

06<sup>th</sup> February, 2020

**CIRCULAR**

**Subject: Internship starting in the month of March, 2020 under Internship Scheme 2019-20 at Food Safety and Standards Authority of India**

Food Safety & Standards Authority of India (FSSAI) is an independent statutory body established under the food Safety & Standards Act, 2006 under the aegis of Ministry of Health & Family Welfare, Government of India. It is the apex body responsible for ensuring food safety and compliance to food standards across the country. FSSAI invites application for the month of March 2020 for the Internship Scheme 2019-20, which will provide Interns with various learning opportunities through a well—designed training calendar.

**2. Eligibility Criteria:**

Students pursuing a full time post graduate degree/ diploma or higher degree from a Recognized Institute within India/ abroad, in any of the following:

- (a) Life Sciences, Chemical Sciences, Food Technology, Microbiology, Veterinary Sciences, Agricultural Sciences or any other related field
- (b) Business Administration & Management including Policy Regulation & related fields
- (c) Media & Communications

Note — Students in 3<sup>rd</sup> / 4<sup>th</sup> year of Bachelor's program in Food Technology or related fields can also apply

**3. Tenure**

Internship will be available throughout the year at different points of time. Internships offered will be for duration of 8 weeks, which may be extended to a maximum period of 6 months for reasons to be recorded in writing.

**4. Place of Internship –**

- (a) FDA Bhawan, Kotla Road New Delhi- 110002. (HQ)
- (b) FSSAI (NR), First Floor, NBCC Place, Bhisham Pitamah Marg, Pragati Vihar, New Delhi-110003
- (c) FSSAI, Hall Mark Business Plaza, Sant Dyaneshwar Marg, Oppst. Gurunanak Hospital Road, Bandra (East), Mumbai- 400051
- (d) FSSAI, Central Documentation Complex, (South Wing), Chennai Port Trust, Rajaji Salai, Chennai 600001
- (e) FSSAI, Benfish Tower, 6th floor, 31 G N Block, Sector-V, Salt Lake, Kolkata-700091

**5. Working Space**

Interns would be required to have their own laptops. FSSAI shall provide their working space, internet facility and other necessities but shall not cover local lodging and travel facilities. FSSAI will not bear the expenses of any Boarding.

## 6. Application Process

(a) Interested and eligible students can apply online in the specified format as per the timelines provided by FSSAI. Applicants, who have applied for internship for previous months, need to apply afresh.

(b) The shortlisted candidates may be required to submit a short write up/presentation for final selection.

(c) The final list of selected candidates along with their date of joining and Internship tenure would be declared online on FSSAI website.

Description	Timeline
Starting date of receiving application	-07 <sup>th</sup> February 2020
Last date for submitting online application	-16 <sup>th</sup> February 2020
Announcement of Shortlisted candidates	- 24 <sup>th</sup> February 2020 (For the candidates who had apply for internship starting from 02 <sup>nd</sup> March 2020)
Date of Joining	- 02 <sup>nd</sup> March 2020

(d) At the time of joining, Intern would be required to carry a letter from their Institute indicating his/her status in the Institution as a student and "No Objection" for allowing him/ her to undergo Internship Program for the period for which he/she is selected, if applicable. A character certificate from the authority of the Institute, along with proof of educational qualifications as mentioned in the application form would also need to be submitted at the time of joining for internship.

## 7. Areas/Domains Available for Internship

Any of the area mentioned in application will be deemed indicative of the preference and not a confirmation of protect allocation in the specific department.

<b>HQ New Delhi</b>	<ul style="list-style-type: none"><li>• Standards</li><li>• Regulations/Codex</li><li>• Regulatory Compliance</li><li>• FSMS</li><li>• Training</li><li>• Imports</li><li>• Quality Assurance</li><li>• Risk Assessment &amp; R&amp;D</li><li>• IT</li><li>• SNF Projects</li><li>• Legal</li><li>• Food Fortification</li></ul>
<b>Regional Offices (NR Delhi, Mumbai, Chennai &amp; Kolkata)</b>	Hands on training in Food Imports Clearance and Licensing and Registration of Food Business Only.

**8. Assignments**

Interns would be attached to one of the several Divisions at FSSAI depending on the academic and technical training and assigned project(s) related to different aspects of Food and Nutrition Management Processes. Some features of Program:

- (a) Orientation Program to ease on-boarding
- (b) Structured session for planning project outcomes and action plan with timelines
- (c) Seminars/presentations to provide required exposure
- (d) Allocated "Buddy" to professionally support and enable mentoring Sessions to enhance learning and provide direction
- (e) Smaller Projects to provide cross -divisional exposure
- (f) Regular review and supervision of conduct, adherence to working norms and project progress

**9. Stipend**- Stipend of Rs.10,000/- (Rupees ten thousand only) will be paid on quarterly basis to 10 best performing Interns. The best performing interns will be decided based on their (a) attendance, (b) assessment by their respective reporting officers; and (c) evaluation by the Committee.

**10. Certificate** – All the interns will be awarded a certificate on successful completion of the internship i.e. on submission and review of final report/presentation.

*Madan*  
*06-02-2020*

(Madan Mohan Khantwal)  
Assistant Director (HR)