

## **Empanelment of Evaluation Committee members for evaluation of Certification Bodies under NPOP**

Applications are invited at APEDA from qualified officials to be engaged in the evaluation of Certification Bodies as per NPOP.

### **Eligibility**

Retired Scientists/Professors/Govt. officials with at least Post Graduate degree in Agriculture/Food Technology/Life Science/Animal Husbandry/Fisheries and having preferably having audit experience.

### **Emoluments**

A consolidated amount of Rs. 2000 (Rupees Two Thousand only) per manday will be paid as Honorarium. The boarding and lodging expenses (Rs. 3000/day) shall also be paid by APEDA on submission of original bills and travel tickets will be provided by APEDA.

Interested candidates may apply to APEDA along with recent biodata at the following address:

General Manager  
APEDA  
3<sup>rd</sup> Floor, NCUI Building  
3 Siri Institutional Area  
August Kranti Marg (Opp. Asiad Village)  
New Delhi 110 016

The last date of receiving the application will be **28<sup>th</sup> February 2017**.

## **TERMS OF REFERENCE FOR EVALUATION COMMITTEE MEMBERS**

The Evaluation Committee member under NAB

1. are required to sign conflict of interest declaration;
2. are required to sign confidentiality and code of conduct agreements and maintain;
3. shall not be allowed to provide consultancy to any Certification Body/applicant organization for accreditation and to any certified operator;
4. shall not be allowed to share information of audited Certification Bodies to any third party. Action shall be taken by NAB against the member, if any violation is noticed in this regard;
5. are required to follow the schedule of evaluations provided by APEDA. The request for change in the scheduled dates for evaluation shall not be allowed except in case of any uncalled emergencies;
6. are required to strictly follow the audit procedures laid down by APEDA;
7. are required to use only approved checklists provided by APEDA for evaluation purpose;
8. are required to fill approved checklists with adequate information and description;
9. are required to enclose supporting documents with the evaluation report for further verification and assessment;
10. shall not select same operator for witness audit more than once;
11. are required to submit the Evaluation report to APEDA within 30 days and;
12. shall have to attend the annual updation trainings provided by APEDA.