

Bureau for Facilitating MSMEs of Tamil Nadu (FaMeTN)
MSME Department, Government of Tamil Nadu
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Recruitment Notification

Notification No.:	Rc.No. 1173 /FaMeTN/2026
Date:	16.07.2026

Applications are invited for the following post from eligible candidates on a fixed term contract basis and from Group A Officers of the Union and State Government on deputation basis.

Managing Director & Chief Executive Officer (Tamil Nadu Food Processing and Agri Export Promotion Corporation – TN APEX)	
Due date for receipt of applications:	
Number of positions	1
Location	Chennai
Full time/ part time	- Fixed term contract basis; full time. (Or) Deputation from Group A Officers the Union and State Government 3 years, extendable up to 5 years based on annual performance review as decided by the Board.
<u>FOR RECRUITMENT ON FIXED TERM BASIS</u>	
Remuneration	Remuneration will be decided by the Government based on candidate's experience, qualification and professional competence.
A. Educational Qualification preferred	Graduate/ Post graduate degree in food science/ Technology/ Management. Candidates with Masters in Business Administration/ Ph.D. in food science/ Technology/ Management will be given preference, subject to professional competence. All degrees should have been obtained as a full-time course, in an institution approved by the relevant accreditation body – such as AICTE.
B. Age limit preferred	Candidate should be less than 65 years of age as on the date of issue of this notification.
C. Experience preferred	- Overall 20 years of relevant work experience (of which at least 10 years of managerial and/ or project management experience) in the areas of business development and organisational growth and sales. - Experience in the areas of food science/ technology/ management is required. - Exceptional understanding of food processing sector, new market identification, Export requirements certificates growth-oriented project initiations is preferred. - Leadership in handling Govt. developmental projects.
D. Skills preferred	- Experience in developing and managing a new organisation. - In-depth understanding of the overall MSME ecosystem (especially food sector and agri export -specific needs, capital requirements, export markets for food and agri products, etc.) - Strong background in food processing, Agro products manufacturing and new product development. - Experience in developing new food processing technology in association with

	research institutes. • Excellent oral and written communication skills in English and Tamil. • Strong interpersonal skills. • Ability to work with public sector/ Government institutions.
	• With respect to A, B, C & D, promising candidate with relevant skills or experience otherwise could be exempted from the prescribed, preferred educational qualifications, age limit and years of experience.
	FOR GROUP A OFFICERS
	• The Officer should hold the rank equal to that of Deputy Secretary or above in Government of India and Joint Secretary or above in State Government. The suitability of the Officer will be decided by the Selection Committee based on the professional experience and track record in Government Service

Managing Director & Chief Executive Officer (Tamil Nadu Food Processing and Agri Export Promotion Corporation – TN APEX)

Due date for receipt of applications: 30.7.2026

Broad job description	Ensuring growth of Food Processing/Agri sector • Initiate, own and drive the overall business development activities of the food processing sector right from creation of entrepreneurs to progressive growth of food and agro products production / export market creation. • Create market for food products and agro products; generate the demand – from Government and private sector businesses and enable the existing and new food and agro product/ producers in the state to service the demand. Work with sectoral experts to conduct awareness sessions for food processing and agro product manufacturing enterprises. • Attract both local and global investors to invest in the food processing sector • Work with Government Departments to frame policy guidelines and regulations which maximize the production and export from food processing sector. • Identify, Engage and Promote network of global buyers in the food processing sector. • Facilitate and organise buyer-seller meets, expos, financial clinics etc. for the sector. Develop partnerships with Chambers of Commerce, retailers' associations, etc. for the same. • Work on bringing more, new, MSMEs into the sector so as to completely service the demand. • Formulating and implementing various incentive schemes envisaged in T.N. Food processing policy and Government of India schemes for the growth and export of food products and implementing the schemes effectively in the State. • Enhance the competitiveness of food processing industry in both domestic and international markets • Provide technical know-hows, training and research support to selected

	enterprises/groups/ clusters • Implement the Centrally sponsored PM Formalisation of Micro Food Processing Enterprises (PMFME) Scheme effectively in the State. • Promote R&D in food processing/Agri sector Generating exports from Tamil Nadu in the food processing/Agri sector • Facilitate the export of Perishable Agricultural Produce, processed food products from Tamil Nadu by helping food processing enterprises in completing all the formalities for exporting the products • Promote and facilitate agri exports by building capacities of farmers and exporters on export standards and norms set by various importing countries • Enhance competitiveness of food processing industry in both domestic as well as international markets. • Guide the food sector entrepreneurs in export documentation and global buyer identification • Generate orders for the food sectors by working with Government Departments; and private buyers (internationally and domestically) and link MSMEs in the state so that they can service the orders. • Facilitate the entrepreneurs of food processing sector to participate in the National and International Trade fairs • Promote value addition in the food processing and agro produce to tap the opportunities in the global market. • Interact with departments, research institutions other institutions operating for the food processing and agri exports sector for facilitating the growth and exports in the sector. • Facilitating the food safety and quality assurance in food processing enterprises based on internationally accepted best practices • Work with the sector to bring MSMEs online; help them with additional visibility; marketing and branding of their products. • Ensure availability of all relevant information on events, schemes, expos, and new launches to stakeholders. • Share information regarding the quality standards/ certifications required by prospective buyers (Large industries/ online/ B2B/ B2C/ B2G) to the food processing MSMEs and take steps to ensure they are aligned to the needs of the sector. • Ensure quality and certificate requirements/ infrastructure creation for the small clusters/ CFCs for the purpose of boosting sales and export from food processing and agro products sector. Any other matter as decided by the Board.
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APPLICATION

1. Applicants can submit their applications online through: <https://www.fametrn.com/careers>. The online link will be activated from 16.07.2026, at 12 Noon. All candidates are expected to upload their applications online because short listing will take place online, electronically.
2. Last date for receiving the applications is 30.07.2026 (6.00 P.M.).
3. There is no registration/ application fee.

RECRUITMENT PROCESS

1. Candidates will be shortlisted based on the scores they obtain on the following criteria that shall be weighted by a Committee: (a) Educational qualification, (b) Hands-on experience in food processing sector, (c) Hands-on experience in food and agri exports, (d) Years and quality of experience in the development of new technology in food processing (e) Years and quality of experience in setting up a new business, (f) Number of new products launched and their reach (pan-India, international) in the past, (g) International experience directly related to the food products, (h) Hands-on experience in responding to bids, and (i) Experience of training food processing enterprises / implementation of food processing schemes / senior management position. The Shortlisted candidates will be informed to produce their experience and qualification certificates in original.
2. The candidates, whose experience certificates, qualification certificates, and other documentary proofs submitted satisfy the Appointing Authority of their veracity, will be called for an interview. The interview will be conducted in Chennai. In exceptional cases, the interviews may also be conducted over a video call. Subsequent to the interview and the verification of documents, the Offer of Appointment on Fixed Term basis will be issued to the selected candidate.
3. In case the expert interview panel is convinced of the candidature of a particular candidate(s) despite the candidate(s) not being selected for the said post, the expert interview panel has discretion to recommend the candidate(s) for consideration for an alternate post in the same organisation with similar job content without placing fresh advertisements/ calling for fresh applications if such recruitments take place within 2 years on the date of this Notification.
4. The final selection of the candidate will be based on the score in the interview. In case the scores of two or more candidates in the interview are tied, the Government decision shall be final regarding selection.

DOCUMENTS TO BE SUBMITTED

1. While submitting online application form:
 - a) Self-attested and signed resume along with photo identity proof issued by competent authority showing address and date of birth (Aadhar, Passport, EPIC card, Driving License).

2. Candidates shortlisted based on their online applications are required to submit the following documents in PDF format within 5 days of such a request before they can be called for an interview:

- b) Mark sheets and Certificate of Class 10, Class 12, Graduation/ qualifying degree, post graduation, Ph.D etc.
- c) Proof/ testimonials from a Manager (or) Former manager certifying each of the Skills/ Experience details that were selected (ticked) on the online application form.
- d) Experience certificates.
- e) Any other relevant documents in support of eligibility or evidence of past work (write ups/ proposals etc.).

The above documents will be verified for completeness and their adherence to the online application form previously submitted by the candidate. The documents submitted will be verified and the candidates will be called for interview only if their application form and the proof submitted satisfy the Appointing Authority.

3. Original documents to be produced at the time of interview (as applicable) for verification:

- a) Print out of the interview Call Letter and application form.
- b) Proof/ testimonials from a Reporting Manager (or) Former Reporting Manager/ any other relevant proof certifying each of the Skills/ Experience details that were selected (ticked) on the online application form.
- c) Proof of date of birth (Birth Certificate issued by the competent Municipal authorities or SSLC/X std. with date of birth).
- d) Photo identity proof (with the photo of the candidate clearly visible) issued by the competent authority viz., Aadhar Card/ Passport/ Electors Photo ID Card/ PAN Card or Driving license. No other ID cards will be accepted.
- e) Mark sheets and Certificate of Class 10, Class 12, Graduation or qualifying degree examination, Post graduation Doctorate etc. and all other educational/ training certificates.
- f) Candidates serving in Government/ Quasi Govt. offices/ Public Sector Undertakings (including nationalised banks and financial institutions) are required to produce a No Objection Certificate from their employer at the time of attending the interview.
- g) Experience certificate.
- h) Any other relevant documents in support of eligibility or evidence of past work (write ups/ proposals etc.)

GENERAL INFORMATION:

1. The post is on a fixed term contract for three years, extendable up to five years based on the annual performance evaluation of the candidate, as decided by the Board of the Tamil Nadu Food Processing and Agri Export Promotion Corporation – **TN APEX**.

2. Only Indian nationals are eligible to apply.
3. All interviews will be conducted at Chennai.
4. While appearing for the interview, the candidate should produce all the required and valid original certificates/ documents prescribed above. In the absence of original certificates/ documents, candidature of the candidate could be cancelled, if the Appointing Authority is in doubt regarding their veracity. The Appointing Authority takes no responsibility to receive/collect any certificate/remittance/document sent separately.
5. Correct and true information regarding arrest, convictions/ debarment/ disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated or finalized, participation in agitation or any political organisation, candidature in election for parliament/ State Legislature/ Local Bodies, etc., if any, should also be furnished to the Appointing Authority, in the form of a self-declaration, at the time of application. Originals of the judgement of Acquittals, order/ or G. O. dropping further action in Departmental proceedings or any document that may prove the suitability of such candidates for appointment in such cases must be produced at the stage/time of certificate verification/ interview. The Appointing Authority reserves the right to conduct background checks on the candidate, prior to or after their appointment and in case any of the declarations are found to be incorrect, it could result in the termination of appointment.
6. Applications containing wrong claims relating to basic qualification/ eligibility/ age/ experience will be liable for rejection.

OTHER INSTRUCTIONS:

1. Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other skill requirements to meet the job description norms mentioned in this notification. Candidates are therefore advised to carefully read this notification and follow all the instructions given.
2. A candidate's admission to the interview and subsequent processes is strictly provisional. The mere fact that the call letter(s)/ provisional allotment has been issued to the candidate does not imply that his/ her candidature has been finally cleared. The Appointing Authority is free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility

norms and/ or that he/ she has furnished any incorrect/false information/certificate/ documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this notification, no

further representation in this regard will be entertained. If any of these shortcoming(s) is/ are detected after appointment, his/ her services are liable to be summarily terminated.

3. Decision of the Appointing Authority in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of conduct of examination, interview, verification etc. and any other matter relating to recruitment process will be final and binding on the candidate. No correspondence and personal enquires shall be entertained in this regard.
4. Not more than one application shall be submitted by one candidate. In case of multiple applications only the latest valid (submitted) application will be retained.
5. Any dispute arising out of the notification including the recruitment process shall be subject to the sole jurisdiction of the Courts situated in High Court of Madras.
6. Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.
7. Any request for change of address, details mentioned in the submitted application will not be entertained subsequently.
8. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet, etc. and in all correspondence with TN APEx in future should be identical and there should be no variation of any kind.
9. Candidates will have to appear for the interview at their own expense.
10. Appointment of selected candidates is subject to their being declared medically fit, and as per other requirements mentioned in this notification and subject to service and conduct rules, as decided by the Board. Candidate selected for appointment to the post is required to produce a certificate of physical fitness from a Registered Medical Practitioner.
11. The candidate is required to certify that he/ she is not insolvent prior to being appointed.
12. The candidate is required to furnish information of criminal antecedents or pending criminal cases (if any) against him/ her prior to being appointed. No criminal cases should be pending against the candidate at the time of appointment.
13. The Appointing Authority reserves the right to reschedule/ change (cancel/modify/add) any of the criteria, conduct of examination/interview/method of selection and provisional allotment etc.

14. Intimations will be sent to the applicants by email only to the primary email address mentioned in the application form submitted by the candidates. Hence, the applicant shall enter valid and functional mobile number and email ID. However, candidates are required to check the recruitment section of the authorised website for the latest updates pertaining to this notification.
15. The Appointing Authority shall not be responsible if the information/intimation does not reach candidates in case of change in the mobile number, technical fault or otherwise, and the candidates are advised to keep a close watch on the authorised website for latest updates, till the recruitment process gets completed.
16. The Appointing Authority reserves the right to cancel/ modify the number of vacancies, if the need so arises, without any further notice and without assigning any reasons thereof.
17. The Appointing Authority reserves the right to alter the pay range/ qualifications/ number of vacancies for posts.

ANNOUNCEMENTS:

All further announcements/details pertaining to this process will only be published in the authorized website <https://www.fametrn.com/careers> from time to time.

Date: 16.07.2026

Place: Chennai