limit prescribed for the post by more than three years, he/she shall be deemed to satisfy the condition regarding age limit.	

Note: All the concessions mentioned above will be concurrent i.e. if a person is eligible for more than one concession, only one of the concessions of the highest permissible limit, will be granted subject to maximum of age prescribed to enter in Government service i.e. 55 years of age.

1.3 The Cut-Off date for determining various eligibility criteria (educational qualifications, experience, age limit etc.) will be 01.07.2019.

1.4 The OBC candidates who belong to 'Creamy Layer' the relevant Government regulations will apply.

1.5 The Economically Weaker Section(EWS) reservation/concessions as per the relevant Govt. of India guidelines will apply, inter-alia , **EWS (Economically Weaker Section) Reservation:**

a) Candidates who are not covered under the scheme of reservation for SC/ST/OBC and **whose family gross annual income is below Rs.8 Lakh** (Rupees Eight Lakh) shall be eligible for benefit of reservation for EWS. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. Also, candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:

i. 5 Acres of agriculture land and above.
ii. Residential flat of 1000 Sq Ft and above.
iii. Residential plot of 100 Sq yards and above in notified municipalities.
iv. Residential plot of 200 Sq Yd and above in areas other than the notified municipalities.

b) The property held by a family in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status. (The term Family – for this purpose will include the person who seeks benefit of reservation. His/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years).

c) The benefit of reservation under EWS can be availed upon production of an income and asset certificate issued by a competent authority. The income and asset certificate issued by any one of the following authorities shall only be accepted as candidate's claim as belonging to EWS:

i. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner; or
ii. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate; or
iii. Revenue Officer not below the rank of Tehsildar; or
iv. Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.

d) The candidate applying against the vacancies reserved for EWS must possess Income and asset certificate as on closing date of online application for this advertisement. Accordingly, these candidates are required to produce valid Income and asset certificate during documentation stage. In case of non-compliance of aforesaid stipulations, their claim for reserved status under EWS shall not be entertained and the candidature of such candidates, if fulfilling all the eligibility conditions for General (UR) category, shall be considered under General (UR) vacancies only

1.6 MODE OF SELECTION:

(a) For Group-A posts – The mode of selection will be shortlisting of candidates through Computer Based Test (CBT) followed by their interview.

(b) For Group-B and Group-C posts - Candidates will be shortlisted for selection on the basis of their performance in Computer Based Test (CBT).

(c) For the post of Driver - The mode of selection will be shortlisting of candidates through Computer Based Test (CBT) followed by their skill-test.

(d) TRIFED reserves the right to increase/decrease the vacancies and amend/cancel the advertisement at its sole discretion and modify the components and formats of assessment and evaluation of the candidates.

(e) The Written Examination (CBT) for the recruitment to the notified posts is likely to be held at following 16 cities (code of the cities is mentioned against the name of the city). However, TRIFED has the right to conduct the written examination (CBT) at all the cities or any one of the cities depending upon the number of the candidates and other compulsions. Number of centers in each city will depend upon the number of candidates opting for a city. The centres for the Computer Based Test (CBT) for the:

- Group 'A' posts at Delhi/NCR
- Group 'B' and 'C' posts in various Regional Offices of TRIFED as mentioned here under.

The cities of the Computer Based Test will be decided by TRIFED though the preferences/options submitted by candidates will be considered to the extent of availability of seats at such centre.

Name of the City	**City Code**	**Name of the City**	**City Code**
Ahmedabad	01	Gangtok	09
Bangalore	02	Guwahati	10
Bhopal	03	Hyderabad	11
Bhubaneshwar	04	Jaipur	12
Chandigarh/Panchkula/Mohali	05	Kolkata	13
Chennai	06	Mumbai	14
Dehradun	07	Raipur	15
Delhi/NCR	08	Ranchi	16

(f) For persons with disability, the relevant Government regulations will apply.

(g) Schedule of the examination will be intimated with the Admit Card.

(h) Detailed examination schedule will also be notified on TRIFED website www.trifed.in**.**

(i) Based on the performance in written examination (CBT) and also keeping in view the number of vacancies, the candidates will be called for interview/skill-test the ratio as decided by TRIFED. Intimation to this effect will be uploaded on TRIFED website **www.trifed.in**. Candidates are required to check TRIFED website from time to time

for updates. **The mode of selection will be the sole discretion of TRIFED and may change.**

1.7 HOW TO APPLY:

1. Candidates must apply online through the website www.trifed.in. No other means/mode of application will be accepted.

2. Candidates can apply for a maximum of two posts separately.

3. Candidate should read the instructions carefully before applying. Incomplete applications will be summarily rejected.

4. Candidates are advised to retain the copy of filled application form for future references and are further advised not to send any hardcopies through post or email to TRIFED.

5. Application once submitted cannot be modified.

6. Candidates are required to keep active their Email-ID and Mobile Number registered in online application till the completion of this recruitment process. TRIFED will send communications only at the registered email ID/mobile of the candidates.

7. Before applying online, candidate will be required to have a scanned (digital) image of his/her recent photograph and signature for uploading. The scanned photograph and signature should be in **JPG/JPEG** format only and maximum digital size of scanned photograph and signature should be between **20kb to 100kb**.

9. Candidate should first scan their photograph and signature, ensuring that photograph and signature are as per the prescribed specification. If the size of the file is less than or more than the prescribed specification, then adjust the settings of the scanner (or resize the image).

10. Candidates are advised in their own interest to apply online much before the closing date and not wait till the last date to avoid the possibility of congestion in server to log on etc.

11. Before applying online, candidates should:

(i) Scan their Photograph (4.5cm × 3.5cm) and Signature (with black or blue ink).

(ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) Keep the necessary details/documents ready to make Online Payment of the requisite application fee.

(iv) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. TRIFED may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying online and must maintain that email account and mobile number till the completion of recruitment process.

STEPS FOR APPLYING:

STEP-I (REGISTRATION):

a) Candidates can apply online by visiting the TRIFED website www.trifed.in. The candidates are advised not to access the application portal through their mobiles and use desktop/laptop for the purpose of submission of application in their own interest.

b) Candidates will get the instructions page and they will have to accept the terms & conditions by clicking **'I Agree'** Checkbox given below and pressing the **'Start'** button.

c) Candidates will need to 'Register' with their valid **E-mail ID** and **Mobile Number** while signing up.

d) The login details and **Password** will be sent to the **E-mail ID & Mobile Number** provided, so candidates are advised to verify the correctness of the **Email ID & Mobile Number** before proceeding further.

STEP- II:

a) Candidates can apply online by revisiting the Online Application through the TRIFED website www.trifed.in

b) The candidate should now login and fill up all the information asked in the online form about himself/herself correctly. The candidate can make necessary corrections, (if any) before submission of application however Candidates are not allowed to change the Email–ID, Mobile Number, Candidate Name, Post.

c) On successful submission of online application, candidates are advised not to attempt for re-registration for the same post. In case of multiple registrations for the same post, the one with the highest registration number will be considered as the final application. Candidate is required to download the online form generated by the System with unique registration number, which may be retained for future reference.

STEP- III: Submission of Application Fees(if applicable).

Once the application is submitted, candidates will automatically be redirected to SBI MOPS payment gateway to deposit the applicable Form Fee + Bank charges (if applicable) through Debit Card/Net Banking/Credit Card etc.

i. No fee is required to be paid by candidates belonging to SC/ST/PH categories; hence, the steps for payment of fees will not be applicable to them in online application form.

ii. The candidates have to pay examination fee online through the submit button link at online application. Once the fee is deposited the same shall not be refunded under any circumstances. The post wise examination fee payable is as under:

Post	**Examination Fee**
Group-A	Rs.1000/-
Group-B and Group-C	Rs.750/-

iii. The candidates should take a printout of the online application and preserve it for their record and should not send the same to TRIFED or to any other address. The application printout will also have to be submitted during document verification at the time of interviews/document verification along with the self-attested copies of certificates in support of Age, Qualification, Experience, Caste, Non-Creamy Layer, Physical disability and EWS as applicable.

iv. The name of the candidate and his/her father/mother/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.

v. Candidates are required to download the call letter from TRIFED website i.e. www.trifed.in. Candidates may be intimated about the same through e-mail by the exam conducting agency of TRIFED. However, candidates are advised in their own interest to view TRIFED website from time to time with regard to the call letters and other updates about written examination (CBT), interviews, Skill Test etc., as they may not get the intimation through email due to technical fault. No correspondence shall be entertained by TRIFED nor shall TRIFED send separate intimation to the candidates to this effect.

vi. A candidate can apply for a maximum of two posts if he/she is eligible and desires to do so. In such cases, the candidate will have to pay the requisite fee for all the posts applied for.

1.8 IMPORTANT DATES:

Registration Opens	09.11.2019
Registration Closes	30.11.2019

1.9 OTHER INSTRUCTIONS TO THE CANDIDATES:

1. Only Indian nationals are eligible to apply.
2. **Immediate relatives of the serving TRIFED employees are ineligible to apply.**
3. Closing date for submission Application is **30.11.2019**.The cut-off date for considering the candidature will be **01.07.2019** for all the posts.
4. There will be no negative marking.
5. Test Paper will be bilingual: English & Hindi.
6. Any modifications/amendments/instructions in the advertisement will be given on TRIFED website only.
7. Response Query Management will be made operational on the TRIFED website after written examination (CBT) is over for inviting comments/responses/objections, if any, from the candidates. Thereafter, objections will be referred to experts and key will be finalized by examination conducting agency for preparation of result. Objections, if any, will have to be submitted by candidates through online portal only within the specified period, objections received from other means like post, e-mail etc. will not be entertained.
8. Results of the written examination (CBT) will be published on TRIFED Website in due course. No enquiry in between in this regard will be entertained by TRIFED.
9. The list of candidates called for Interview/Skill-Test will be displayed on the TRIFED website.
10. The list of short-listed candidates for recruitment to all the posts will be displayed on the TRIFED website. No separate correspondence shall be entertained in this regard.
11. Canvassing in any form will disqualify a candidate.

12. The TRIFED may take up the verification of eligibility of the candidate at any point of time prior to or after the completion of the selection process. Even if Admit Card is issued to a candidate due to lack of information in the application form or otherwise and if it is found at any stage (including the date of joining & thereafter) that the candidate is not eligible, then his/her candidature shall be summarily rejected.
13. All information/announcements with respect to this recruitment process shall be done through the TRIFED website. Important information regarding this recruitment will be available on TRIFED website and as such, candidates are advised to visit the same frequently. It is the responsibility of the candidate to download/print the e-Admit Card/Interview Call Letter/Skill-Test Call Letter/other information related to this recruitment displayed on the TRIFED website i.e. www.trifed.in. TRIFED will not be responsible for any loss of e-mail sent, due to invalid/wrong e-mail ID provided by the candidate(s) or due to any other reasons. Candidate's e-mail ID and mobile number should be kept valid till the completion of recruitment process.
14. TRIFED may, at its discretion, hold re-examination as and when necessary in case need arises for the same. In such an eventuality, candidate will have to appear for such re-examination at his/her own cost.
15. No TA/DA etc. will be paid for appearing in the Computer Based Test (CBT)/Interview/Skill-Test.
16. Selected candidates are liable to be posted anywhere in India and abroad.
17. In case any discrepancy or variation in the translated version of this advertisement is found in Hindi or any other language, the text provided in the English version shall be treated as final.
18. Any dispute with regard to this recruitment shall be subject to the court having its jurisdiction in Delhi only.

Senior Manager (Pers & Admn)
TRIFED