



**TRIBAL COOPERATIVE MARKETING DEVELOPMENT
FEDERATION OF INDIA LTD (TRIFED)**

(Under Ministry of Tribal Affairs, Government of India)

HEAD OFFICE: NEW DELHI

(Personnel Division)

NCUI Building, 2nd floor,

August Kranti Marg, New Delhi-110016

Email: trifed@rediffmail.com

Website: www.tribesindia.com. Tel: [26569064](tel:26569064)/[26968247](tel:26968247)

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES

Applications are invited for the following post EXCLUSIVELY from persons with minimum 40% Orthopaedic(OH) disability:-

Name of the Post	:	Assistant Manager
Category	:	'A'
Number of vacancies	:	01(one)
Scale of Pay/Pay Band	:	Rs.15600-39100 with grade pay of Rs.5400 PB:3
Age as on 1.5.2015	:	21-35 years (Upper age-limit 40 years for SC/ST ,38 years for OBC and 45 years for departmental candidates)

Qualification & Experience:

Essential: Graduate degree from recognized institutions/ universities.

For Marketing Function personnel:

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/ agro-forest based value added products.

OR

For Finance & Accounts function personnel:

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.

OR

For HR function personnel:

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.

OR

For Project Mode activities personnel:

Desirable Qualification: Masters' Degree in Management/ Science/Computer Science/ Social work/ Social Science/ Economics/ Fashion Technology/Design Development/ Food Technology/ Packaging or equivalent Post Graduate 2 years full time Diploma or Graduate Degree in Engineering/Technology; from recognized university/ institute.

Experience: Minimum 01 year experience in organization of repute in the areas of Socio-Economic Development Projects/ Value Addition Projects/Capacity building and skill upgradation of Rural people/Rural products development/ fashion technology/design development/ food technology/packaging etc.

OR

For Legal functions personnel:

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

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

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

OR

For R&D functions personnel:

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

Experience: Minimum 1 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/ Coop/Private Sectors.

GENERAL INSTRUCTIONS

- 1. The above post carry Central Dearness Allowance, House Rent Allowance, Transport Allowance and other benefits as per Federations rules.**
- 2. Besides , the above post also carry Gratuity, Employer's PF contribution , and other types of Leave as per Federation's rules.**
- 3. Candidates called for interview/test from outside Delhi shall be given travelling allowance from the nearest railway station of the place indicated in the interview letter to the nearest railway station of the place of interview by the shortest route and back. The entitlement will be restricted to AC-III tier to & fro rail fare. The payment of T.A. will be subject to the production of travel proof(in original) issued by the Railway Authorities. Departmental candidates appearing for interview alongwith outsider will also be paid T.A. at the same rate as admissible to outsiders.**

4. Candidates should send their applications stating: (a) Post applied for (b) Name of candidate (c) Father's name (d) Date of Birth (e) Whether belonging to SC/ST (f) Permanent address /Address for Correspondence (g) Educational Qualification stating Name of examination, year of passing, division, %age of marks, name of school/college, name of board/university etc., (h) Experience details like name of Establishment, Name of Post Held, Period , Description of Work , duly typed and signed to Executive Director, TRIFED at the above address.
5. Relaxation in age limit: Upper age limit for persons with disabilities shall be relaxable (a) by 5 years (10 years for SCs/STs and 8 years for OBCs).
6. The applications should reach us at the above address latest by 15.6.2015.
7. Applications not completely filled up or not in prescribed format will be summarily rejected.
8. All applicants must enclose legible attested photocopies of their educational, experience and caste certificates. Physically handicapped certificates in the prescribed format issued by Competent Authority should necessarily be submitted.
9. Employees from Government, Semi Govt. and PSUs should apply through proper channel.
10. Canvassing in any form and/or bringing in influence , political or otherwise , will be treated as a disqualification.

Executive Director



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Tel: 011-26569064/26968247, Gram: TRIBALFED, Fax: 011-26866149

APPLICATION FORM

Please affix a
recent passport
size photograph

Application for the post of.....

Name of the Applicant.....

Note:

1. This application form must be filled up by the applicant in his/her own hand writing.
2. In case the space provided in the application form is found inadequate additional sheet may be attached.
3. All the information furnished in the application form is subject to verification by management. Any incorrect or false information furnished in this form or suppression of any information may result in termination of the service summarily.
4. Copies of all certificates/testimonials should be enclosed with this application form incomplete application will be rejected.
5. Last date for submission application form is.....

1. Name in full (in block capitals) Mr/Miss/Mrs.....
 With aliases, if any (Last) (Middle) (First) Aliases, if any
2. Permanent Address in full

(Tele No.)
3. Present Address in full

(Tele No.)
4.
 - (a) Date of Birth :
 (Date) (Month) (year)
 - (b) Age (in completed years)
5. Nationality :
6. Religion :
7. Caste (Category) : SC/ST/OBC/Gen Category
8. Marital Status : Married/Single/Widow/Widower
9. Height :
10. Weight :
11. Identification Marks :
12. State of Domicile :
13. Place of Birth :
 (Place) (District) (State)
14. Home Town :
15. Name of Father/Husband :
16. Occupation of Father/Husband with details :
17. Address & Telephone No. of Father/Husband :

18. Educational Qualifications:

(a) Academic (from Matric/Hr. Sec. onwards in chronological order)

Name of Exam Passed	Year of passing	Board/University	Main Subjects	Division & Percentage of Marks	Distinction
1	2	3	4	5	6

(b) Professional Qualification:

Name of Exam Passed	Year of passing	Board/University	Main Subjects	Division & Percentage of Marks	Distinction
1	2	3	4	5	6

(c) Specialisations:

(d) Short term courses (if any) with details:

19. Past Experience:

Name & Address of the Organisation	Govt./Semi-Govt/Pub.Sector/ Pvt Sector	Period From To	Designation &Salary drawn	Brief description of duties	Reasons for Leaving

20. Details of Training:

Name of Organisation	Brief Description of Training Programmes	Duration	
		From	To

21. Extra Curricular Activities/Sports :

Activity	Participation Level, School/College/University	

22. Hobbies & Interests:

23. Languages known (please tick):

Name of the language	Write	Read	Speak

24. Details of Passport (if any):

25. Details of Foreign Tours undertaken (if any):

Sl. No.	Country	Place	Govt./Pvt	Purpose	Duration	
					From	To

26. Details of Driving License (if any):

27. Details of Dependents (if any):

Sl. No.	Name	Relationship	Marital Status	Place where normally resides	Occupation	Income Rs.

28. Are you related to any employee working in TRIFED? If so, give details:

29. Have you ever been arrested/convicted by court of law for any offence? If so give details.

30. Details of Disciplinary action, if any undergone in previous organization.

31. Are you suffering from any Chronic disease? If so, give details.

32. Do you have any Physical/Mental disability? If so, give details.

33. Details of Membership with Professional bodies, if any.

34. Have you ever applied for any post in TRIFED earlier? If so, give details.

35. How soon can you join duty, if selected?

36. Minimum Salary Expected.

37. What do you think about your strong points/shortcomings?

38. Give two references (other than relatives)

Name	Address	Since when known to you

39. Name, Address & Phone No. if any of the person who can be contacted in case of any emergency.

40. Please narrate in brief why you consider yourself suitable for the post applied for?

I declare that the above information furnished by me is correct to the best of my knowledge and belief and that nothing has been concealed. In case any information furnished in this form is found false or incorrect at any stage or in case of suppression of any information, my services are liable for termination summarily.

Date:

Name :

Place:

Signature: