

**F. No. E-12017/01/2016-E&A**  
**Food Safety and Standards Authority of India**  
(A Statutory Authority established under the Food Safety and Standards Act, 2006)  
(Establishment Division)  
**FDA Bhawan, Kotla Road, New Delhi-110002**

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Dated, the <sup>13</sup>/<sub>26</sub> February, 2016

**CIRCULAR**

**Subject: Inviting application against one post of Chief Management Services Officer in the Food Safety and Standards Authority of India on transfer on deputation on Foreign Service terms basis - reg.**

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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 the positions on transfer on deputation on Foreign Service terms as per the details contained in Annexure-I. Officers fulfilling the eligibility criteria & experience as stipulated in Annexure-I may apply in the prescribed format (Annexure-II) through proper channel. The candidates who fulfil eligibility criteria and possessing requisite experience may apply in the prescribed format (Annexure-II) alongwith the supporting documents.

3. The period of deputation would be initially for a period of three years. This can be extended further by upto 2 years in public interest. However, in exceptional circumstances, the deputation would also be considered for one year which may be extended further for upto two years. 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 five years. The maximum age limit for appointment on deputation shall be **56 years** on the last day of receiving of the applications.

Contd....2



4. Applications alongwith declaration duly signed and accompanied by the requisite personal data in Annexure-II supported by certificate/documents should be reached to the Assistant Director (Estt), Food Safety & Standards Authority of India, FDA Bhavan, Kotla Road, New Delhi-110002 on or before 21<sup>st</sup> March 2016.

  
(Sunil KS Bhadoria)  
Assistant Director

To

1. All Ministries/Departments/Organisations of Govt. of India/State Govt./UTs/ Autonomous Bodies as per list.
2. IEC, FSSAI for uploading on [www.fssai.gov.in](http://www.fssai.gov.in).



## ANNEXURE - I

### Posts proposed to be filled up in FSSAI on transfer on deputation basis

Post Code	Post/ Pay Band + Grade Pay	No of Posts	Eligibility/experience
1.	<b>Chief Management Services Officer</b> <b>PB-4 (37400-67000) GP 10000/-</b>	01	Officers from organised services working in the Central or State Governments/ Autonomous Bodies:  (i) holding analogous or equivalent posts on regular basis preferably being empanelled as Joint Secretary in the Government of India; or  with five years regular service in Pay Band 4 (Rs.37400-67000) with grade pay of Rs.8700/- or Rs.8900/- or equivalent; and  (ii) having 10 years experience of administration, finance and vigilance matters.

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**Annexure-II**

**Last Date of receiving of completed application: 21<sup>st</sup> March 2016**

**Application for position of *Chief Management Services Officer* on deputation on *foreign services* basis in FSSAI.**

1. Name of the Post applied for.....

2. Name of Candidate (in Block Letters)


Latest coloured passport size photograph with white background.
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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).....

6. Date of superannuation

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7. Gender (Please tick)

M		F	
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8. Community(Please tick)

SC		ST		OBC		UR	
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9. Educational Qualifications (Starting from High School) :

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

10. Details of employment, in chronological order.....

Office/Institution	Post held	From	To	Pay Scale	Nature of Duties



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

a) The date of initial appointment: .....

b) Name of the parent office/ organization: .....

10. 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	

11. Total emoluments per month now drawn : .....  
Drawn (Attach pay slip attested by DDO/AO )

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

13. 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

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## 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
6.		
7.		
8.		
9.		
10.		

\* in case the candidate is not able to indicate grading at this stage, he/she is required to produce attested copies of ACR/APAR whenever desired by FSSAI.

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 for the 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.

Date :

Signature of the candidate.....

Place :

Name .....

Official Address.....