



Tamil Nadu Food Processing and Agri Export Promotion Corporation (TNAPEX)

TNAPEX
Tamil Nadu Agri Processing and Exports

1st Floor, SIDCO Corporate Office Building, Thiru.Vi.Ka. Industrial Estate,
Guindy, Chennai – 32

Tamil Nadu Food Processing and Agri Export Promotion Corporation (TNAPEX) is inviting application for the following positions:

1. Associate Vice President - Agri Exports
2. Business Executive/Senior - Agri Exports
3. Business Executive/Senior Manager - Food Processing
4. Business Executive/ Senior Manager - Food Technology
5. Business Executive/senior Manager (Marketing & Management)
6. Business Executive/Senior Manager (Startup & incubation)
7. Business Executive/Senior Manager (Finance)
8. Business Executive/Senior Manager (Marketing & Exports) 9. Business Executive/Senior Manager (Media & Communication).
10. Accounts Assistant
11. Assistant
12. Office Assistant.

Note: All the posts listed are on contractual basis and will be reviewed annually.

- Online applications should be submitted for the positions 1 to 9.
- Link for on-line application is: <https://forms.gle/qaRW56Df9YQKc79u9>
- Hard copy of Bio data only to be submitted for the positions 10 to 12 (Non-Technical).
- Hard copy of Bio Data should be sent to the following address:

To,

MD & CEO, TNAPEX

1st Floor, SIDCO Corporate Office Building
Thiru.Vi.Ka. Industrial Estate, Guindy
Chennai – 32

The Positions are based at Head Office in Chennai. Persons with Higher Educational qualifications and experiences will be preferred. The Filled in application for Technical & NonTechnical should be submitted on or before 26.09.2024.

Important Dates to Note:

Last date for the receipt of applications is 26.09.2024 (5:00 pm)

Note: Applicants are advised to apply for only one position. Applications for multiple positions will not be considered and will be rejected.

Qualifications for the Various Positions

S.N O	Name of the Post	Qualification	Category	Maximum Age Limit	No. of Posts
1	Associate Vice President -Agri Exports	Graduates/Post Graduates of Agriculture/ horticulture with minimum 10-12 years' experience)	Technical	55 years	1
2	Business Executive/Senior Manager (Food Processing)	Graduates of food science/food processing technology/Agriculture/ Horticulture with minimum 3- 4 years' experience)	Technical	40 years	1
3	Business Executive/Senior Manager (Agri Exports)	Graduates of Agriculture horticulture/ MBA or Graduation in finance related subjects with minimum 3-4 years' experience)	Technical	40 years	1
4	Business executive/Senior Manager (Food Technology)	Graduates of Food Technology / Food Technology Management / Agricultural Engineering / Food Science / MBA with Food Technology experience with 3 to 4 years work experience. Should Posses good communication skills. Persons with higher degrees and added qualifications will be preferred.	Technical	40 years	2
5	Business Executive /senior Manager (Marketing & Management)	Graduates of Agri Business Management, MBA with Agriculture / Horticulture work experience with 3 to 4 years work experience. Should Posses good communication skills. Persons with higher	Technical	40 years	2

		degrees and added qualifications will be preferred.			
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6	Business Executive/Senior Manager (Startup & incubation)	MBA / Food Technology Management / Agri Business Management with 3 to 4 years work experience. Should Posses good communication skills. Persons with higher degrees and added qualifications will be preferred.	Technical	40 years	1
7	Business Executive/Senior Manager (Finance)	Graduates of Economics / Commerce / Management with 3 to 4 years work experience. Should Posses good communication skills. Persons with higher degrees and added qualifications will be preferred.	Technical	40 years	1
8	Business Executive/Senior Manager (Marketing & Exports)	Graduates of Agri Business Management, MBA with Agriculture / Horticulture / Exports work experience with 3 to 4 years work experience. Should Posses good communication skills. Persons with higher degrees and added qualifications will be preferred.	Technical	40 years	1

9	Business Executive/Senior Manager (Media & Communication)	Graduates in Journalism / Multimedia / similar fields with work experience with 3 to 4 years work experience. Should Posses good communication skills. Persons with higher degrees and added qualifications will be preferred.	Technical	40 years	1
10	Accounts Assistant	<p>Graduate, preferably in accounting, 3-4 Years' experience in handling accounting and bookkeeping functions preferably in a government department.</p> <p>(Skills required: Strong knowledge of accounting principles, practices, and standards.</p> <ul style="list-style-type: none"> • Experience in managing budgets and financial planning. • Strong analytical skills and attention to detail. • Excellent communication skills, both written and verbal. • Strong interpersonal skills and the ability to work effectively with a team. • Proficient in Microsoft Office, especially Excel and other accounting software. • Knowledge of relevant accounting laws and regulations. 	Non-Technical	40 years	1

11	Assistant	<p>Any degree with shorthand (English – Higher), and</p> <ul style="list-style-type: none"> • Certificate in typewriting (English and Tamil – Lower) Preferably Degree Holder with 3-4 years’ experience in in a government department. <p>(Other skills desired:</p> <ul style="list-style-type: none"> • Expertise in MS Office. • Ability to type and take dictations in shorthand. • Interpersonal communication skills. • Excellent knowledge of English and Tamil) 	Non-Technical	40 years	2
12	Office Assistant	<ul style="list-style-type: none"> • Must have passed 8th standard. • Ability to read and write in Tamil. • Ability to ride a two-wheeler. 	Non-Technical	40 years	1
	Total				15

For any Queries: md.tnapex@tn.gov.in