

F. No. E-12017/01/2015-E&A
Food Safety and Standards Authority of India
(A Statutory Authority established under the Food Safety & Standards Act, 2006)
Establishment Division
FDA Bhavan, Kotla Road, New Delhi-110002

The 27th August, 2015

CIRCULAR

Subject: Inviting applications to fill up vacant post of Chief Management Services Officer in the Food Safety and Standards Authority of India on transfer on deputation on Foreign Service terms basis.

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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-up a vacant post of Chief Management Services Officer on deputation on Foreign Service terms basis. Details e.g. eligibility criteria and experience etc. is available at **Annexure-I**. Officers fulfilling the eligibility criteria as stipulated at **Annexure-I** may apply in the prescribed format (**Annexure-II**) through proper channel along with the documents supporting the candidature. They may send the advance copy but the application routed through proper channel or the No Objection Certificate, as the case may be must reach in FSSAI on or before the last date of receiving the applications.

3. The period of deputation would be initially for one year extendable upto 3 years. FSSAI may extend the deputation beyond one year and for the specific time with the approval of the borrowing organisation. This extension would be subject to performance evaluation of the officer. 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 the applications. The upper age limit may be relaxed in exceptional cases of meritorious candidates. The Food Authority reserves the right not to fill up all or any of the vacancies or to cancel the advertisement at any stage without assigning any reason therefor.

4. Only such applications accompanied by the requisite personal data in **Annexure-II** alongwith necessary certificates/documents received through proper channel or with 'No Objection' of the department will be considered.

5. It is requested to give wide publicity to the vacancy circular amongst the staff. The applications in the prescribed Performa **Annexure-II**, along with upto date CR Dossiers of the officers who can be spared in the event of their selection, may be forwarded to the Director (Establishment) Food Safety and Standards Authority of India, 4th Floor, FDA Bhavan, Kotla Road, New Delhi by **12th September 2015**.

6. While forwarding the applications, it is required to be verified and certified that the particulars furnished by the officer are correct and no disciplinary proceedings are either pending or contemplated against him/her. The integrity of the officer may also be certified. It may also be confirmed that no major/minor penalty has been imposed on him/her during the last ten years.

7. Applications received after due date or without the necessary documents or otherwise found incomplete may not be considered.

Sd-
(Bimal Kumar Dubey), IAS
Director (Establishment)

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.

ANNEXURE - I

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

Post Code	Post/ Pay Band + Grade Pay	No of Posts	Eligibility/experience
01.	Chief Management Services Officer [PB-4] 37400-67000 + 10000(GP) (or Deputation)	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.
Duties and Responsibilities: (i) Establishment matters of FSSAI. (ii) General Administration of FSSAI. (iii) Finance and Accounts matters of FSSAI. (iv) Any other related/associated functions may be assigned to the incumbent of the post.			

Annexure-II

Last Date of receiving of completed application: 12th September 2015

**Application for the post ofon deputation
in FSSAI.**

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

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).....

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.):

(i)	Central Government	
(ii)	State Government	
(iii)	Autonomous organization (under the Central/State Govt)	

11. Total emoluments per month now drawn

(Attach pay slip attested by DDO/AO) :

12. Additional information, if any, :
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 :

DECLARATION

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information supported by the 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 the statements made in this application are true and complete. I understand that action can be taken against me by the FSSAI, if I am declared to be guilty of furnishing wrong information suppressing of facts, mentioned herein.

Date :

Signature of the candidate.....

Place :

Name

Official Address.....

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CERTIFICATE

(To be filled in by the **Head of the Department** in which employed)

1. Certified that Shri/Smt/Kum.....holds a permanent post ofin Pay Band.....with Grade pay.....on regular basis in the Department of
2. That he/she is drawing pay ₹.....in the Pay Band.....with grade pay.....with effect from.....
3. That the entries in the application have been filled in are **correct** as per office records.
4. That **No disciplinary case** is pending or being contemplated against him/her.
5. That his/her integrity is beyond doubt. **No major/minor penalty** was imposed on Shri/Smt./Kum.....during last 10 years.
6. Attested copies of ACR/APAR for last five years are annexed herewith.
7. In the event of selection he/she will be relieved from this office immediately.

Date:

Signature

(To be signed by Head of Department)

Place:

Name of officer.....

Designation.....

Phone number.....

(with stamp/seal)
