

MOST IMMEDIATE

**F. No. A-12024/02/2009-Admn
Food Safety & Standards Authority of India
(Ministry of Health & Family Welfare)**

*FDA Bhavan, Kotla Road,
New Delhi – 110002
Dated the 30th November, 2009*

CIRCULAR

Subject : Filling up of various posts in the Food Safety & Standards Authority of India on deputation / short – term contract basis – reg.

It is proposed to fill up various posts as indicated in Annexure – I in the Food Safety & Standards Authority of India. The Food Safety & 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. The pay of the officials selected on deputation will be government by provisions laid down in the Department of Personnel and Training's O.M No. 2/29/91- Estt. (Pay-II) dated 05.01.1994, as amended from time to time.

3. The period of deputation, including the period of deputation in another ex cadre post held immediately preceding this appointment in the same or some other organisation / Department shall not exceed three years. The maximum age limit for appointment on deputation shall be 56 years. Accordingly, persons who will be crossing the age of 56 years, on the last day of receiving the applications need not apply.

4. Officials appointed on deputation basis in the Food Safety and Standards Authority of India are eligible to retain the general pool residential accommodation allotted to them in accordance with Ministry of Urban Development, Directorate of Estates letter no. 11013/D/6/2008-Pol.I dated 27th February, 2008 for a period of 5 years.

5. Officials who volunteer for the post (s) will not be permitted to withdraw their names later. Only such recommendations as are accompanied by the requisite personnel date in Annexure – II will be considered.

6. It is requested that wide publicity may be given to the vacancy circular amongst staff under your administrative control and, applications in the given Proforma (Annexure II) along-with complete and up to date CR Dossiers of the officials who can be spared in the event of their selection, may be sent to this Authority latest by 30th December, 2009. Application received after the last date or without the CR dossiers or otherwise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officials are correct and no disciplinary proceedings are either pending or contemplated against him/her. The integrity of the officers 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.

Note

1. Employees with requisite qualification & experience working outside the government and other external candidates may also apply. They will also be considered for appointment on short – term contract basis in case of suitable candidates not being available for appointment on deputation basis. Candidates selected on short- term contract basis will be paid a consolidated amount equivalent to the gross pay at the minimum of the scale of the post during the period of contract.

2. Exceptional candidates from Central Government Organisation / Ministries, who do not fulfill the eligibility conditions, would also be considered.

**(Sanjay Singh)
Deputy Director (Estt. & Admn.)
Tel. 23237421**

S. No.	Name of posts	Scale of pay (Rs.)	No. of vacancies	Eligibility
1	Deputy Director (General Administration)	10000-325-15200	1	<p>Deputation Persons holding analogous post or 5 years regular service in the pre-revised pay scale of Rs. 8000-13500 or 8 years of regular service in the pre-revised pay scale of Rs. 6500-10500 and having atleast 5 years experience in General Administration & Establishment.</p> <p>Desirable :- (i) Degree or Diploma in Management / Personnel Management</p>
2	Deputy Director (Technical)	10000-325-15200	3	<p>Deputation Persons holding analogous post or 5 years regular service in the pre-revised pay scale of Rs. 8000-13500 or 8 years of regular service in the pre-revised pay scale of Rs. 6500-10500 and having atleast 5 years experience in Food Sector / Regulatory experience /Academic / Institutions / Research / Laboratories.</p> <p>Desirable :- (i) Masters Degree or a Degree in Food Technology / Veterinary Science/ Food & Nutrition /Hotel Management & Catering. (ii) Proficiency in computers. (iii) Experience in Food Sector / Regulatory experience /Academic / Institutions / Research / Laboratories.</p>
3	Assistant Director (Technical)	8000-275-13500	2	<p>Deputation Persons holding analogous post or with 5 years regular service in the pre-revised pay scale of Rs. 6500-10500 and having experience in Food Sector.</p> <p>Desirable :- (i) Masters Degree or a Degree in Food Technology / Veterinary Science/ Food & Nutrition / Hotel Management & Catering. (ii) Proficiency in computers. (iii) Experience in Food Sector / Regulatory experience /Academic / Institutions / Research / Laboratories.</p>
4	Assistant Director (Admn.)	8000-275-13500	1	<p>Deputation Person holding analogous post or with 5 years regular service in the pay scale of Rs. 6500-10500 and having atleast 5 years experience in General Administration, Establishment and Finance Matters.</p> <p>Desirable :- (i) Degree or Diploma in Finance Management / Personnel Management.</p>
5	Sr. Private Secretary	8000-275-13500	1	<p>Deputation Persons holding analogous post or Private Secretary with 5 years regular service or stenographers Grade 'C' with 8 years regular service.</p>

6	Private Secretary	6500-200-10500	3	<p><u>Deputation</u> Persons holding analogous post or Stenographers Grade 'C' with 5 years regular service.</p>
7	Assistant (Estt. & Admn) – 2 Assistant (IT) - 1	5500-175-9000 9300 – 34800 + 4200 (Grade pay) (PB – 2)	3	<p><u>Deputation</u> Holding analogous posts on regular basis in the parent cadre / Department ; or with three years regular service in the pre-revised scale of pay of Rs. 5000-8000 or equivalent in the parent cadre / Department ; or With 8 years regular service in the pre-revised pay scale of Rs. 4000-6000 or equivalent in the parent cadre / Department and having experience in General Administration / Establishment work / IT</p> <p><u>For Short-Term contract basis :-</u> (i) He / She should be a graduate. (ii) Proficiency in computers. (iii) Experience in Admn & Estt. / IT.</p>
8	Stenographers	4000-100-6000 5200-20200 + 2400 (Grade pay) (PB-1)	12	<p><u>Deputation</u> Person holding analogous post or Short-Hand Knowing LDC with 3 years regular service.</p> <p><u>For Short-Term contract basis :-</u> (i) He / She should be a graduate. (ii) Proficiency in computers. (iii) Short-hand speed: 100 w.p.m. (iv) Typing speed : 40 w.p.m.</p>

CURRICULAM VITAE PROFORMA

1. Name and address (in Block Letters):
2. Date of Birth (in Christian era):
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:

Office/Institution	Post held	From	To	Scale of pay	Nature of duties in detail
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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) professional training and (iii) 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 Organisations 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) Affiliation with the professional bodies/institutions/societies and (iv) 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

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