

F. No. A-12037/01/2012/Admn-FSSAI
Food Safety and Standards Authority of India
Ministry of Health and Family Welfare

*FDA Bhavan, Kotla Road,
New Delhi – 110002
Dated the 6th March, 2012*

CIRCULAR

Subject : Filling up of posts of Management Services and Scientific Services in Food Safety and Standards Authority of India on deputation including short term contract/Contract (outsourced) -reg.

It is proposed to fill up various posts in FSSAI Head Quarters / Regional Offices on transfer on deputation on Foreign Service terms including short term contract/contract as per details contained in **Annexure-1** of this circular. Officers fulfilling the eligibility criteria & experience as in Annexure – I may apply in the prescribed Performa **(Annexure-II)**.

2. 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.
3. 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 No.6/8/2009-Estt.(Pay II) dated 17th June, 2010.
4. The initial period of deputation in FSSAI shall be three years. 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
5. Officers who volunteer for the post(s) will not be permitted to withdraw their candidature. Only such applications as are accompanied by the requisite personal data in Annexure – II alongwith necessary certificates/documents forwarded through proper channel will be considered.
6. It is requested to give wide publicity to the vacancy circular amongst the staff under your administrative control. 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 this Authority **latest by 10th April, 2012.**
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 please 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 the last date or without the CR dossiers or otherwise found incomplete will not be considered.

Sd/-
(Sanjay Singh)
Deputy Director (Estt&Admn.)
Tel. 011-23237421

To,

All Ministries/Departments/Organisations of Govt. of India/State Govt./UTs / Universities/
Autonomous Bodies as per list.

Posts proposed to be filled up on Deputation including Short Terms Contract/Contract (outsourced) in Food Safety and Standards Authority of India

S.No	Post /Pay scale	No. of Posts	Eligibility /experience
Scientific Services			
1.	Scientist Group IV (4) Pay Band + Grade Pay: PB-4, Rs 37400-67000 + 8700	2	<p>(a) Officers from Central or State Government/ Autonomous Bodies/ government controlled /funded recognised research institutions /Universities /PSUs :</p> <p>(i) holding analogous or equivalent post on regular basis; or</p> <p>(ii) with five years regular service in Pay Band 3 (Rs.15600-39100) with Grade Pay Rs.7600 or equivalent.</p> <p>(b) possessing the following educational qualification and experience and</p> <p>Essential qualification:-</p> <p>(i) 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 Engineering/ Veterinary Science/ Bio-technology/ Nutrition/Toxicology 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 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.; or</p> <p>(ii) Doctorate Degree in any of the aforesaid subjects with ten 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 four 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>(iii) Should have published research work in related field.</p>
2	Scientist Group IV (1) Pay Band + Grade Pay: PB-3, Rs15600-39100 + 5400	6	<p><u>On Contract (outsourced)</u></p> <p>Essential qualification:-</p> <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 Engineering/ Veterinary Science/ Bio-technology/ Nutrition/Toxicology or any other related disciplines with two years experience of working in research and development in Laboratory/ Research Institutions /Scientific Organisations in the field of food science/ standards/safety and should have handled food science related programmes involving planning, development and coordination.</p> <p>Desirable qualification:-</p> <p>Doctorate Degree in any of the aforesaid subjects</p> <p>Age limit for contract:- 35 years as on closing date of applications.</p>

Management Services			
3	Director (Management) Pay Band + Grade Pay: PB-4, Rs 37400-67000 + 8700	1	Deputation including short terms contract Officers from Central or State Government/ Autonomous Bodies/ government controlled /funded recognised research institutions /Universities /PSUs and : (i) holding analogous or equivalent post on regular basis; or (ii) with five years regular service in Pay Band 3 (Rs.15600-39100) with Grade Pay Rs.7600 or equivalent and (iii) possessing experience of administration, human resource development, finance and vigilance matters.
4	Deputy Director (Management) Pay Band + Grade Pay: PB-3, Rs15600-39100 + 6600	3	Deputation including short terms contract Officers from Central or State Government/ Autonomous Bodies/ government controlled /funded recognised research institutions /Universities /PSUs and : (i) holding analogous or equivalent post on regular basis; or (ii) with five years regular service in Pay Band 3 (Rs.15600-39100) with Grade Pay Rs.5400 or equivalent and (iii) experience of administration, human resource development, or / and vigilance matters.
5	Assistant Director (Management) Pay Band + Grade Pay: PB-3, Rs15600-39100 + 5400	3	Deputation including short term contract Officers from Central or State Government/ Autonomous Bodies/ government controlled /funded recognised research institutions /Universities /PSUs and : (i) Bachelor's Degree from a recognised University/institution. (ii) Holding the post with three years regular service in the pay band 2 with grade pay of Rs. 4600. (iii) two years experience in handling administration, human resource development or/ and vigilance matters. (iv) Preference shall be given to candidates possessing MBA degree from recognised university/institutions in personal/human resource management.
6.	Assistants Pay Band + Grade Pay: PB-2, Rs9300-34800 + 4200	3	Deputation including short term contract Officers from Central or State Government/ Autonomous Bodies/ government controlled /funded recognised research institutions / Universities/ PSUs with Admn& finance background and experience: (i) holding analogous or equivalent post on regular basis; or (ii) with six years regular service in the next lower grade of PB-2 with Grade pay of Rs.2800 or equivalent.
7	Assistant (laboratories) Pay Band + Grade Pay: PB-2, Rs9300-34800 + 4200	7 Kolkata+Raxual-3, Ghaziabad+Sonauli-3, Mumbai-1	Contract (outsourced) (i) Bachelor's Degree from a recognised university /institutions (ii) Should be computer literate and proficient in using MS Office and internet etc. Age limit for contract(outsourced):- 32 years as on closing date of applications.

8	Deputy Director(Administration & Finance)-Laboratories) Pay Band + Grade Pay: PB-3, Rs15600-39100 + 6600	3 Kolkata-1, Ghaziabad-1, Mumbai-1	Deputation including short term contract (i) Officers from Indian Audit and Accounts Service/Indian Civil Accounts Service/Indian Railways Accounts Service/Indian Defence Accounts Service and other Central Accounts Services Group A Services, eligible to hold Dy. Director level posts in the Government of India; or (ii) Officers from Central or State Government/ Autonomous Bodies/ government controlled /funded recognised research institutions / Universities/ PSUs with finance background and experience: (a) holding analogous or equivalent post on regular basis; or (b) with five years regular service in the next lower grade of PB-3 with Grade pay of Rs.5400 or equivalent.
9.	Sr. Finance & Accounts Officer Pay Band + Grade Pay: PB-2, Rs9300-34800 + 5400	1	Deputation including short term contract Officers from Central or State Government/ Autonomous Bodies/ government controlled /funded recognised research institutions / Universities/ PSUs with finance background and experience: (i) holding analogous or equivalent post on regular basis; or (ii) with two years regular service in the next lower grade of PB-2 with Grade pay of Rs.4800 or equivalent.
10.	Sr. Accounts Officer Pay Band + Grade Pay: PB-2, Rs9300-34800 + 5400	3 Kolkata-1, Ghaziabad-1, Mumbai-1	Deputation including short term contract Officers from Central or State Government/ Autonomous Bodies/ government controlled /funded recognised research institutions / Universities/ PSUs with finance background and experience: (i) holding analogous or equivalent post on regular basis; or (ii) with two years regular service in the next lower grade of PB-2 with Grade pay of Rs.4800 or equivalent.
11.	Finance & Accounts Officer Pay Band + Grade Pay: PB-2, Rs9300-34800 + 4800	3	Deputation including short term contract Officers from Central or State Government/ Autonomous Bodies/ government controlled /funded recognised research institutions / Universities/ PSUs with finance background and experience: (i) holding analogous or equivalent post on regular basis; or (ii) with six years regular service in the next lower grade of PB-2 with Grade pay of Rs.4200 or equivalent.
12.	Admn. and Account Officer (Zones) Pay Band + Grade Pay: PB-2, Rs9300-34800 + 4800	4	Deputation including short term contract Officers from Central or State Government/ Autonomous Bodies/ government controlled /funded recognised research institutions / Universities/ PSUs with finance background and experience: (i) holding analogous or equivalent post on regular basis; or (ii) with six years regular service in the next lower grade of PB-2 with Grade pay of Rs.4200 or equivalent.
13.	Account Assistant (laboratories) Pay Band + Grade Pay: PB-2, Rs9300-34800 + 4200	3 (Kolkata-1, Ghaziabad-1, Mumbai-1)	Deputation including short term contract Officers from Central or State Government/ Autonomous Bodies/ government controlled /funded recognised research institutions / Universities/ PSUs with finance background and experience: (i) holding analogous or equivalent post on regular basis; or (ii) with six years regular service in the next lower grade of PB-2 with Grade pay of Rs.2800 or equivalent. Contract (outsourced) (i) Bachelor's Degree in commerce/ finance from a recognised University/institution. (ii) Should be computer literate and proficient in using accounting software Age limit for contract(outsourced):- 32 years as on closing date of applications.
14.	Sr. Private Secretary Pay Band + Grade Pay: PB-2, Rs9300-34800 + 4800	3	Deputation including short term contract Private Secretaries/Personal Assistant from Central or State Government/ Autonomous Bodies/ government controlled /funded recognised research institutions / Universities/ PSUs:

			<p>(i) holding analogous or equivalent post on regular basis; or (ii) with six years regular service in the next lower grade of PB-2 with Grade pay of Rs.4600 or equivalent.</p> <p>Contract (Outsourced) Essential : (i) Bachelor's Degree from a recognised University/institution with proficiency in shorthand (120 WPM) and typing (40 WPM - English) and/ or (35 WPM- Hindi) (ii) Should be computer literate and proficient in using MS Office and internet etc</p> <p>Desirable: Diploma/certificate in office management and secretarial procedure or equivalent from a recognised/reputed institution. Age limit for contract(outsourced):- 35 years as on closing date of applications.</p>
15.	Private Secretary (PS) Pay Band + Grade Pay: PB-2, Rs9300-34800 + 4200	8	<p>Deputation including short term contract</p> <p>Private Secretaries/Personal Assistant from Central or State Government/ Autonomous Bodies/ government controlled /funded recognised research institutions / Universities/ PSUs:</p> <p>(i) holding analogous or equivalent post on regular basis; or (ii) with six years regular service in the next lower grade of PB-2 with Grade pay of Rs.2800 or equivalent.</p> <p>Contract (outsourced) Essential : (i) Bachelor's Degree from a recognised University/institution with proficiency in shorthand (100 WPM) and typing (40 WPM - English) and/ or (35 WPM- Hindi) (ii) Should be computer literate and proficient in using MS Office and internet etc</p> <p>Desirable: Diploma/certificate in office management and secretarial procedure or equivalent from a recognised/reputed institution. Age limit for contract(outsourced):- 32 years as on closing date of applications.</p>
16.	Personal Assistant Pay Band + Grade Pay: PB-2, Rs9300-34800 + 4200	11	<p>Deputation including short term contract</p> <p>Private Secretaries/Personal Assistant from Central or State Government/ Autonomous Bodies/ government controlled /funded recognised research institutions / Universities/ PSUs:</p> <p>(i) holding analogous or equivalent post on regular basis; or (ii) with six years regular service in the next lower grade of PB-2 with Grade pay of Rs.2800 or equivalent.</p> <p>Contract (outsourced) Essential : (i) Bachelor's Degree from a recognised University/institution with proficiency in shorthand (80 WPM) and typing (40 WPM - English) and/ or (35 WPM- Hindi) (ii) Should be computer literate and proficient in using MS Office and internet etc</p> <p>Desirable: Diploma/certificate in office management and secretarial procedure</p>

			<p>or equivalent from a recognised/reputed institution.</p> <p>Age limit for contract(outsourced):- 32 years as on closing date of applications.</p>
17.	<p>Private Secretary (Zones) Pay Band + Grade Pay: PB-2, Rs9300-34800 + 4200</p>	3	<p>Deputation including short term contract</p> <p>Private Secretaries/Personal Assistant from Central or State Government/ Autonomous Bodies/ government controlled /funded recognised research institutions / Universities/ PSUs:</p> <p>(i) holding analogous or equivalent post on regular basis; or (ii) with six years regular service in the next lower grade of PB-2 with Grade pay of Rs.2800 or equivalent.</p> <p>Contract (outsourced) Essential : (i) Bachelor's Degree from a recognised University/institution with proficiency in shorthand (100 WPM) and typing (40 WPM - English) and/ or (35 WPM- Hindi) (ii) Should be computer literate and proficient in using MS Office and internet etc</p> <p>Desirable:</p> <p>Diploma/certificate in office management and secretarial procedure or equivalent from a recognised/reputed institution.</p> <p>Age limit for contract(outsourced):- 32 years as on closing date of applications.</p>
18.	<p>Private Secretary (Laboratories) Pay Band + Grade Pay: PB-2, Rs9300-34800 + 4200</p>	3	<p>Deputation including short term contract</p> <p>Private Secretaries/Personal Assistant from Central or State Government/ Autonomous Bodies/ government controlled /funded recognised research institutions / Universities/ PSUs:</p> <p>(i) holding analogous or equivalent post on regular basis; or (ii) with six years regular service in the next lower grade of PB-2 with Grade pay of Rs.2800 or equivalent.</p> <p>Contract (outsourced) Essential : (i) Bachelor's Degree from a recognised University/institution with proficiency in shorthand (100 WPM) and typing (40 WPM - English) and/ or (35 WPM- Hindi) (ii) Should be computer literate and proficient in using MS Office and internet etc</p> <p>Desirable:</p> <p>Diploma/certificate in office management and secretarial procedure or equivalent from a recognised/reputed institution.</p> <p>Age limit for contract(outsourced):- 32 years as on closing date of applications.</p>
19.	<p>Assistant Director (Hindi) Pay Band + Grade Pay: PB-3, Rs15600-39100 + 5400</p>	1	<p>Deputation including short term contract/contract</p> <p>Officers from Central or State Government/ Autonomous Bodies/ government controlled /funded recognised research institutions / Universities/ PSUs:</p> <p>(i) Holding analogous post on regular basis; or (ii) Holding the post of in the official language wing in his/her organisation with three years regular service in the pay band 2 with grade pay of Rs. 4600.</p>

			<p>Contract (outsourced)</p> <p>(i) M.A. in Hindi with English as one of the elective language; or MA in English with Hindi as one of the elective language.</p> <p>(ii) three year experience of translation of English to Hindi and vice versa.</p> <p>Age limit for contract(outsourced):- 35 years as on closing date of applications.</p>
20.	<p>Law Officer Pay Band + Grade Pay: PB-3, Rs15600-39100 + 5400</p>	2	<p>Deputation including short term contract/contract (outsourced)</p> <p>Officers from Central or State Government/ Autonomous Bodies/ government controlled /funded recognised research institutions / Universities/ PSUs with Law background and experience in handling legal matters:</p> <p>(i) Holding analogous post in the cadre on regular basis; or (ii) Holding the post of in the with three years regular service in the pay band 2 with grade pay of Rs. 4600.</p> <p>Contract (outsourced)</p> <p>Degree of Law from a recognised University/ institution with three 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>Age limit for contract(outsourced):- 35 years as on closing date of applications.</p>
21.	<p>Librarian Pay Band + Grade Pay: PB-2, Rs9300-34800 + 4200</p>	1	<p>Deputation including short term contract/contract</p> <p>Officers from Central or State Government/ Autonomous Bodies/ government controlled /funded recognised research institutions / Universities/ PSUs with Library Science background and experience in handling legal matters:</p> <p>(i) Holding analogous post in the cadre on regular basis; or (ii) Holding the post of in the with three years regular service in the pay band 2 with grade pay of Rs. 2800 with experience of managing library.</p> <p>Contract (outsourced)</p> <p>(i) Bachelor's Degree In Library Science from recognised university/institutions or equivalent from a recognised University/institution. (ii) three years working experience.</p> <p>Age limit for contract (outsourced):- 32 years as on closing date of applications.</p>

Curriculum Vitae Pro-forma

1. Name and address (in Block Letters):
2. Date of Birth (as per matriculation certificate).....
3. Date of retirement under Central/State Govt. rules:
4. Educational Qualifications.....
5. Whether eligibility conditions are fulfilled.....
6. Details of employment, in chronological order. Enclose a separate sheet duly Authenticated by your signatures, if the space below is insufficient.....

Recent Passport size photo duly signed by the candidate

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

7. Nature of present employment i.e. permanent/temporary/ad hoc:
8. In case the present employment is on deputation/contract basis, please state.....
 - a) The date of initial appointment:
 - b) Period of appointment on deputation/contract:
 - c) Name of the parent office/organization to which you belong:
9. 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
 - d) Government Undertaking
 - e) Universities
 - f) Others
10. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade:.....
11. Are you in the revised scale of pay? If yes, give the date from which the revision took place and also indicate the re-revised scale of pay.....

12. Total emoluments per month now drawn:

13. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to).....

(i) Additional academic qualifications :

(ii) Work experience over and above prescribed in the Vacancy Circular/Advertisement:

14. Please state whether you are applying for deputation/absorption/reemployment Basis (Officers under Central/State Government are only eligible for "Absorption". Candidates of non-Governmental Organizations are eligible Only for Short Term Contract):

15. Whether belongs to SC/ST/OBC:

16. Remarks (The candidates may indicate information with regard to:

(i) Research/publications and reports and special projects

(ii) Awards Scholarship/Official Appreciation

(iii) Awards Scholarship/Official Appreciation

(iv) affiliation with the professional bodies/institutions/societies and any other information:

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.

Date:

Signature of the candidate
Official Address:

Countersigned
(Employer with seal)

CERTIFICATE

1. Certified that the particulars furnished by Shri/Smt/Kum_____ have been verified from his/her service record and found correct.

2. No vigilance case is either pending or contemplated against Shri/Smt/Kum.....
His/her integrity is certified.

3. No major/minor penalty was imposed on Shri/Smt./Kumduring the last 10 years as per records in the Ministry/Department.

Signature of Head of Office /Department