

F. No. E-12017/01/2013-E&A  
Food Safety and Standards Authority of India  
Ministry of Health and Family Welfare

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FDA Bhavan, Kotla Road, New Delhi – 110002

Dated the 15<sup>th</sup> October, 2013

CIRCULAR

**Sub** : Filling up the vacant posts in the Food Safety and Standards Authority of India on transfer on deputation on Foreign Service terms 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. It is proposed to fill up posts in FSSAI (Headquarter and Regional offices) 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 only. The posts at Sl No. 7 & 8 are to be filled up on contract basis only whereas the post at Sl No.06 would be filled up on either deputation or contract basis. 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 one year extendable for further 2 years. Further, extension beyond one year would be subject to performance evaluation and fit with 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 five years. The maximum age limit for appointment on deputation shall be 56 years on the last day of receiving the applications. 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. Only such applications accompanied by the requisite personal data in Annexure-II alongwith necessary certificates/documents forwarded through proper channel will be considered. Advance copy of the application will not be considered for candidature.

6. 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 Assistant Director(E&A), Food Safety and Standards Authority of India, 4<sup>th</sup> Floor, FDA Bhavan, Kotla Road, New Delhi by 15<sup>th</sup> November, 2013.

7. While forwarding the applications, it may 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.

8. Application received after due date or without the necessary documents or otherwise found incomplete will not be considered. Candidates need not to send advance copy of the application as applications duly forwarded through proper channel will only be considered. More than one application for a post received from one candidate will be summarily rejected.



(Sunil KS Bhadoria)  
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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
<b>FSSAI Technical Cadre</b>			
01.	DEPUTY DIRECTOR [PB-3] 15600-39100 + 6600(GP)	3 One each for Chennai, Mumbai, Kolkata,	Officers from Central or State Governments/ Autonomous Bodies and : (i) holding analogous or equivalent posts on regular basis; or (ii) with at least five years regular service in Pay Band 3 (Rs.15600-39100) with grade pay Rs.5400 or equivalent and (iii) possessing following educational qualification and experience:- (a) 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 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  (b) 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.
02.	ASSISTANT DIRECTOR [PB-3] 15600-39100 + 5400(GP)	9 3 for HQ One each for Lucknow, Chandigarh, Chennai, Kolkata, Cochin, Guwahati	Officers from Central or State Governments/ Autonomous Bodies and : (i) holding analogous or equivalent posts on regular basis; or (ii) with at least eight years regular service in Pay Band 2 (Rs.9300-34800) with grade pay Rs.4200 or equivalent. (iii) possessing following educational qualification and experience:- 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 or any other related disciplines with at least two years' experience of working in research and development in Laboratory/ Research Institutions /Scientific Organisations in the field of food science/ standards/safety.  <u>Desirable:-</u> Doctorate Degree in any of the aforesaid subjects
<b>FSSAI Management Cadre</b>			
03.	ASSISTANT DIRECTOR (Management) [PB-3] 15600-39100 + 5400(GP)	2 For HQ	Officers from Central or State Governments/Autonomous Bodies and: (i) holding analogous or equivalent posts on regular basis; or (ii) with at least three years regular service in Pay Band 2 (Rs.9300-34800) with grade pay Rs.4600 or equivalent and (iii) possessing following educational qualification and experience:- (a) Bachelor's Degree from a recognised University/Institution, and (b) two years' experience in handling administration, human resource development or/ and vigilance matters.  <u>Desirable:-</u> MBA degree from a recognised university/Institution in personnel/human resource management.
<b>OTHER POSTS</b>			
04.	Assistant Director (Hindi) [PB-3] 15600-39100 + 5400(GP)	1 For HQ	Officers from Central or State Government/ Autonomous Bodies and : Officers from Central or State Government/ Autonomous Bodies: (i) holding analogous posts on regular basis; or

			<p>(ii) holding the post of Senior Translators in the official language wing in his/her organisation with at least three years regular service in the pay band 2 with grade pay of Rs. 4600.</p> <p>(iii) possessing following educational qualification and experience:- Master degree in Hindi with English as one of the elective languages; or Master degree in English with Hindi as one of the elective languages.</p> <p><u>Desirable:-</u> Certificate/Diploma in translation.</p>
05.	<p>Law Officer</p> <p>[PB-3] 15600-39100 + 5400(GP)</p>	1 For HQ	<p>Officers from Central or State Governments/ Autonomous Bodies with Law background and experience in handling legal matters:</p> <p>(i) Holding analogous posts in the cadre on regular basis; or (ii) Holding the post of Junior Law Officer/Law Assistant in Govt. organisation with three years regular service in the pay band 2 with grade pay of Rs. 4600. (iii) possessing following educational qualification and experience:- Degree of Law from a recognised University or institution with three years' experience of handling legal matters/PFA matters or cases related to Food laws.</p> <p><u>Desirable:-</u> Masters in Law from a recognised University or institution.</p>
06.	<p>Librarian</p> <p>[PB-2] 9300-34800+4200 (GP)</p> <p>Or</p> <p>Rs.20,000/- per month (consolidated) in case of contract basis</p>	1 For HQ	<p><u>Deputation-</u> Officers from Central or State Government/ Autonomous Bodies/ with Library Science background and experience in handling legal matters: (i) Holding analogous post in the cadre on regular basis; or (ii) Holding the post with five years regular service in the pay band 1 with grade pay of Rs. 2800 with experience of working in a library.</p> <p><u>Contract-</u> (i) Bachelor's Degree In Library Science from recognised University /institutions or equivalent from a recognised University/institution and (iii) three years' working experience.</p> <p>Maximum age limit for contract would be 30 years as on closing date of application.</p>
<b>Contract Basis</b>			
07.	<p>Media Resource Personnel(MRP)</p> <p>Rs. 25,000/- per month (consolidated).</p>	01 For HQ	<p>Master's Degree or PG Diploma or equivalent from a recognised university or institution in Mass Communications/Journalism/ Media and possessing 2 years' post qualification experience in the following-</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Media Management (both print &amp; electronic).</li> <li><input type="checkbox"/> Maintenance &amp; Updating Blogs.</li> <li><input type="checkbox"/> Compilation of news and preparation of reports.</li> <li><input type="checkbox"/> Event Management and Coordination with advertising agencies and DAVP.</li> <li><input type="checkbox"/> Preparation of media plans.</li> <li><input type="checkbox"/> Social media platforms: blog, Facebook, twitter, you tube etc.</li> </ul> <p>Maximum age limit for contract would be 35 years as on closing date of application.</p>
08.	<p>Legal Resource Associate(LRA)</p> <p>Rs. 25,000/- per month (consolidated)</p>	02 For HQ	<p>Master's Degree or equivalent from a recognised university or institution in Law and one years' experience is essential.</p> <p>Note - Candidates having experience of handling legal matters/PFA matters or cases related to Food laws will be preferred.</p> <p>Maximum age limit for contract would be 35 years as on closing date of application.</p>

Annexure-II

Last Date of receiving of completed application: 15<sup>th</sup> November 2013

Application for position of .....on deputation/contract in FSSAI.

Technical/Management Cadre (Tick ✓ appropriate cadre)

Choice for place of posting : .....  
(for post at code 01 and 02 only)

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

2. Name of Candidate  
(in Block Letters) : .....

3. Father's Name : .....

4. Postal Address  
(in Block Letters) : .....

Latest coloured  
passport size  
photograph with  
white  
background.

Signature of the  
candidate

Mobile ..... E-mail: .....

3. Date of Birth  
(in Christian Era) : .....

Age(in years).....

4. Date of superannuation  
(in Christian Era) : .....

5. Gender : .....

6. Community  
(whether SC/ST/OBC/UR) : .....

7. Educational Qualifications(Starting from High School) :

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

8. 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	
(c)	State Government	
(e)	Autonomous organization	

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 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 to be guilty of furnishing wrong information suppressing of facts, mentioned herein.

Date : \_\_\_\_\_ Signature of the candidate.....  
Place : \_\_\_\_\_ Name .....  
Official Address.....  
.....  
.....

## CERTIFICATE

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

1. Certified that Shri/Smt/Kum.....holds a permanent post of .....in the Department of .....
2. That he/she is drawing pay Rs.....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)

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FDA Bhavan, Kotla Road, New Delhi  
Dated the 15<sup>th</sup> October, 2013

PUBLIC NOTICE

Subject - Filling up vacant posts in the Food Safety and Standards Authority of India.

Applications from eligible candidates are invited to fill up the vacant posts in the Food Safety and Standards Authority of India on transfer on deputation on Foreign Service terms basis and on contract basis. The details of posts, No. of vacancies, eligibility, terms and conditions are available on the website [www.fssai.gov.in](http://www.fssai.gov.in). Last date of receipt of completed application in the prescribed format is 15<sup>th</sup> November 2013.

(Sunil KS Bhadoria)  
Assistant Director (E&A)