

F. No. E-12017/01/2015-E&A
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

The 29th July, 2016

CIRCULAR

Subject: Inviting applications for the post of Assistant Director (Hindi) through transfer on deputation on Foreign Service terms- 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 the post of Assistant Director (Hindi) through transfer on deputation on Foreign Service terms basis as per the details contained in Annexure-I. Officials fulfilling the eligibility criteria & experience, etc as stipulated in Annexure-I may apply in the prescribed format (Annexure-II) through proper channel along with relevant 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 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 five years. The maximum age limit for appointment on deputation shall be 56 years on the last day of receiving of the applications.

Cont...2/-

4. The Food Authority reserves the right not to fill up the vacancy 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 be reached by the Assistant Director (HR), Food Safety & Standards Authority of India, FDA Bhawan, Kotla Road, New Delhi- 110002 **on or before 19.08.2016.**


(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 on www.fssai.gov.in.

ANNEXURE - I

Post proposed to be filled up in FSSAI on transfer on deputation basis

Ser No.	Post/ Pay Band + Grade Pay	No of Posts	Eligibility/experience
01.	Assistant Director (Hindi) [PB-3] 15600-39100 + 5400(GP)	01	<p>Officers from Central/State Government/ Autonomous Bodies possessing following educational qualifications and experience:</p> <p>(i) holding analogous posts on regular basis:</p> <p style="text-align: center;">Or</p> <p>holding the post of Senior Translator in the official language wing in his/her organisation with at least three years regular service in the PB-2 (Rs.9300- 34800) with grade pay of Rs.4600; and</p> <p>(ii) possessing following qualification educational qualification and experience:</p> <p>Master's degree in Hindi with English as one of the elective language; or Master's degree in English with Hindi as one of the elective language.</p> <p>Desirable: Certificate/ Diploma in translation</p>

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

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 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.....