



HO/AD/3/362/2024-25/

Dated: 25.6.2025

Vacancy Circular

Sub Filling up 02 posts of Office Executive (Information and Technology) in National Agricultural Cooperative Marketing Federation of India Ltd. (NAFED).

NAFED AT A GLANCE

National Agricultural Cooperative Marketing Federation of India Ltd. (NAFED) was established on the auspicious day of Gandhi Jayanti on 2nd October 1958 and is registered under the Multi-State Co-operative Societies Act.

2. The mission of NAFED is to promote Co-operative marketing of agricultural produce for the benefit of farmers. The objectives of the NAFED are to organize, promote and develop marketing, processing and storage of agricultural, horticultural and forest produce; undertake inter-state, import and export trade, wholesale or retail as the case may be and to act and assist in agricultural production for the promotion and the working of its members, partners, associates and cooperative marketing, processing and supply societies in India.
3. NAFED is one of the largest procurements as well as marketing agencies for agricultural, horticultural and forest produce and significantly contributes towards making agriculture viable and sustainable for the farmers, thus supporting rural economy in a big way. NAFED, through its country wide operations, plays a crucial role in improving the living conditions of farmers and bringing prosperity to rural economy. The organization achieved a remarkable turnover of ₹26,167 crore in the financial year 2024-25 with net profit of ₹ 549.76 crore.
4. The organization's multifarious activities are of immense significance not only to farmers, but also the consumers. At a larger level, NAFED's relentless country wide Agri-related operations ensure food security for the nation and provide efficient market linkages to the farmers.
5. NAFED also plays a crucial role in the price stabilization of essential commodities like Onion and Pulses through the creation of national buffer on the direction of Govt. of India.
6. For more details visit our web portal www.nafed-india.com



NAFED

Since 1958

**National Agricultural Cooperative Marketing Federation of India
Ltd. (NAFED) invites applications from eligible candidates
for the post of Office Executive (IT)**

JOB DESCRIPTION FOR THE POST OF OFFICE EXECUTIVE (IT)

NAME OF POST	Office Executive - IT
Number of Post	Two (02)
Qualification	MCA / BCA / B. Tech/ B. E./ B Sc (IT)/ MSc (IT) / Diploma from reputed Indian University / Institute
Experience	Two years of experience as Desktop support engineer / L1/L2 support engineer / IT support executive in any reputed Companies/ Govt / PSUs and State / National Cooperative Organization in the field of IT. Mandatory: Certification of Hardware and networking course from reputed institute
Pay Scale	Rs. 21700-69100 (L-3) on the analogy of 7 th CPC with Nafed's perks & benefits (CTC Rs. 6.57 lakhs approx)
Age Limit	Maximum 30 years on the date of publication of advertisement.
Job Requirements	Provide first-level technical support to office staff, resolving common hardware, software, and connectivity issues. Maintain the organization's IT systems, including desktop/laptop configurations, printers, scanners, and internet services. Coordinate with vendors for timely resolution of infrastructure issues, service outages, or escalated user complaints. Monitor system performance and report irregularities to the IT team. Assist with user account management and access control under the supervision of the IT administrator. Perform data entry, backup activities, and basic troubleshooting tasks. Support the installation and upgrade of software and hardware systems. Ensure adherence to IT policies and help enforce IT security protocols. Scheduling and arranging VC meetings of officials. Identifying and escalating complex issues to higher level support teams when necessary. Any other task that may be allotted from time to time.
Essential	Proficiency in MS Office (Word, Excel, PowerPoint, Outlook) and other common office tools. Excellent organizational and multitasking abilities. Networking skills.

भारतीय राष्ट्रीय कृषि सहकारी विपणन संघ मर्यादित (नेफेड)

NATIONAL AGRICULTURAL COOPERATIVE MARKETING FEDERATION OF INDIA LTD.

NAFED House, Siddhartha Enclave, Ashram Chowk, Ring Road, New Delhi-110014 (INDIA)

Tel : 91-11-26345105, E-mail: personnelsection1@nafed-india.com, Web : www.nafed-india.com,

Twitter : @nafedindia



NAFED
Since 1958

ANNEXURE - A

INSTRUCTIONS TO THE CANDIDATES

1. Applicants are requested to fill their details, in the prescribed Application Form (Typed) appended below at **Annexure-B** and send the same by **e-mail only** at **recruitment@nafed-india.com** in "MS WORD" format only. **OFF LINE APPLICATIONS OR IN ANY MODE OTHER THAN MAIL ID recruitment@nafed-india.com SHALL NOT BE CONSIDERED AND REJECTED.**
2. Before mailing the application, candidates are advised to attach following documents along with the application;
 - i) Scanned copy of the recent coloured passport size photograph (JPG) bearing full signature of the candidate across the photograph and below the photograph;
 - ii) Scanned copies of the certificates of the educational qualifications, experience certificate, Aadhar and other relevant testimonials.
3. Candidates working in Government / PSUs are requested to submit the application form along with following documents through proper channel:-
 - i) Cadre clearance
 - ii) Integrity certificate
 - iii) List of major / minor penalties imposed if any during the last 5 years. (If no penalty has been imposed a "Nil" certificate should be enclosed);
 - iv) Vigilance clearance certificate;
 - v) Attested photocopies of the ACRs for the last five years (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India).
4. The eligibility of the applicant will be determined after the last date of receipt of applications in NAFED. Applications received after the prescribed closing date or not accompanied with the required certificate/ documents are liable to be rejected.
5. Closing date for submission of Application: **15th July 2025.**

(UNNIKRISHNA KURUP R)
EXECUTIVE DIRECTOR (PERSONNEL)