

No. E-12017/03/2017-HR
Food Safety and Standards Authority of India
(A Statutory Authority under Ministry of Health & Family Welfare, Govt. of India)
(HR Division)
FDA Bhavan, Kotla Road, New Delhi-110 002

Dated, The 31st August, 2017

CIRCULAR

Subject: Filling up of various posts in the Food Safety and Standard Authority of India HQ, New Delhi and Regional Offices at Mumbai, Chennai and Kolkata through transfer on deputation on foreign service terms/ Contract basis - reg

The Food Safety and Standards Authority of India (FSSAI) is an autonomous Statutory Authority set up under the Food Safety and Standards Act, 2006 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.

2. FSSAI proposes to fill up various posts in its HQ at New Delhi and Regional Offices at Mumbai and Kolkata by transfer on deputation on Foreign Service terms/ contract basis as per the details contained in Annexure-I. Officer fulfilling the eligibility criteria & experience as stipulated in Annexure-I may apply through proper channel in the prescribed format (Annexure-II) alongwith all the supporting documents. Further, those who have already applied against this Authority's vacancy circular dated 22.06.2017 need not to apply afresh and their applications will be considered for the posts as per revised eligibility criteria except the post of Advisor. The vacancy for the post of Advisor is hereby cancelled due to administrative reasons.

3. The period of deputation would be initially for three years. Further extension beyond three years would be subject to performance evaluation in the organization. The terms of deputation including pay of the officials selected on deputation will be governed by provisions laid down in the Department of Personnel and Training's Office Memorandum No.6/8/2009-Estt.(Pay II) dated 17th June, 2010 and other orders/guidelines issued in this regard from time to time. The period of deputation, in case of employees already on deputation in another ex-cadre post including the period of deputation held immediately preceding this appointment in the same or some other organization/Department shall not exceed seven years. The maximum age limit for appointment on deputation shall be **56 years** on the last day of receiving the applications. The upper age limit may be relaxed in exceptional cases of meritorious candidates.

4. The vacancy positions are likely to vary and the Food Authority reserves the right not to fill up all or any of the vacancies or to cancel the advertisement at any stage.



5. Application alongwith declaration duly signed and accompanied by the requisite personal data in Annexure- II, supported by certificate/ documents, should reach to the Assistant Director (HR), Food Safety & Standards Authority of India, FDA Bhawan, New Delhi- 110002 latest by **22.09.2017**.



(Praful Ranjan)

Deputy Director

Tel. 011-23214135

To

1. All Ministries/Departments/Organisations of Govt. of India/State Govt./UTs/ Autonomous Bodies as per list.
2. IT Division, FSSAI- for uploading the advertisement on FSSAI's Website.

ANNEXURE – I

Posts proposed to be filled up in FSSAI on deputation on foreign service terms/ contract basis

| Post Code | Post/ Pay Level | No of Posts/ Location | Mode/Eligibility/Experience |
|-----------|--|--|--|
| 01 | Director Pay Level 13 (123100-215900) | 03 One each at New Delhi, Mumbai, Kolkata | <u>For Deputation only:</u> Officers from Central or State Governments/ Autonomous Bodies: (i) Holding analogous post on regular basis; or (ii) With five years regular service in Pay Level 12 or equivalent; and Possessing the following educational qualification and experience:- (a) Seven years' experience of administration, human resource development, Finance and vigilance matters / administering & implementation or enforcement of food laws in supervisory capacity. or (b) Masters' Degree or equivalent from a recognised university or institution in Chemistry/Bio chemistry/Food Technology/ Edible Oil Technology/ Microbiology/ Dairy Technology/ Agriculture Sciences/ Veterinary Science/Bio-technology/ Nutrition/Toxicology/ Nano Technology/ Fruit & Vegetable technology/ Food Safety & Quality Assurance/ Life Science/Public Health/ Medicine or any other related disciplines with twelve years experience of working in research and development in a Laboratory/ Research Institutions /Scientific Organisations in the field of food science/ standards/safety out of which at least five years should be in a managerial capacity; or (c) Doctorate Degree in any of the aforesaid subjects with ten years experience of working in research and development in a Laboratory/ Research |

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| Post Code | Post/ Pay Level | No of Posts/ Location | Mode/Eligibility/Experience |
|-----------|--|---|---|
| | | | Institutions/Scientific Organisations in the field of food science/ standards/safety out of which at least five years should be in a managerial capacity |
| 02 | <p>Deputy Director</p> <p>Pay Level 11 (67700-208700)</p> <p>Assistant Director</p> <p>Pay Level 10(56100-177500)</p> | <p>07</p> <p>New Delhi (04), Mumbai (1), Kolkata (1), Chennai (1)</p> | <p><u>For Deputy Director on deputation only</u></p> <p>Officers from Central or State Governments/ Autonomous Bodies:</p> <p>(i) Holding analogous post on regular basis; or</p> <p>(ii) With five years regular service in Pay Level 10 or equivalent; and</p> <p>Possessing the following educational qualification and experience:-</p> <p>(a) Three years' experience in administration, finance, human resource development, or / and vigilance matters in supervisory capacity or</p> <p>(b) Full time Degree of Law from a recognised University or institution with Six years experience of handling legal matters or working experience as Law Officer in a reputed Government/Autonomous body /Research Institutions /Universities/PSUs or</p> <p>(c) Masters' Degree or equivalent from a recognised university or institution in Chemistry/Bio chemistry/Food Technology/ Edible Oil Technology/ Microbiology/ Dairy Technology/ Agriculture Sciences/ Veterinary Science/Bio-technology/ Nutrition/Toxicology/ Nano Technology/ Fruit & Vegetable technology/ Food Safety & Quality Assurance/ Life Science/Public Health/Medicine or any other related disciplines with six years experience of working in research and development in a Laboratory/ Research Institutions /Scientific Organisations in the field of food science/ standards/safety out of which at least 3 years should be in a supervisory capacity; or</p> |

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| Post Code | Post/ Pay Level | No of Posts/ Location | Mode/Eligibility/Experience |
|-----------|---|----------------------------|---|
| | | | <p>(d) Doctorate Degree in any of the aforesaid subjects with at least four years experience of working in research and development in a Laboratory/ Research Institutions /Scientific Organisations in the field of food science/ standards/safety out of which at least two years should be in the managerial capacity</p> <p><u>For Assistant Director on deputation only</u></p> <p>Officers from Central or State Governments/ Autonomous Bodies:</p> <p>(i) Holding analogous post on regular basis; or</p> <p>(ii) with 2 years regular service in pay Level 8 or equivalent; or</p> <p>(iii) With three years regular service in Pay Level 7 or equivalent; or</p> <p>(iv) With eight years regular service in Pay Level 6 or equivalent and</p> <p>Possessing the following educational qualification and experience: -</p> <p>(a) Three years' experience in administration, finance, human resource development, or / and vigilance matters depending on the post requirement OR</p> <p>(b) Degree of Law from a recognised University or institution with three years experience of handling legal matters or working experience as Law Officer in a reputed Government/ Autonomous body /Research Institutions /Universities/ PSUs</p> |
| 03 | <p>Senior Private Secretary</p> <p>Pay Level 8 (47600-151100)</p> | <p>03</p> <p>New Delhi</p> | <p><u>For Deputation:</u></p> <p>Private Secretaries/ Personal Assistants from Central or State Governments/ Autonomous Bodies:</p> |

Sina

| Post Code | Post/ Pay Level | No of Posts/ Location | Mode/Eligibility/Experience |
|-----------|-----------------|--------------------------|---|
| | | | <p>(i) Holding analogous post on regular basis; or (ii) with two years regular service in Pay Level 6 or equivalent.</p> <p><u>For Contract:</u></p> <p>Retired Sr PPS, PPS, PS, PA from Central Govt. or State Govt. or Autonomous bodies may apply for the said position on contract basis. The remuneration of such candidates shall be fixed as per norms.</p> |

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Annexure-II

Last Date of receiving of completed application: 22th September, 2017

1. Name of the Post and the post code:

2. Name of Candidate (in Block Letters)

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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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Latest coloured passport size photograph with white background.

3. Father's Name

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4. Postal Address (in Block Letters)

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| Mobile No. | | | | | | | | | | | | | |
| e-mail | | | | | | | | | | | | | |
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5. Date of Birth

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Age (in years on last date).....

6. Date of superannuation

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7. Gender (Please tick)

| | | | |
|---|--|---|--|
| M | | F | |
|---|--|---|--|

8. Category (Please tick)

| | | | | | | | |
|----|--|----|--|-----|--|----|--|
| SC | | ST | | OBC | | UR | |
|----|--|----|--|-----|--|----|--|

9. Educational Qualifications (Starting from High School) (Attached separate sheet, if required):

| Examination passed | Year | Name of Board/ University | Subjects | Percentage of marks upto two decimal |
|--------------------|------|---------------------------|----------|--------------------------------------|
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| | | | | |

10. Details of employment, in chronological order (Attached separate sheet, if required)

| Office/Institution | Post held | Post held in the capacity of Substantive /Deputation /Adhoc /Officiating | From | To | Pay Scale | Nature of Duties |
|--------------------|-----------|--|------|----|-----------|------------------|
| | | | | | | |
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| | | | | | | |

11. In case the present employment is on deputation, please state-

a) The date of initial appointment:

b) Name of the parent office/ organization:

12. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column.):

| | | |
|-----|-------------------------|--|
| (a) | Central Government | |
| (b) | State Government | |
| (c) | Autonomous organization | |

13. Total emoluments per month now drawn

(Attach pay slip attested by DDO/AO) :

14. Additional information, if any,
which you would like to mention
in support of your suitability for
the post :

:

:

15. Remarks (The candidates may indicate information with regard to):

(i) Research/publications, reports
and special projects :

(ii) Awards Scholarship/Official
Appreciation/affiliation with
Professional bodies :

SELF DECLARATION

1. I undertake that I , am holding a permanent post of on regular basis in the Department of
2. I undertake that I am drawing pay Rs..... in the pay Band with grade pay..... w.e.f.....
3. The entries filled in the application are correct as per office records.
4. No disciplinary case is pending or being contemplated against me.
5. No major/minor penalty was imposed on me during last 10 years.
6. Attested copies of ACR/APAR for last five years are annexed herewith. The Grading for the last five years ACR/APAR is as under:

| Sr. No. | Year | Grading |
|---------|------|---------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

7. I have already informed my department that I am applying for the post of on deputation basis in the Food Safety and Standards Authority of India.
8. I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection of post. I hereby declare that all statements made in this application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by the FSSAI if I am declared guilty of furnishing wrong information suppressing of facts, mentioned herein.

Signature of the candidate

Date:

Name.....

Place:

Official Address