

**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

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Dated The <sup>13<sup>th</sup></sup> November, 2017

**CIRCULAR**

**Subject: Filling up of various posts in the Food Safety and Standard Authority of India HQ, New Delhi and Regional Offices 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 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(except Govt. Retired personnel) in the prescribed format (Annexure-II) alongwith all the supporting documents. Candidates however, will be required to produce original certificates for verification at the time of interview.
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 17<sup>th</sup> 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 in the enclosed proforma (Annexure-II) from the eligible officers may be forwarded through proper channel to the Assistant Director (HR), Food Safety & Standards Authority of India, FDA Bhawan, New Delhi- 110002 alongwith ACRs/ APARs for the preceding five years duly attested and vigilance clearance **latest by 11.12.2017**.
6. Incomplete applications and those received late and/or without the requisite enclosures would be summarily rejected. No correspondence in this regard would be entertained.

  
13/11/2017

7. Canvassing in any form will disqualify the candidates.
8. Officers joining FSSAI on deputation are eligible for Govt. accommodation in General Pool Accommodation under the Directorate of Estates as per their entitlements.



(Vinay Kumar Tarun)  
Assistant 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 (Rs.123100-215900)	03  (HQ/Kolkata/Mumbai)	<p><b><u>For Deputation :</u></b></p> <p>Officers of the Central Government or the State Governments or Union Territories or Universities or recognized Research Institutions or Public Sector Undertakings or semi-Government or Statutory or Autonomous Organisations:-</p> <p>(A) Holding analogous post on regular basis; or</p> <p>With five years regular service in Pay Level 12 or equivalent;</p> <p><b>AND</b></p> <p>(B) Possessing the following educational qualification and experience:-</p> <p>(i) Bachelor's Degree from a recognised University/ Institution with Fifteen Years experience in handling administration, finance, human resource development or/ and vigilance matters depending on the post requirement.</p> <p>Note: Preference shall be given to candidates possessing Degree of Law or MBA degree or equivalent from a recognised university/Institution</p> <p>or</p> <p>(ii) 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 &amp; Vegetable technology/ Food Safety &amp; Quality Assurance/ Life Science/Public Health/ Medicine or any other related disciplines with fifteen years experience of working in research and development in Laboratory/</p>

Post Code	Post/ Level	Pay	No of Posts/ Location*	Mode/Eligibility/Experience
				<p>Research Institutions /Scientific Organisations in the field of food science/ standards/safety out of which at least five years should be as group leader or in a supervisory capacity and should have handled food science related programmes involving planning, development and coordination;</p> <p><b>or</b></p> <p>(iii) Doctorate Degree in any of the aforesaid subjects with twelve years experience of working in research and development in Laboratories/ Research Institutions /Scientific Organisations in the field of food science/ standards/safety out of which at least five years should be as group leader or in a supervisory capacity and should have handled food science related programmes involving planning, development and coordination; and Should have published research work in related field.</p> <p><b><u>For Contract:</u></b></p> <p>Retired Officers of the Central Government or the State Governments or Union Territories or Universities or recognized Research Institutions or Public Sector Undertakings or semi-Government or Statutory or Autonomous Organisations from Pay Level 13 (Rs.123100-215900) or above and possessing the requisite educational qualifications may apply for the said position on contract basis. The remuneration of such candidates shall be fixed as per norms.</p>
02	Joint Director	Pay Level 12 (Rs.78,800-2,09,200)	03 (HQ/ Regional Offices)	<p><b><u>For Deputation :</u></b></p> <p>Officers of the Central Government or the State Governments or Union Territories or Universities or recognized Research Institutions or Public Sector Undertakings or semi-Government or Statutory or Autonomous Organisations:-</p> <p>(A)(i) Holding analogous post on regular basis; or</p> <p>With five years regular service in Pay Level 11 or equivalent;</p>

Post Code	Post/ Pay Level	No of Posts/ Location*	Mode/Eligibility/Experience
			<p>AND</p> <p>(B) possessing the following educational qualification and experience:-</p> <p>(i) Bachelor's Degree from a recognised University/Institution with Twelve Years experience in handling administration, finance, human resource development or/ and vigilance matters depending on the post requirement.</p> <p>Note: Preference shall be given to candidates possessing MBA degree or equivalent from a recognised university/Institution</p> <p>or</p> <p>(ii) Full time Degree of Law from a recognised University or institution with Twelve years experience of handling legal matters or working experience as Law Officer in a reputed Government/Autonomous body /Research Institutions /Universities/PSUs/Law firms.</p> <p>or</p> <p>(iii) 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 &amp; Vegetable technology/ Food Safety &amp; Quality Assurance/ Life Science/Public Health/Medicine or any other related disciplines with Twelve years experience of working in research and development in Laboratory/ Research Institutions /Scientific Organisations in the field of food science/ standards/safety out of which at least Five years should be as group leader or in a supervisory capacity and should have handled food science related programmes involving planning, development and coordination;</p> <p>or</p> <p>(iv) Doctorate Degree in any of the aforesaid subjects</p>

Post Code	Post/ Pay Level	No of Posts/ Location*	Mode/Eligibility/Experience
			<p>with Nine Years experience of working in research and development in Laboratories/ Research Institutions /Scientific Organisations in the field of food science/ standards/safety out of which at least Five years should be as group leader or in a supervisory capacity and should have handled food science related programmes involving planning, development and coordination; and should have published research work in related field.</p> <p><b><u>For Contract:</u></b></p> <p>Retired Officers of the Central Government or the State Governments or Union Territories or Universities or recognized Research Institutions or Public Sector Undertakings or semi-Government or Statutory or Autonomous Organisations from Pay Level 12 (Rs.78,800-2,09,200) or above and possessing the requisite educational qualifications may apply for the said position on contract basis. The remuneration of such candidates shall be fixed as per norms.</p>
03	<p>Assistant Director (Technical)</p> <p>Pay Level 10 (Rs.56100-177500)</p>	<p>04</p> <p>(HQ/Regional Offices)</p>	<p><b><u>For Deputation :</u></b></p> <p>Officers of the Central Government or the State Governments or Union Territories or Universities or recognized Research Institutions or Public Sector Undertakings or semi-Government or Statutory or Autonomous Organisations:-</p> <p>(A) Holding analogous post on regular basis; or</p> <p>with two years regular service in Pay Level 8 or equivalent; or</p> <p>with three years regular service in Pay Level 7 or equivalent; or</p> <p>with eight years regular service in Pay Level 6 or equivalent</p> <p><b>AND</b></p> <p>(B) Possessing the following educational qualification and experience: -</p>

Post Code	Post/ Pay Level	No of Posts/ Location*	Mode/Eligibility/Experience
			<p>Masters' Degree or equivalent from a recognised university or institution in field of Chemistry/Bio chemistry/Food Technology/ Edible Oil Technology/ Microbiology/ Dairy Technology/ Agriculture Sciences/ Veterinary Science/ Bio-technology/ Nutrition/Toxicology/Nano Technology/Fruit &amp; Vegetable technology/ Food Safety &amp; Quality Assurance/ Life Science/Medicine/Public Health or any other related disciplines.</p> <p>Desirable qualification:- Doctorate Degree in any of the aforesaid subjects</p> <p><b><u>For Contract:</u></b></p> <p>Retired Officers of the Central Government or the State Governments or Union Territories or Universities or recognized Research Institutions or Public Sector Undertakings or semi-Government or Statutory or Autonomous Organisations from Pay Level 10 (Rs.56100-177500) or above and possessing the requisite educational qualifications may apply for the said position on contract basis. The remuneration of such candidates shall be fixed as per norms.</p>
04	Senior Private Secretary  Pay Level 8 (47600-151100)	01  (New Delhi)	<p><b><u>For Deputation:</u></b></p> <p>Officers of the Central Government or the State Governments or Union Territories or Universities or recognized Research Institutions or Public Sector Undertakings or semi-Government or Statutory or Autonomous Organisations</p> <p>(A) Holding analogous post on regular basis; or</p> <p>with two years regular service in Pay Level 6 or equivalent as Private Secretary.</p> <p><b><u>For Contract:</u></b></p> <p>Retired Sr.PS, PPS, PS, PA from Central Government or the State Governments or Union Territories or Universities or recognized Research Institutions or Public Sector Undertakings or semi-Government or Statutory or Autonomous Organisations. The</p>

Post Code	Post/ Level	Pay	No of Posts/ Location*	Mode/Eligibility/Experience
				remuneration of such candidates shall be fixed as per norms.

(\*) indicates probable initial posting, but he/she would liable to be posted in any of the offices of FSSAI.



**Last Date of receiving of completed application: 11<sup>th</sup> December, 2017**

1. Name of the Post/post code/Location:

2. Name of Candidate (in Block Letters)


Latest coloured passport size photograph with white background.

3. Father's Name


4. Postal Address (in Block Letters)

Mobile No.											
e-mail											

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		T	
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8. Category (Please tick)

SC		ST		OBC		UR	
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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

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

Office/Institution	Post held	Post held in the capacity of Regular /Deputation /Adhoc /Officiating	From (DD/MM/YY)	To (DD/MM/YY)	Pay Scale	Nature of Duties

\* Important: Pay Band and Grade Pay granted under ACP/ MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale

of the post held on regular basis to be mentioned. Details of ACP/ MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:-

Office/Institution	Pay, Pay Band and Grade Pay From To drawn under ACP/MACP Scheme	From (DD/MM/YY)	To (DD/MM/YY)

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 Level..... 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