



Food Safety and Standards Authority of India

(A Statutory Authority established under the Food Safety & Standards Act, 2006)
(Training Division)

FDA Bhavan, Kotla Road, New Delhi – 110002

Dated 17.03.2020

CALL FOR EXPRESSION OF INTEREST (EOI) FOR SELECTION OF INDIVIDUALS AS TRAINERS/GUEST FACULTY FOR TRAINING OF REGULATORY OFFICIALS

The Food Safety and Standards Authority of India (FSSAI) has been established under the Food Safety and Standards Act, 2006 with the mandate for laying down science based standards for articles of food and to regulate their manufacture, storage, distribution, sale

and import to ensure availability of safe and wholesome food for human consumption.

1. The Food Safety and Standards Rules, 2011 mandates the training of Regulatory Officials vide rule 2.1. Accordingly, FSSAI is looking to empanel trainers for delivering lectures as guest faculty on the following topics (module-wise) during training of Regulatory

Module No.	Subject
1.	Genesis of FSS Act, 2006, Structure & Function of FSSAI, State FDA etc.
2.	Food Safety Officers, their powers and Duties (in details)
3.	Basics of Food Safety, Adulteration and Contaminants, Emerging issues, Standardization and FSMS
4.	Registration & Licensing
5.	Inspection, Audit & Hygiene Rating
6.	Sampling & Laboratory Network
7.	Offences & Penalties and Adjudication with Case Studies
8.	Other existing and closely related Food laws
9.	Monitoring quality of Imported Foods and CODEX
10.	Capacity Building & behavioural change of FBOs, FSSAI Initiative & Consumer Connects
11.	Behavioural Aspects

The topics covered under the subject mentioned above is specified in draft curriculum enclosed with this EOI. List of these topics may be modified time to time.

2. This is a call for invitation of **Expressions of Interest** from the Subject Experts/ Professionals with outstanding records / achievements to their credit in the field of food science and subjects mentioned in para-1 above, for empanelment as guest faculty.

3. The evaluation and selection of the candidates will be done by the Authority on the basis of clearly defined selection criteria. The candidates may go through the procedure for selection available at succeeding paras before applying and familiarize themselves with the commercial terms and conditions and right to terminate the process.

4. **ELIGIBILITY CRITERIA:**

The eligibility criteria is as follows:

- (a) Master's degree/PHDs in any of the following subjects- science, law, nutrition, microbiology, food technology, home science, behavioural science, etc.
- (b) Atleast 05 years of work experience at Industries/Food Labs/State FDAs (as FAs/FSOs/DOs/AOs & others regulatory officials etc.) in the field of topics mentioned at para-1 above with some teaching/training experience.
- (c) Good written/communication skills in English.
- (d) Working knowledge of Hindi and/or regional language will be an advantage.

5. State Food Safety authorities and Food Technologists/Professionals/Experts/ Legal Advisors are encouraged to forward the Eoi of suitable candidate so that there is maximum dissemination of information and wider participation.

6. **Location**

- (i) The training activities will be conducted at any different location in India as determined by FSSAI time to time.
- (ii) The individual, once empanelled, should be available to deliver lectures, attend meetings as & when required with reference to content development/modification and training of trainers (TOTs), anywhere in India.

7. **How to Apply?**

The EOI will be kept open and Interested persons are invited to submit their applications in prescribed Performa as mentioned in Appendix-'A'. The trainers so selected will be working in their individual capacity as subject experts and not represent the organization, if any, for which they may be working.

8. Applicants are to be forwarded duly filled application form as given at Appendix 'A' along with the following supporting documents by speed post to Training Division, FSSAI HQ, FDA Bhawan, Kotla Road (Near National Bal Bhawan), New Delhi-110 002:

- (a) No Objection Certificate (NOC) from current organisation/employer in prescribed Performa as mentioned at Appendix-"B"
- (b) Degree Certificates for eligibility
- (c) Certificates for work/training/teaching experience
- (e) Copy of documents for Identity and Address proof.

9. The scanned copy of the application along with all supporting documents are also forwarded through an email ID: manishnigam@fssai.gov.in.

10. The application shall be considered valid only if received (physically). Incomplete applications in any respect will not be considered by selection committee.

11. In case of any query, Mr. Manish Nigam, Asstt. Director (Training), Food Safety and Standards Authority of India, FDA Bhavan, Kotla Road, New Delhi-110002 (Email: manishnigam@fssai.gov.in, Phone No. 011-23213759) may be contacted.

12. **Commercial terms and conditions:**

- (i) At the time of assignment of a particular work, the individual will be provided work order specifying the duties required to be performed, number of days required and the remuneration to be paid.
- (ii) FSSAI will reimburse the travel & lodging expenses of the guest faculty as per approved rates, upon submission of bills.
- (iii) All activities will be subject to review & audit by FSSAI.

13. **Evaluation of Applications**

The empanelment of the individual as trainer/ guest faculty will depend on the qualification/experience possessed by the individual vis-à-vis the requirements of the authority. FSSAI will inform the shortlisted individuals in their personal email ID.

14. Right to Terminate the Process

- (a) FSSAI may terminate the empanelment of any trainer/guest faculty at any time without assigning any reason.
- (b) Shortlisted individuals will undergo Training of Trainers programme and after their appropriate assessment, suitable individuals will be declared as Trainers/ Guest Faculty.
- (c) FSSAI does not guarantee nor makes any commitment, express or implied, that experts/professionals once empanelled, would get the assignment of training.
- (d) This Expression of Interest does not constitute an offer of appointment by FSSAI.

15. Submission of an application in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of all terms and conditions as mentioned above.

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(Sharad Aggarwal)
Director (Training)

**APPLICATION FOR INCLUSION OF INDIVIDUAL AS TRAINERS/GUEST FACULTY
FOR TRAINING OF REGULATORY OFFICIALS**

1. Name of the individual: Mr./Ms./Mrs/Dr.....
(in Capital letters)
2. Name of the individual: श्री/कु/श्रीमती
(in Hindi/ Devanagari script)
3. Gender, Tick (✓) which is applicable: Male Female Others
4. Date of Birth:
(in DD/MM/YYYY format)
5. Age (as on 01 January, 2020):
6. Nationality:
7. Address:
(full address with Pin Code)
8. Mobile No.
9. Email ID:
10. Aadhaar: PAN:
11. Geographical preferences (Specify preferable states) 1. _____
2. _____
3. _____
12. Eligibility Conditions:

No scan or selfie
Full face
Front view
No headgear

(a) Education Qualification:

Sl. No.	Name of the Degree	Subjects/ Stream	University/ Institute	Marks Obtained	Total Marks	Percentage	If CGPA or GPA, please mentioned the grade

(b) Experience:

Sl. No.	Name of the Employer	Whether Govt./Semi Govt./Public Sector or Private	Designation of the post held	Nature of duties performed	Duration (in years & months)

13. Outstanding achievements (if any, in professional field with supporting documents)

(i) _____

(ii) _____

(iii) _____

14. Writing Skills in English, Tick (√) which is applicable

Yes No

15. Working knowledge of Hindi, Tick (√) which is applicable

Yes No

16. Working Knowledge of other regional languages, Tick (√) which is applicable

Yes No

If yes, please specify the same: _____

17. Brief professional description about yourself (maximum of 100 words):

18. **Disclaimer:**

(a) I, _____ do further solemnly affirm and verify that the information provided by me are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

(b) I understand that to falsely information is ground for refusing to empanel me, or for discharge should I be empanelled.

(c) In consideration for my empanelment, I agree to abide by rules and regulation of FSSAI and Ministry of Health & Family Welfares, Govt. of India.

(d) I also acknowledge that my empanelment may be terminated, or any offer or acceptance of empanelment withdrawn, at any time, with or without cause, and with or without prior notice at the option of myself.

Date:

Place:

Signature of the applicant:

Name of the applicant:

NO OBJECTION CERTIFICATE

(Organization's Letterhead Only)

Reference No. _____

Date _____

Sir/Madam,

This is to certify that Mr./Ms. _____ Son/Daughter/Wife of _____ is working as _____ (designation) in our organization. We have no objection if he/her is empanelled as trainer/guest faculty for various training activities such as delivering lectures, attending seminar & meeting and participating in Training of Trainers (ToT) etc. conducted by Food Safety and Standards Authority of India (FSSAI).

We shall grant him/her leave of absence to attend such activities anywhere in India as and when called by FSSAI.

Authorized Signatory
(Name)
Contact Nos.
Office Seal

Module-wise description

The proposed module-wise description of *learning phase* (14 days) of Induction Training is appended below:

DAY-1
Module 1: Genesis of FSS Act, 2006, Structure & Function of FSSAI, State FDA etc.
<ol style="list-style-type: none"> 1. Understanding of food safety regulatory and ecosystem 2. FSS Act, 2006, FSA Rules, 2011 and other Regulations 3. FSSAI- Role & Structure 4. State FDA- Structure & function, Role & Responsibilities (in brief) of FAs/ FSOs/ Dos/ AOs/ FSCs etc. Position of FSO/DO in the food safety ecosystem. 5. Food Authority, CAC etc.
DAY-2 (FN Session)
Module 2: Food Safety Officers, their powers and Duties (in details)
<ol style="list-style-type: none"> 1. Food Safety Officers (Def.) 2. Powers of Food Safety Officers in terms of FSS Act, 2006 and FSS Rules, 2011 3. Liability/Duties of Food Safety Officers in certain cases 4. Power of search, seizure, investigation, prosecution and procedure thereof, 5. Procedure for launching prosecution.
DAY-2 (AN Session) & DAY-3
Module 3: Basics of Food Safety, Adulteration and Contaminants, Emerging issues, Standardization and FSMS
<ol style="list-style-type: none"> 1. What is food? 2. Standardization (Horizontal and Vertical) of Foods (e.g. Novel/Proprietary/Nutraceutical and other Food Categories) 3. What is Food Safety: Risk (high/low) Analysis, 4. Contaminants and its type, 5. Adulteration, Quick tests for detection of common adulterants 6. Hazards, 7. Emerging issues of Food Safety such as Aflatoxin, AMR (Anti-Microbial Resistance), Pesticides residues etc. 8. Schedule-4 of FSS Regulations, 2011 and FSMS(GHP/GMP/HACCP) 9. Food Value Chain (Farm to Fork), KOB
DAY-4
Module 4: Registration & Licensing
<ol style="list-style-type: none"> 1. Documentation process by FBO for license/registration and their inspection Involved 2. Scrutiny & Processing of application for generation of license/registration 3. FLRS/FOSCOS 4. Facilitator- Food Safety Mitra, CSC
DAYS-5, 6 & 7
Module 5: Inspection, Audit and Hygiene Rating
<ol style="list-style-type: none"> 1. <u>Types for inspection</u> (i.e. either for License/Registration or for information basis/on complaint basis, or for routine basis- Risk based inspection and Inspection Plan 2. <u>Preparation for an inspection</u> <ol style="list-style-type: none"> a. Legal preparation- Provisions of FSS Act, its Rule & Regulation relevant for inspection including forms, Annexure 3, Schedule 4, Third Party audit regulation, prohibition of sale, advertisement & claims, Recall, Product approval etc.) + other relevant Act/provisions such as CGWA, Pollution Control board, Municipal Act etc. with case studies b. Logistic preparation - forms, checklists, documents related to FBO, sampling kit etc. 3. <u>What to see during an inspection:</u> <ol style="list-style-type: none"> a. Visual inspection will broadly cover b. Location & premises c. Facilities d. Product Handling

- e. Storage & Transport
- f. Cleaning & Maintenance
- g. Food Testing
- h. Record keeping & complaint handling
- i. Packing & labeling in order to check expiry of the product etc.
- 4. Steps of inspection
 - a. Meeting with Authorized signatories, technical person in charge/ food safety supervisor & legal nominee
 - b. Order for record checking example production, recall, purchase, test, pest control etc.
 - c. Start inspection from raw material entry towards the finished product exit
 - d. Fill inspection checklist, click pictures
 - e. Drawing samples as per sampling procedure defined in Regulation
 - f. On the spot testing for parameters by using Testing Kits
 - g. Finalization and submission of Inspection Report
- 5. Follow-up of Inspection (including documentation)
 - a. Improvement Notice
 - b. Seizure/Sealing
 - c. Seizure of books of account or other documents
 - d. Closure
 - e. Penalties
- 6. Hygiene Rating & Audit
 - a. Provisions of FSS (Food Safety Auditing) Regulations, 2018
 - b. Sector specific mandatory Audit
 - c. Inspection Checklist
 - d. Hygiene Rating Scheme - Self Compliance, Verification, Rating and Hygiene Mitra

DAYS-8 & 9

Module 6: Sampling & Laboratory Network) Duration

1. Legal preparation- FSS Act, Rule & Regulation (provisions related to sampling & analysis)
2. What is Sample?
3. Types of sample- Surveillance & Regulatory
4. Surveillance Plan
5. How to draw sample- Quantitative & qualitative aspect
6. Sampling Plan- Microbiological & Chemical with examples and Case Studies
7. Sampling tool & technique- Microbiological & Chemical
8. Maintaining integrity of the sample
9. Sample dispatch
10. Documentation w.r.t. sampling- all sampling related forms
11. Understanding of food laboratory network to be read with provision of Regulation on food testing laboratory
12. Role of food analyst and their functions
13. Role of QA Division, FSSAI

DAYS-10, 11 & 12 (FN Session)

Module 7: Offences & Penalties + Adjudication with Case Studies

1. Offences & penalties
2. Overview of Adjudication
 - i. Appeal
 - ii. Food Safety Appellate Tribunal and its functions/power
 - iii. Special Courts
 - iv. Regular Court
 - v. Preparing case and filing a case
 - vi. Procedure for launching Prosecution
3. Its enforcement and Case studies
4. Other Laws relevant for enforcement activities

DAY-12 (AN Session)
Module 8: Other existing and closely related Food laws
<ol style="list-style-type: none"> 1. Bureau of Indian Standards (BIS), Food Products where BIS Certification is mandatory, BIS Logo 2. AGMARK certification under Agriculture Produce (Grading and Marketing) Act, 1937 and its amendment thereon
Module 9: Monitoring quality of Imported Foods and CODEX
<ol style="list-style-type: none"> 1. Provision of FSS (Food Import) Regulations, 2016, Import related advisories for ease of business, Live consignments of importers – FICS, Stakeholders related to import- customs, Overview of other relevant national bodies (e.g. EIC, APEDA, MPEDA, Spice Board etc.). 2. CODEX and International Standards 3. Harmonization of FSS Act with international standards 4. Brief knowledge of international certification system
DAY-13
Module 10: Capacity Building & behavioral change of FBOs, FSSAI Initiative & Consumer Connects
<ol style="list-style-type: none"> 1. Transforming the food ecosystem from inspector-raj to self-compliance (engage/excite/enable) 2. FOSTAC (how to meet requirements of Schedule 4 for self-compliance) 3. Cluster Initiatives (wide coverage of FBO- single point access to all FSSAI requirements) 4. Eat Right Initiatives (self-compliant FBO + Responsible consumer + sustainability) 5. Food Fortification 6. RUCO 7. Consumer Grievances Redressal Mechanism
DAY-14 (FN Session)
Module 11: Behavioral Aspects
<ol style="list-style-type: none"> 1. Workplace Etiquette 2. Personal Growth <ol style="list-style-type: none"> a. Communication Skills (Types of Communication, Its effectiveness etc) b. Interpersonal Skills <ol style="list-style-type: none"> i. Self Confidence ii. Body Language 3. Gender Sensitization <ol style="list-style-type: none"> a. What is Gender sensitization b. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 4. Provisions under India Penal Code (IPC) regarding "<i>Obstructing Public Servant in discharge of Public Functions</i>" and "<i>Good faith</i>": <ol style="list-style-type: none"> a. Offences and punishment u/s 186, 189, 353 of IPC b. Understanding about <i>Good Faith</i> u/s 52 of IPC
DAY-14 (AN Session)
Assessment
<ol style="list-style-type: none"> 1. Assessment 2. Submission of Feedback 3. Valediction

**CHOICE OF TOPICS/ MODULES AS A FACULTY
FOR TRAINING OF REGULATORY OFFICIALS**

Sir/Madam,

1. Reference Module-wise description (i.e. Curriculum for training of Regulatory Officials) attached with EOI for selection of individuals as trainer/guest faculty for training of Regulatory Officials.

2. In this connection, I, do hereby confirm that I am interested to deliver lectures as trainer/guest faculty (if selected) in r/o following Topics/Modules:

SI No.	Module(s) or Topics

3. Above topics/module(s) are selected by keeping-in-mind of my education qualifications and working experience.

Date:

Signature of the applicant

Place:

Name of the applicant

Note: While choosing the topics/ modules, it is to be noted that the module which has duration of half a day (i.e. FN/AN Session), may be selected entirely not in a part.