



**TRIBAL CO-OPERATIVE MARKETING DEVELOPMENT
FEDERATION OF INDIA LIMITED (TRIFED)**

(Ministry of Tribal Affairs, Govt. of India)
NCUI Bldg., 2nd Floor, 3, Siri Institutional Area, August Kranti Marg,
New Delhi-110016.

Tel: 011-26569064/26968247, Fax: 01126866149

APPLICATIONS INVITED ON URGENT BASIS

TRIFED is a National level apex organization under the Ministry of Tribal Affairs, Govt. of India, striving to promote the economic development of tribal communities through marketing development and sustained upgradation of their skills and products such as tribal handicrafts, value added natural products and minor forest produce, invites applications for the following posts on regular basis:-

Sr.No.	Name of post	Pay Matrix/Level as per 7 th CPC	No. of vacancies & posts reserved for
1	Senior Assistant	Level-6 Rs.35400-112400	02(Unreserved)
2	Senior Accountant	Level-6 Rs.35400-112400	02(Unreserved)

Applications are invited from dynamic, experienced and motivated professionals/officials with right attitude for tribal cause. The candidates working in TRIFED will be given preference and age relaxation.

Eligibility criteria and other terms and conditions for the above posts are given in the full text of the advertisement uploaded on TRIFED's Website: <http://www.trifed.in>. For details login to website: www.trifed.in. The Last date will be 21 days from the date of publication of advertisement in the Employment News.

Executive Director(I/c-P&A)
TRIFED



**TRIBAL CO-OPERATIVE MARKETING DEVELOPMENT FEDERATION
OF INDIA LIMITED (TRIFED)**

(Ministry of Tribal Affairs, Govt. of India)
NCUI Building, 2nd Floor, 3, Siri Institutional Area,
August Kranti Marg, New Delhi-110016

**Detailed advertisement for filling- up of posts in TRIFED
on regular basis**

Tribal Co-operative 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 23 Minor Forest Produce. TRIFED, with its **Headquarter at New Delhi**, has a network of 15 Regional Offices and a chain of Retail Outlets (expanding every year).

In order to meet the challenging responsibilities, TRIFED is looking for an experienced & dynamic professionals/officials with right attitude for tribal cause , for the following positions at its Headquarter and other places . **The eligibility criteria alongwith other details and terms & conditions for appointment to each of the posts are specified against each of them :-**

Sr.No.1: Senior Assistant - 02 (two) posts - (UR)

- **Pay Matrix:** Level-6(Rs.35400-112400) with various allowances on the pattern of Central Government.
- **Eligibility criteria:**
 - (a) **Age:** 25-35 years
Note: Upper age limit relaxable in the case of departmental candidates having the requisite educational qualification and experience.
- **Educational Qualification & Experience:**
Graduate Degree in Commerce/ Business Administration/ Economics/Law/ Science/ Computer Science/ Social work from recognized university/institute.

Minimum 5 years' experience in reputed organizations/departments in the relevant field; preferably in the areas of cooperative marketing/ exports/ socio-economic development projects/personnel & administration. Knowledge of computer is must.

Sr.No.2: Senior Accountant - 02 (two) posts - (UR)

- **Pay Matrix:** Level-6(Rs.35400-112400) with various allowances on the pattern of Central Government.
- **Eligibility criteria:**
 - (b) **Age:** 25-35 years
Note: Upper age limit relaxable in the case of departmental candidates having the requisite educational qualification and experience.
- **Educational Qualification & Experience:**
Graduate Degree in Commerce from recognized university/institute.

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

Other information/instructions

1. All candidates whether in Govt. service or in Govt. owned industrial or other similar organisations or in private employment, should submit their applications in the prescribed application form attached at Annexure-I alongwith self-attested copies of the all the requisite documents/certificates/testimonials, at the aforesaid address within 21 days from date of publication of advertisement in Employment News.
2. Candidates who are employed in Govt./Semi Govt./Public Sector Undertakings/ Autonomous bodies/ Cooperative Societies and applying for appointment on direct recruitment basis , will have to produce No Objection Certificate from their employer at the time of interview.
3. Candidates working in Central/State Govt. will have to forward their original application through their employer alongwith the following information/documents, so as to reach the same on or before last date of publication of advertisement in Employment News:-
 - i. photocopies of the CR dossiers for the last 5 years duly attested by an officer not below the rank of Under Secretary or equivalent;
 - ii. cadre clearance ;
 - iii. current vigilance clearance report and integrity certificate;
 - iv. list of major/minor penalties imposed on the officer, if any, during the last 10 years.
4. Closing date for submission of application is i.e. 21 days from the date of publication of advertisement in the Employment News.
5. **Applications received after prescribed date would not be accepted and summarily rejected.**
6. **Date for determining the eligibility of all candidates in every respect shall be the prescribed closing date for submission of application.**
7. Only Indian Nationals are eligible to apply.
8. All qualifications should be full-time regular course from a Government recognized University/Institute.

9. Reservation in recruitment for the candidates of SC/ST/OBC/PWD categories shall be applicable as per the Govt. of India's instructions and guidelines.
10. Upper age limit is relaxable by 5 years for SC/ST candidates and 3 years for OBC candidates. Additional relaxation of 10 years for PWD candidates is admissible i.e, relaxation in upper age limit will be by 10 years for General PWD candidates, by 15 years for SC/ST PWD candidates and by 13 years for OBC PWD candidates. Relaxation for departmental candidates.
11. Depending on the requirement, TRIFED reserves the right to cancel/restrict/curtail/enlarge the number of vacancies, if needs so arise, without any further notice and without assigning any reasons thereof.
12. Selected candidates are liable for serving remote tribal areas including North Eastern States of the country and may be posted in Head Office, New Delhi/ Regional Offices/Retail Outlets(TRIBES India Showrooms)/Project Sites of TRIFED , depending upon requirement.
13. Candidates belonging to SC/ST/OBC (non-creamy layer)/PWD categories will have to produce the original Certificate issued by the Competent Authority alongwith the attested copies, at the time of interview.
14. While applying for any post, the applicant should ensure that he/she fulfills the eligibility and other norms mentioned above, as on the specified dates and that the particulars furnished are correct in all respects. In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact(s), his/her candidature will stand automatically cancelled. If any of the above shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated without any notice.
15. The mere fact that a candidate has submitted application against advertisement and apparently fulfilling the eligibility criteria as prescribed in the advertisement would not bestow on him/her the right to be called for Test/Interview /considered for further selection process.
16. Only shortlisted candidates will be called for interview ; who will be reimbursed to & fro travel expenses as per the rules of TRIFED.
17. Canvassing in any form will be treated as disqualification
18. Any proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or in application in response thereto can be instituted only in Delhi and Courts/Tribunals/Forums at Delhi only shall have sole and exclusive jurisdiction to try such cause/dispute.

Sd/-
Executive Director(I/c-P&A)
TRIFED



**TRIBAL COOPERATIVE MARKETING DEVELOPMENT
FEDERATION OF INDIA LTD**

(under Ministry of Tribal Affairs, Government of India)

Head Office: NCUI Building, 2nd Floor, 3, Siri Institutional Area, August Kranti Marg,
New Delhi-110016

Tel: 011-26569064/26968247, Gram: TRIBALFED, Fax: 01126866149

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. Applications incomplete in any respect will be summarily rejected.
5. Last date for submission application form is 21 days from the publication of advertisement in Employment News.

Name in full (in block capitals) Mr/Miss/Mrs.....

- With aliases, if any (Last) (Middle) (First) Aliases, if any
1. Permanent Address in full
.....
.....
.....(Tele No.)
 2. Present Address in full
.....
.....
.....(Tele No.)
 3.
 - (a) Date of Birth :
(Date) (Month) (year)
 - (b) Age (in completed years)
 4. Nationality :
 5. Religion :
 6. Caste (Category) : SC/ST/OBC/Gen Category
 7. Marital Status : Married/Single/Widow/Widower
 8. Height :
 9. Weight :
 10. Identification Marks :
 11. State of Domicile :
 12. Place of Birth :
(Place) (District)(State)
 13. Home Town :
 14. Name of Father/Husband :
 15. Occupation of Father/Husband with details :
 16. Address & Telephone No. of Father/Husband :

17. 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. Details of Employment , in chronological order, (enclose a separate sheet duly authenticated by your signature , if the space below is insufficient):

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	

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22. Hobbies & Interests:

23. Languages known (please tick):

Name of the language	Write	Read	Speak

24. 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:
Place:

Name :
Signature: