



Job Description

Associate – Agriculture

Organisation	National Cooperative Exports Limited (NCEL)
Location	New Delhi
Vertical	Certification & Compliance
Experience	1–2 years
Qualification	B.Sc. Agriculture or allied fields; M.Sc. in a core agricultural or horticultural subject preferred
Employment Type	Full-Time (Contractual)
Salary	As per Industry standards
Application Deadline	24 April 2026

About the Role

The Associate – Agriculture supports the Vertical Head in creating and maintaining high-quality technical content that empowers farmer cooperatives to adopt best practices for export-oriented agriculture. The role sits at the intersection of agriculture, compliance, and communication.

You will be responsible for drafting Packages of Practices (PoPs) for major exportable commodities, building compliance and quality documentation aligned with global standards, and translating complex technical material into accessible formats for farmers and field workers. This is not a conventional writing job — it demands solid agricultural knowledge, attention to regulatory detail, and the ability to collaborate with domain experts across the value chain.

Key Responsibilities

Technical Content Development

- Draft comprehensive Packages of Practices (PoPs) for major exportable commodities, covering the full cycle from seed selection and cultivation through harvesting, post-harvest handling, value addition, and export readiness.
- Develop content on Integrated Pest Management (IPM), soil health, irrigation practices, and other agronomic subjects relevant to export-quality production.
- Translate complex technical agricultural content into clear, farmer-friendly formats — including illustrated guides, step-by-step advisories, and visual aids — without losing technical accuracy.
- Develop training modules, Standard Operating Procedures (SOPs), and farmer advisory materials; track their effectiveness through feedback collection and outcome metrics such as adoption rates and learning assessments.





Compliance & Quality Documentation

- Develop and maintain quality compliance materials aligned with major global standards including CODEX Alimentarius and other relevant frameworks applicable to NCEL's commodity portfolio.
- Prepare checklists, reference guides, and documentation templates for traceability, pesticide residue testing, and export readiness assessments.
- Track changes in trade policies, tariff structures, phytosanitary requirements, and regulatory updates, ensuring all content remains current and accurate.
- Verify data accuracy against reliable agricultural, scientific, and regulatory sources before any content is published or distributed.

Research & Evidence-Based Writing

- Conduct in-depth research on commodity-specific practices, market standards, and emerging compliance requirements to support evidence-based content creation.
- Use data, infographics, charts, and case studies to make technical content more impactful and credible.
- Monitor content effectiveness through defined metrics such as adoption rates, training completion, and stakeholder feedback, and use these insights to improve future materials.

Stakeholder Coordination & Organisational Support

- Coordinate with Subject Matter Experts (SMEs), agronomists, cooperative representatives, and external agencies to gather inputs, validate content, and obtain approvals.
- Support the Vertical Head with stakeholder presentations, documentation for meetings, and content aligned with NCEL's strategic objectives.
- Manage content review cycles across multiple stakeholders, ensuring timely turnarounds without compromising quality.

What We Are Looking For

Skills & Competencies

Core Skills	Supporting Skills
Technical agricultural writing and documentation	Coordination with SMEs and multi-stakeholder groups
Should understand different global standards	Proficiency in MS PowerPoint, Word, and content tools
Research and data verification skills	Understanding of export regulations and trade policies





Ability to simplify complex technical content	Data storytelling using infographics and case studies
Training module and SOP development	Content impact monitoring and feedback analysis
Attention to detail and documentation discipline	Strong written and verbal communication in English and Hindi

Qualifications

- B.Sc. in Agriculture or allied fields from a government-recognised university (mandatory).
- M.Sc. in Agronomy or related agricultural or horticultural subjects preferred.
- 1–2 years of experience in technical agricultural content creation, extension services, or compliance documentation.
- Prior exposure to export-oriented agri content, cooperative organisations, or quality certification processes is an advantage.

Preferred Attributes

- Demonstrated experience drafting technical agricultural content for government, cooperative, or export organisations.
- Familiarity with farmer extension models and ground-level field communication.
- Comfort with visual content creation — charts, infographics, and illustrated field guides.

How to Apply

Interested candidates should complete the application form and email their updated CV to prerna.singh@ncel.coop with the Subject Line: Application – Associate, Agriculture

https://docs.google.com/forms/d/e/1FAIpQLSdhjWhH-Okv_5G0-ogbSdO4uZGt1xGG8TMu0SMEq4zDMc4kpA/viewform?usp=sharing&oid=115296240582843281161

Only shortlisted candidates will be contacted.

