



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



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.**

- Online applications should be submitted for the positions 1 to 9.
- **Link for on-line application is:** <https://forms.gle/qaRW56Df9YQKc79u9>
- Hard copy applications only must be submitted for the positions 10 to 12 (Non-Technical)
- Hard copy applications 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 & Non-Technical 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.NO	Name of the Post	Qualification	Category	No.of.Posts
1	Associate Vice President -Agri Exports	Graduates/Post Graduates of Agriculture/ horticulture with minimum 10-12 years' experience)	Technical	1
2	Business Executive/Senior Manager (Food Processing)	Graduates of food science/food processing technology/Agriculture/ Horticulture with minimum 3- 4 years' experience)	Technical	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	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	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 degrees and added qualifications will be preferred.	Technical	2
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	1
7	Business Executive/Senior Manager (Finance)	Graduates of Economics / Commerce / Management with 3 to 4 years work experience. Should Posses	Technical	1

		good communication skills. Persons with higher degrees and added qualifications will be preferred.		
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	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	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. • 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</p>	Non-Technical	1
11	Assistant	Any degree with shorthand (English – Higher), and •	Non-Technical	2

		<p>Certificate in typewriting (English and Tamil – Lower) Preferably Degree Holder with 3-4 years’ experience in in a government department.</p> <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) 		
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	1
	Total			15

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