

No. 086/Admn/2008-FSSAI  
Food Safety and Standards Authority of India  
Ministry of Health and Family Welfare

FDA Bhavan, New Delhi-110002  
Dated the 23<sup>rd</sup> September 2008

CIRCULAR

**Subject: Filling up of various posts in Food Safety and Standards Authority of India on deputation basis.**

It is proposed to fill up various posts as indicated in Annexure1 in the Food Safety and Standards Authority of India. 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. The Pay of the officials selected on deputation will be governed by provisions laid down in the Department of Personnel and Training's OM No. 2/8/97-Estt.(Pay-II) dated 11.3.1998, 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 organization/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. Officers who volunteer for the post(s) will not be permitted to withdraw their names later. Only such recommendations as are accompanied by the requisite personal data in Annexure – II will be considered.

5. 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) alongwith complete and up to date CR Dossiers of the officers who can be spared in the event of their selection, may be sent to this Ministry **latest by 15 November 2008**. 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 officers 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:** Those who have applied in response to Vacancy Circular dated 14<sup>th</sup> March, 2008 and 7<sup>th</sup> April 2008 need not apply afresh.

  
(R. Vijay)  
Director (Admn)  
Food Safety and Standards Authority of India(FSSAI)  
Tel. 23220994

## ANNEXURE – I

Sl. No.	Post	No. of vacancies	Scale of pay	Eligibility
1.	Deputy Director	4	Rs. 10000-15200	Persons holding analogous post or 5 years experience in the pay scale of Rs. 8000-13500 or 8 years experience in the pay scale of Rs. 6500-10500.
2.	Assistant Director	6	Rs. 8000-13500	Persons holding analogous post or 5 years experience in the pay scale of Rs. 6500-10500
3.	Sr. Private Secretary	1	Rs. 8000-13500	Person holding analogous post or Private Secretary with 2 years or Stenographer 'C' with 5 years regular service.
4.	Private Secretary	3	Rs. 6500-10500	Persons holding analogous post or Stenographer Gr. 'C' with 3 years regular service.
5.	Stenographer	12	Rs. 4000-6000	Persons holding analogous post or Short-hand knowing LDC with 3 years regular service.
6.	Assistant Accounts Officer	1	Rs. 6500-10500	Persons holding analogous post or 3 years experience of handling accounts in the pay scale of Rs. 5500-9000 or 6 years experience of handling accounts in the pay scale of Rs. 5000-8000 or 8 years experience of handling accounts in the pay scale of Rs. 4500-7500.

## 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 Shhri/Smt/Kum \_\_\_\_\_. His/her integrity is certified.
3. No major/minor penalty was imposed on Shri/Smt./Kum \_\_\_\_\_ during the last 10 years as per records in the Ministry/Department.

Signature of Head of Office/Deptt.