

FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA
(A Statutory Authority under Ministry of Health & Family Welfare, Govt. of India)
(HR Division)
FDA Bhavan, Kotla Road, New Delhi-110 002

Advt. No: DR- 02/2021

Dated: 13.10.2021

DIRECT RECRUITMENT FOR THE POST OF PRINCIPAL MANAGER

Food Safety and Standards Authority of India (FSSAI), hereinafter referred to as 'Food Authority' is a statutory Body under Ministry of Health and Family Welfare. FSSAI has been created 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 to citizens of the country. For further strengthening its core competencies, FSSAI invites applications on **direct recruitment basis** from dynamic and motivated candidates looking for exciting career opportunities in Food Regulatory System. Interested and eligible candidates can apply for the vacancies ONLINE through our website **www.fssai.gov.in**.

1. Candidates to Ensure their Eligibility for the Post:

Before applying, candidates should ensure that they fulfil the eligibility criteria for the advertised posts. The Food Authority would allow all the candidates applying for the posts with the requisite fee/intimation charges (wherever applicable) on the basis of the information furnished in the ONLINE application and shall determine their eligibility only at the final stage i.e. document verification or Interview. If at any stage, it is found that any information furnished in the ONLINE application is false/ incorrect or if according to the Food Authority, the candidate does not satisfy the eligibility criteria for the post, his/her candidature will be cancelled and he/she will not be allowed to appear for interview and can be removed from service without notice, if he/she has already joined the Authority.

2. Mode of Application:

Candidates are required to apply only ONLINE through the Authority's website www.fssai.gov.in and send the print out of the online application along with self-attested copies of all relevant certificates, testimonials and No Objection Certificate from present employer to Assistant Director (Recruitment), Human Resource Division, Room No. 304, Food Safety and Standard Authority of India, FDA Bhawan, Kotla Road, New Delhi- 110002 by **30.11.2021**. Hard Copy of applications received after **30.11.2021** will not be considered. Further, Application in any other format and mode will not be accepted. **The envelope containing hard copy is to be boldly marked "FSSAI – DR-02/2021 (Post Applied - Principal Manager)"**

3. Important Dates:

Events	Important Dates**
Website Link Open For Online Registration of Applications and Payment of Fees/Intimation Charges	13.10.2021
Last Date for Online Application	12.11.2021
Last Date to receive hard copy of online application along with self-attested copies of certificates, testimonials and No Objection Certificate from present employer	30.11.2021

** The Authority reserves the right to make any change in these dates.

4. Help Facility: In case of any problem in filling up the form, payment of fee/intimation charges queries may be made through e-mail at recruitment.fssai@gmail.com. Do not forget to mention 'FSSAI' – DR-02/2021 (Post Applied - Principal Manager) in the subject of the email.

5. Addendum/Corrigendum: Please note that Addendum/Corrigendum, if any, issued on the above advertisement, will be published only on the Authority's website www.fssai.gov.in.

A. DETAILS OF POST

1. The FSSAI invites applications from eligible candidates for the post mentioned below on **direct recruitment basis**.

Post Code	Name of Post	Pay Level	Age Limit as on closing date of application	No of Vacancies	
				Total	Category
1.	Principal Manager	Pay Level-13 (Rs.123100-215900)	50 Years	01	Unreserved

JOB PROFILE OF PRINCIPAL MANAGER

Principal Manager is the head of the Social and Behavioural Change Division (SBCD) of FSSAI. Also, the professional experience of candidates may be judged in correlation with the job profile of the post. Before applying for the post, candidates are required to go through the Job Profile of Principal Manager post given at **Annexure `A`**.

POSTS IDENTIFIED SUITABLE FOR PwBD

Name of Post	Posts identified suitable for	Physical Requirement (%)
Principal Manager	(a) Locomotor Disability (OA, OL, BL) including Cerebral Palsy, Leprosy cured, Dwarfism, Acid Attack Victims, Muscular Dystrophy; (b) Blindness and Low vision (B, LV); (c) Deaf (D) and Hard of Hearing (HH) Multiple disabilities from amongst the persons under clauses (a) to (c) above except deaf-blindness	S, ST, W, SE, RW, C, MF, BN, KC, L, H, PP

@ OA-One Arm, OL-One Leg, BL-Both Legs but not arms, B-Blindness, LV-Low Vision, D-Deaf and HH-Hard of Hearing., OAL- One arm and One Leg

% BN-Bending, C-Communication, H-Hearing/Speaking, KC-Kneeling & Crouching, L-Lifting, MF-Manipulation by Finger, PP-Pushing & Pulling, RW-Reading & Writing, S-Sitting, SE-Seeing, ST-Standing and W-Walking

DEFINITION OF PERSONS WITH BENCHMARK DISABILITIES (PwBD)

The definition of the PwBD shall be as per RPWD Act-2016. Accordingly, candidates with the disabilities identified above are eligible to apply (as per GOI guidelines issued from time to time). Candidates claiming such benefits should produce certificate in original (**by the Competent Authority issued on or before the last date of online submission of application in the prescribed format available at the end of this advertisement**) in support of their claim at the time of Interview/document verification/at any stage of the process, if considered for selection to the particular post. **Persons with Disabilities will have to work in Field Units/Regional Offices/HQ Office as identified by the FSSAI.**

2. SERVICE CONDITIONS:

(i) **Pay Scale:** Selected Candidates will draw a starting basic pay in the Pay Level as stipulated against the post and they will also be eligible for Dearness Allowance, House Rent Allowance, LTC etc. as applicable to Central Government employees.

(ii) **Seniority:** Seniority will be fixed in order of their merit and as per extant guidelines of Govt. of India.

(iii) **Perquisites:** Alongwith basic pay and other allowances, reimbursement of expenses for newspaper, telephone charges etc. as per eligibility shall be applicable. Medical facilities for self and dependents under CGHS/ CS(MA) Rules shall also be applicable. Selected candidates will be governed by 'the defined contributory National Pension Scheme (NPS)', in addition to the benefit of Gratuity.

(iv) Initial appointment will be on probation for a period of One year. At Authority's discretion, the probationary period may be extended as per rules

(v) Selected candidates may be posted and transferred anywhere in India

B. ELIGIBILITY CONDITIONS:

I. Nationality: a candidate must be either:

- a. a citizen of India, or
- b. a subject of Nepal, or
- c. a subject of Bhutan, or
- d. a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
- e. a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary, may be admitted to the examination but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him/her by the Government of India.

II. Relaxation in Age Limits (as on the closing date of application):

SI. No.	Category	Age relaxation
1.	Scheduled Caste/Scheduled Tribe	5 Years
2.	Other Backward Classes (Non-Creamy Layer)	3 Years
3	Persons with Benchmark Disabilities (PwBD) as defined under "The Rights of Persons with Disabilities Act, 2016"	5 Years
4	Ex-Servicemen (ExS) The upper age limit in case of Ex-Servicemen and Commissioned Officers including ECOs/SSCOs shall be relaxed subject to the condition that on the closing date for receipt of applications the	5 Years

	<p>continuous service rendered in the Armed Forces by an Ex-Serviceman is not less than six months after attestation. This relaxation is also available to ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service and whose assignment has been extended beyond five years as on closing date and in whose case the Ministry of Defence issues certificates that they will be released within 3 months on selection from the date of receipt of offer of appointment. Candidates claiming age relaxation under this para would be required to produce a certificate in the prescribed proforma to the Commission.</p>	
--	---	--

NOTE: -

(i) Date of Birth as recorded in the Matriculation/Secondary Examination Certificate only will be accepted by the Authority for determining the age and no subsequent request for change will be considered or granted.

(ii) The maximum age limit specified is applicable to General Category candidates and the age is relaxable for SC/ST candidates upto 5 years and upto 3 years for OBC candidates in respect of vacancies reserved for them.

(iii) Persons with Benchmarks Disabilities (PwBD), can apply to the respective posts even if the post is not reserved for them but has been identified as **Suitable**. However, such candidates will be considered for selection to such post by general standard of merit. Thus, Persons with Benchmark Disabilities (PwBD) persons can avail benefit of Other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are suitable for PwBD candidates.

(iv) Candidates seeking age relaxation will be required to submit necessary certificate(s) in original in the prescribed format by Central Government along with photocopies at the time of Interview or at any subsequent stage of the recruitment process as required by FSSAI.

(v) There shall be no maximum age restriction for the departmental candidate for appointment to any post of the Food Authority under Direct Recruitment.

(vi) Persons working on the rolls of FSSAI on contract basis on the date of notification of Recruitment Regulations (RRs) and continuing in the services of the Authority on the closing date of direct recruitment advertisement are uniformly allowed to apply for any post, if they have not attained the age of 50 Years on the closing date of advertisement on direct recruitment by relaxing the maximum age criteria. In addition to the above, persons who have attained the age of 50 years on the closing date of advertisement on direct recruitment may be given age relaxation of atleast as much period as they have served in FSSAI subject to the condition that maximum age of the applicant on the closing date of application shall not exceed 56 years. This age relaxation will be allowed only up to maximum of three attempts across all categories of posts applied for where age relaxation or weightage is being allowed.

(vi) Notwithstanding the provision of age relaxation mentioned above, a person with benchmark disability will be considered to be eligible for appointment only if he/she (after such physical examination as the Authority, may prescribe) is found to satisfy the requirements of physical and medical standards for the concerned Services/Posts to be allocated to the physically disabled candidates by the Authority.

EXPLANATION: An Ex-Serviceman is defined as a person

(i) who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union, and

(a) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his/her pension; or

(b) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

(c) who has been released from such service as a result of reduction in establishment;

(ii) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service;

(iii) Personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal Service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension;

(iv) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987;

(v) Gallantry award winners of the Armed Forces including personnel of Territorial Army;

(vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

III. Minimum Educational Qualifications/Work Experience (As on the closing date of application):

Name of Post – Principal Manager
(i) Post Graduate Degree or Diploma (Full Time courses) in Journalism or Mass communication or Public Relation
OR
MBA with specialization in Marketing from a recognized university or Institute
OR
Post Graduate Degree or Diploma in Social Work or Psychology or Labour and Social Welfare from a recognized university or Institute,
AND
(ii) Sixteen (16) years' experience in relevant area.
Note 1: Out of the total experience sought, two years of experience should be in immediate lower pay level in central dearness allowance or equivalent industrial dearness allowance scale (as applicable) and in case of candidates working in private sector he or she shall be drawing minimum comparable annual cost to company (CTC) of Rs.14.00 Lakhs for last two years.
Note 2: Qualifications are relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified.
Note 3: The qualification(s) regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

Note 4: The aforesaid educational qualification and experience is indicative and may undergo change as per functional requirement which shall be mentioned in the advertisement on each occasion.

IV. The applicants working in Public Sector Bank/Insurance Companies/Private Sector should indicate their total Cost to Company (CTC) head wise with supporting documents (Income Tax Returns/Form 26AS etc.) and should indicate their organisational structure and their position in the organisation hierarchy and should be drawing the comparable CTC of immediate lower grade for a minimum period of two years as on closing date of application.

V. The IDA & CDA equivalency criteria shall be as under:

SrI. No.	CDA Pay Pattern as per 7 th CPC		IDA Pay Pattern as per 3 rd PRC	
	(i)	Pay Level 13	Rs.123100 - 2,15,900/-	E-6
(ii)	Pay Level 12	Rs.78,800 – 2,09,200/-	E-4	Rs.70,000-2,00,000

VI. All persons on contract in the services of the Authority on the date of notification of the Recruitment Regulations shall be eligible for weightage in selection process. The weightage shall be given on two parameters viz. number of years of service rendered in the Authority (30% weightage) plus Performance Appraisal (70% weightage). The performance appraisal shall be done by a committee nominated by Appointing Authority. The total combined weightage on account of both parameters (i.e. no. of years of relevant experience plus Performance Appraisal) should not exceed 10% of the total score for the entire selection process.

VII. Contractual employees applied against the advertisement have to communicate, within 15 days from the last date of the online application, their intimation regarding unwillingness to avail the age relaxation and weightage otherwise it will be treated that the contractual employee is willing to avail age relaxation and weightage. Claiming age relaxation or weightage or both will be treated as one attempt.

VIII. Once any contractual employee is selected and joins the services of Food Authority by availing age relaxation or weightage or both, he/she would not be entitled to claim any further age relaxation or weightage in any selection process in the future. In the event a contractual employee is not selected, she/he would be permitted to avail these benefits if they appear for the selection process again, subject to a maximum of total 3 attempts across all categories of posts applied for where age relaxation or weightage has been allowed.

C. SCHEME OF SELECTION

I. Selection for the aforementioned posts will be done as per the stages given below. Further, the Authority reserves the right to introduce additional stage which would be notified at suitable time, if considered necessary:

Post Advertised	Pay Level of the Post advertised	Stages of Selection
Principal Manager	13	Interview

II. Short-listing of Candidates for Interview - Candidates who fulfil the prescribed minimum essential qualifications and relevant experience both in terms of content and responsibility level for a particular post are generally shortlisted. However, the prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be short-listed or called for interview. In the event of number of applications being large, Authority will adopt short listing criteria to restrict the number of candidates to be called for interview to a reasonable number by any or more of the following methods: (i) On the basis of higher educational qualifications than the minimum prescribed in the advertisement (ii) On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement (iii) By counting experience before or after the acquisition of essential qualifications (iv) By holding a Recruitment Test (vi) Or any other criteria as Appointing Authority decide.

D. APPLICATION FEE AND INTIMATION CHARGES:

S.No.	Category	Application Fee	Intimation Charges	Total*
1	GEN/OBC	Rs.1000/-	Rs.500/-	Rs.1500/-
2	SC/ST/Women/Ex-Servicemen/ PwBD	NIL	Rs.500/-	Rs.500/-
*Bank/ Transaction Charges are to be borne by the candidate				

Note I: Applications without the prescribed Fee/ Intimation Charges shall be summarily rejected.

Note II: Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

E. PROCUDERE TO APPLY ONLINE

(1) Candidates are first required to go to the FSSAI’s website www.fssai.gov.in and click on the link ‘Jobs @ FSSAI (Career)’ and then click on the option “APPLY ONLINE FOR ADVERTISEMENT NO. DR-02/2021” to register.

(2) Candidates will have to register their application by entering their basic information in the online application form. Use of special characters while filling the form will not be allowed. After that a provisional registration number and password will be generated by the system and will be sent on registered email ID. They can reopen the saved data using email ID and password and edit the particulars, if needed.

(3) Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.

(4) Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application candidates are advised to use the “SAVE AND NEXT” facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on FINAL SUBMIT Button. Visually Impaired candidates are responsible for carefully verifying/ getting the details filled in, in the online application form and ensuring that the same are correct prior to submission as no change is possible after submission.

F. MODE OF PAYMENT

Candidates have to make the payment of requisite fees/ intimation charges through ONLINE mode only:

(i) Candidates should carefully fill in the details in the On-Line application at the appropriate places very carefully and click on the “SUBMIT” button at the end of the On-Line Application format. Before pressing the “SUBMIT” button, candidates are advised to verify every field filled in the application. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the 10th class certificates/mark sheets. Any change/alteration found may disqualify the candidature. In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. Once the application is filled in completely, candidate should Final Submit the data.

(ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

(iii) The payment can be made by using Debit Cards, Credit Cards, and Internet Banking by providing information as asked on the screen.

(iv) After Final Submit, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.

(v) If the online transaction has not been successfully completed then candidates are advised to login again with their email ID and password and pay the Application Fees/ Intimation Charges online as applicable.

(vi) On successful completion of the transaction, an e-receipt will be generated.

(vii) Candidates are required to take a printout of the e-receipt and online application form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.

Note:

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge
- For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed. After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should send this printout to the FSSAI.

Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. FSSAI will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to FSSAI Advt No. DR-02/2021.

- An email intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate’s email ID specified in the online

application form as a system generated acknowledgement. If candidates do not receive the email intimations at the email ID specified by them, they may consider that their online application has not been successfully registered.

- An online application which is incomplete in any respect such as without photograph and signature, inhuman / inappropriate photograph and / or signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.
- Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on to the FSSAI website on account of heavy load on internet/website jam.
- FSSAI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the FSSAI. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her is found to be false at a later stage.
- All candidates, whether already in Government Service, Government owned industrial undertakings or other similar organisations, whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under the Public Enterprises are required to send No Objection Certificate from their Head of Office/Department alongwith hard copy of the online application. Further, in case a communication is received from their employer by the Authority withholding permission to the candidates applying for the post, their application will be liable to be rejected/candidature will be liable to be cancelled. At the time of joining, the recommended candidates will have to bring proper discharge certificates from their PSU/Government/Quasi –Government/ Private Employer.

NOTE 1: Candidates are required to submit along with their applications copies of certificate in support of their claims regarding Age, Educational Qualifications, Scheduled Castes/ Scheduled Tribes/Other Backward Classes and Physically disabled etc. which will be verified at the time of the Interview only. Candidates belonging to the OBC category should have latest OBC certificate issued by Competent Authority. The candidates applying for the posts should ensure that they fulfil all the eligibility conditions. Their admission at all the stages for which they are admitted by the Authority or Interview will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after document verification and Interview, it is found that they do not fulfil any of the eligibility conditions; their candidature will be cancelled by the Authority. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Authority.

G. Candidates are required to send following documents alongwith hard copy of online application

1. Self- attested copy of 10th Mark sheet and Certificate
2. Self- attested copy of 12th Mark sheet and Certificate
3. Self- attested copy of Graduation Mark sheet and Certificate
4. Self- attested copy of Post-Graduation Degree/Diploma Mark Sheet and Certificate (if applicable)
5. Self-attested copy of P.hD degree (if applicable)
6. Self- attested copy of Category certificate (SC/ST/OBC/PwBD as applicable)
7. No Objection Certificate (NOC) from present employer
8. Certified copy of Pay Slip/CTC from Present employer
9. Experience certificate in the prescribed format (Form XIV)

I. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

A candidate who is or has been declared by the Authority to be guilty of :-

(i) Obtaining support for his/her candidature by the following means, namely: -

- a. offering illegal gratification to, or
- b. applying pressure on, or
- c. blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or

(ii) impersonating, or

(iii) procuring impersonation by any person, or

(iv) submitting fabricated documents or documents which have been tampered with, or

(v) making statements which are incorrect or false or suppressing material information, or

(vi) resorting to the following means in connection with his/her candidature for the examination, namely

- a. obtaining copy of question paper through improper means,
- b. finding out the particulars of the persons connected with secret work relating to the examination.
- c. influencing the examiners, or (vii) using unfair means during the examination,

(vii) using unfair means during the examination,

(viii) or writing obscene matter or drawing obscene sketches in the scripts, or

(ix) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like, or

(x) using a scribe / availing compensatory time in examination despite being ineligible, or

(xi) harassing or doing bodily harm to the staff employed by the Authority for the conduct of their examinations, or

(xii) being in possession of or using mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or

(xiii) violating any of the instructions issued to candidates along with their Admission Certificates permitting them to take the examination, or

(xiv) attempting to commit or as the case may be abetting the Commission of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to criminal prosecution, be liable to be disqualified by the Authority from the examination for which he/she is a candidate and/or to be debarred either permanently or for a specified period

(i) by the Authority from any examination or selection held by them;

(ii) by the Authority from any employment under them;

(iii) dismissal from service by the Authority if he / she is already in Authority's employment; and

(iv) if he/she is already in some other service, the Authority writing to his/her employer for taking disciplinary action.

Provided that no penalty shall be imposed except after

- (i) giving the candidate an opportunity of making such representation, in writing as he/she may wish to make in that behalf; and

(ii) taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration.

I. GENERAL INSTRUCTIONS:

(a) Correspondence with the Authority: The Authority will not enter into any correspondence with the candidates about their candidature.

(b) No candidate will ordinarily be allowed to attend the interview unless he/she holds an Interview Letter for the examination. On receipt of Interview Letter, check it carefully and bring discrepancies/errors, if any, to the notice of the Authority immediately.

(c) **PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF INTERVIEW:** At the time of appearing for the examination, candidates are required to produce a currently valid photo identity card in original and a photocopy of the same in addition to the admission letter. Acceptable photo identity cards are PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognised college/university/e-Aadhar card/Aadhar card with a photograph/ Employee ID/ Bar Council Identity card with photograph. The candidate's identity will be verified with respect to his/her details on the Interview Call Letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for interview.

(d) Authority does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of or for any other reason beyond the control of the Authority.

(e) The candidates should note that their admission to the interview will be purely provisional based on the information given by them in the Application Form. This will be subject to verification of all the eligibility conditions by the Authority. The mere fact that an interview Letter has been issued to a candidate, will not imply that his/her candidature has been finally cleared by the Authority or that entries made by the candidate in his/her application have been accepted by the Authority as true and correct. Candidates may note that the Authority takes up the verification of eligibility conditions of a candidate, with reference to original documents. Unless candidature is formally confirmed by the Authority, it continues to be provisional. The decision of the Authority as to the eligibility or otherwise of a candidate for admission to the Interview shall be final.

(f) Candidates should note that the name in the Admission letter in some cases, may be abbreviated due to technical reasons.

(g) Candidates are advised to keep their e-mail ID/mobile number alive for receiving advices viz. Admission letters/Interview letters, etc. Candidates may check e-mails/SMS regularly.

(h) The posts are also open to the employees of Food Authority (Staff Candidates) who satisfy the eligibility criteria. Their status as staff candidate will be verified at the time of interview or at any stage deem fit.

(i) The Authority does not furnish the mark-sheet to candidates. Marks obtained in Examination and Interview will be made available on the Authority's web-site in an interactive mode only after declaration of the final result.

(j) Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their selection/recruitment shall be considered as disqualification.

(k) In all matters regarding eligibility, conduct of examinations, interviews, assessment, prescribing minimum qualifying standards in both the Examination and interview, in relation to number of

vacancies and communication of result, the Authority's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.

(l) The eligibility for availing reservation against the vacancies reserved for the persons with Benchmark disabilities shall be the same as prescribed in "Rights of Persons with Disabilities (RPWD) Act 2016" Provided further that the persons with Benchmark disabilities shall also be required to meet special eligibility criteria in terms of physical requirements/functional classification (abilities/disabilities) consistent with requirements prescribed.

(m) A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to General category but subsequently writes to the Authority to change his/her category to a reserved one, such request shall not be entertained by the Authority. Similar principle will be followed for PwBD categories also. In case of a candidate unfortunately becoming physically disabled during the course of the examination process, the candidate should produce valid document showing him/her acquiring a disability to the extent of 40% or more as defined under RPWD Act, 2016 to enable him/her to get the benefits of PwBD reservation.

(n) Candidates seeking reservation/ relaxation benefits available for SC/ST/OBC/PwBD/Ex-servicemen must ensure that they are entitled to such reservation/ relaxation as per eligibility prescribed. They should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated for such benefits and these certificates should be dated earlier than the due date (closing date) of the application.

(o) Appointment of candidates shall be as per the Govt. of India Instructions and will be subject to their being found medically fit and the verification of character, antecedents and caste, wherever applicable.

(p) No person shall be eligible for appointment who had previously been dismissed or compulsorily retired from the service of a Department of a State or the Central Government or from any Public Sector Undertaking etc.

(q) No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.

(r) candidates called for interview will be given AC 3 Tier Rail fare or ordinary bus fare "to and fro" by the shortest route, subject to production of railway ticket/bus ticket for attending the Interview.

(s) Calling for Interview does not confer any right of acceptance of candidature and should not be construed as an acknowledgment of fulfilling the eligibility criteria for the post. It does not give indefeasible right to an individual for employment with Food Authority.

(v) Candidates in their own interest are requested to keep on visiting the Authority's website www.fssai.gov.in for further updates.

(w) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi only.

(x) Formats of the certificates are given below

JOB PROFILE : PRINCIPAL MANAGER

As per the Food Safety and Standards Act, 2006, FSSAI is mandated to ensure provision of safe and wholesome food to the citizens of the country. Sections 16 of the FSS Act, 2006 specifically directs the Food Authority to take all such steps to ensure that the public, consumers, interested parties and all levels of panchayats receive rapid, reliable, objective and comprehensive formation through appropriate methods and means.

The primary objective of this position is to ensure timely dissemination of scientific and accurate information pertaining to food safety and nutrition through various mediums in the interest of public at large. Principal Manager heads the Social and Behavioural Change Communication Division. The role of a principal manager envisages:

1. Planning and developing annual IEC budgets (including revenues and costs), plan of action and roadmap for the division.
2. Plan and execute various events/ workshops/ webinars in collaboration with other internal divisions of FSSAI and Ministry of Health and Family Welfare.
3. Empanelment of creative agencies for ensuring timely execution of deliverables.
4. Engagement and supervision of:
 - a. Creation and updation of content on the official website of FSSAI and social media handles, resources books, brochures and other related materials.
 - b. Articles, Op-eds/ interviews to promote the theme of Food Safety and various initiatives of the Authority, coordinate media interaction of senior officers of the Authority.
 - c. Designing of content in a user friendly format.
 - d. Identifying and determining the best media/outlet mix for promotional strategies for dissemination of content.
 - e. Developing and monitoring online ad campaigns (e.g. on radio, TV, websites, magazines and billboards) and offline mediums including events/exhibitions, melas and trade fairs etc., for mass outreach.
5. Manage and supervise day to day information dissemination to various media as well as query management from journalists'/media personnel.
6. Coordinate the Eat Right India initiatives of FSSAI.
7. Awareness generation on food safety and consumer empowerment through collaborative approaches, partnerships and programs with industry players and associations.
8. Performance review of the team and delegation of tasks and responsibilities, ensuring utilization of each team member up to the optimum level of skill set.
9. Engaging with print and electronic media to ensure maximum and effective coverage and dissemination of content related to food safety.

Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) & Signature

Before applying online, a candidate will be required to have a scanned (digital) image of their photograph and signature as per the specifications given below.

Photograph Image:

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature Image:

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20kb
- Signature in CAPITAL LETTERS shall NOT be accepted.

Scanning the photograph & signature:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editors also.

- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload their photograph and signature.

Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link “Upload Photograph / Signature”
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the ‘Open/Upload’ button

Your Online Application will not be registered unless you upload your photograph and signature as specified:

- In case the face in the photograph or signature is unclear the candidate’s application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- After registering online candidates are advised to take a printout of their system generated online application forms.

LIST OF FORMS

FORM – I	Format of SC / ST caste certificate
FORM – II	Format of OBC caste certificate
FORM – III	Format of declaration to be produced by OBC candidates
FORM – IV	Disability certificate (in cases of amputation or complete permanent paralysis of limbs and in cases of blindness)
FORM – V	Disability certificate (in case of multiple disabilities)
FORM – VI	Disability certificate (in cases other than those mentioned in Form IV and V)
FORM - VII	Form of certificate applicable for released/retired personnel from Army / Navy / Air Force
FORM – VIII	Form of certificate for serving personnel who are due to be released within one year
FORM – IX	Undertaking to be given by serving armed force personnel who are due to be released within one year
FORM - X	Form of certificate applicable for serving armed force personnel who have already completed their initial assignment and are on extended assignment
FORM – XI	Form of undertaking to be given by the Ex-Serviceman
FORM – XII	Certificate regarding physical limitation in an examinee to write
FORM – XIII	Letter of undertaking for using own scribe
FORM – XIV	Experience Certificate

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO
SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM.

This is to certify that Sri / Smt / Kum* _____
 _____ son / daughter* of _____ of village / town*
 _____ in District / Division*
 _____ of the State/Union Territory* _____ belongs to the
 _____ Caste/Tribe* which is recognized as a Scheduled Caste/ Scheduled Tribe* under:

- * The Constitution (Scheduled Castes) Order, 1950;
- * The Constitution (Scheduled Tribes) Order, 1950;
- * The Constitution (Scheduled Castes) (Union Territories) Orders, 1951 ;
- * The Constitution (Scheduled Tribes) (Union Territories) Order, 1951 ;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order, 1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation) Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act, 1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.]:

- * The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956 ;
- * The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;
- * The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
- * The Constitution (Pondicherry) Scheduled Castes Order 1964;
- * The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
- * The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
- * The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;
- * The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
- * The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
- * The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
- * The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
- * The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1991;
- * The Constitution (ST) Orders (Second Amendment) Act, 1991 ;
- * The Constitution (ST) Orders (Amendment) Ordinance, 1996;
- * The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002;
- * The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
- * The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
- * The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002].

Applicable in the case of Scheduled Castes / Scheduled Tribes persons, who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri/Smt/Kumari* _____ Father/Mother* of Sri/Smt/Kumari* _____ of village/town _____ in District/Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union _____ Territory* issued by the _____ [Name of the authority] vide their order No _____ dated _____

Shri/Smt/Kumari* _____ and/or* his/her* family ordinarily reside(s) in village/town* _____ of District/Division* of the State / Union Territory* of _____

Signature _____

Designation _____

Place: [With seal of Office]
Date : State/Union Territory

Note: The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

* Please delete the words which are not applicable. # Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

Note: The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time

-- -- --

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT
TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Sri / Smt. / Kumari _____
son/daughter of _____
of village/Town _____ District/Division _____
_____ in the State/ Union Territory _____ belongs to
the _____ community which is recognized as a backward class under the
Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated
_____. * Shri/Smt./Kumari _____ and/or his/her family
ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to
certify that he/she does not belong to the persons/ sections (Creamy Layer) mentioned in column 3 of the Schedule to the
Government of India, Department of Personnel & Training OM No.36012/22/93- Estt.[SCT], dated 8-9-1993 **.

Dated:

District Magistrate
Deputy Commissioner etc.

Seal

* - the authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

Note: - The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.

Form of declaration to be submitted by the OBC candidates (in addition to the Community Certificate)

I Son / daughter of Shri resident of village / town

/city district State hereby declare that I belong to the

..... Community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 3610222/93-Estt (SCT) dated 08/09/1993. It is also declared that I don't belong to persons / sections / (Creamy Layer) mentioned in column 3 of Schedule to the above referred Office Memorandum dated 08/09/1993, O.M. No. 36033/3/2004-Estt (Res) dated 09th March 2004 and O.M. No. 36033/3/2004-Estt (Res) dated 14th October, 2008.

Signature of the Candidate

Full Name

Address

Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness) (Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

**Recent PP size
Attested
Photograph
(Showing face
only) of the
person with
disability**

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri

_____ Date of Birth (DD / MM / YY) _____

Age _____ years, male/female Registration No. _____ permanent resident of House No.

_____ Ward/Village/Street _____ Post Office

_____ District _____ State _____, whose photograph is affixed

above, and am satisfied that:

(A) he/she is a case of :

- locomotor disability
- Blindness (Please tick as applicable)

(B) The diagnosis in his/her case is _____

(C) He/She has _____ % (in figure) _____

_____ percent (in words) permanent physical impairment/blindness in relation to his/her _____ (part of body) as per guidelines (to be specified)

2. The applicant has submitted the following documents as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb impression of the person in whose favour disability certificate is issued.

Disability Certificate
(In case of multiple disabilities)
(Prescribed proforma subject to amendment from time to time)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

**Recent PP size
Attested
Photograph
(Showing face
only) of the
person with
disability**

Certificate No.:

Date:

This is to certify that we have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri
_____ Date of Birth (DD / MM / YY) _____

Age _____ years, male/female _____ Registration No. _____ permanent resident of
House No. _____ Ward/Village/Street _____ Post
Office _____ District _____ State _____, whose photograph is
affixed above, and are satisfied that:

(A) He/she is a Case of Multiple Disabilities. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below :

Sl. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@ #		
2	Low vision			
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his/her overall permanent physical impairment as per guidelines (to be specified), is as follows:-

In figures: - _____ percent

In words: - _____ percent

2. This condition is progressive / non-progressive / likely to improve / not likely to improve.

3. Reassessment of disability is: not necessary,

Or

(i) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@ - e.g. Left/Right/both arms/legs # - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued.

Disability Certificate

(In cases other than those mentioned in Form IV and V)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

**Recent PP size
Attested
Photograph (Showing
face only) of the
person with
disability**

Certificate No. :

Date:

This is to certify that I have carefully examined

Shri/Smt./Kum. _____ son/wife/daughter of Shri

_____ Date of Birth (DD / MM / YY) _____ Age

_____ years, male/female _____ Registration No. _____ permanent resident

of House No. __ Ward/Village/Street _____

Post Office _____ District _____ State _____, whose photograph is affixed

above, and am satisfied that he/she is a case of _____ disability. His/her extent of percentage physical impairment/disability

has been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the table below:

S r. N o .	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD/MM /YY) _____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes £ -

e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)

(Name and Seal)

Countersigned

{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

Signature/Thumb impression of the person in whose favour disability certificate is issued.

Form of Certificate applicable for Released/Retired Personnel
(Prescribed proforma subject to amendment from time to time)

It is certified that No. _____ Rank _____ Name _____
whose date of birth is _____ has rendered service from _____ to
_____ in Army/Navy/Air Force.

2. He has been released from military services:

% a) on completion of assignment otherwise than

- (i) by way of dismissal, or
- (ii) by way of discharge on account of misconduct or inefficiency, or
- (iii) on his own request, but without earning his pension, or
- (iv) he has not been transferred to the reserve pending such release.

%b) on account of physical disability attributable to Military Service.

%c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Place: _____ Signature, Name and Designation of
the
Competent Authority **

Date: _____
SEAL

% Delete the paragraph which is not applicable.

** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

(a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy: Directorate of Personnel, Naval Hqrs., New Delhi; Air Force: Directorate of Personnel Officers, Air Hqrs., New Delhi.

In case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: CABS, Mumbai; Air Force: Air Force Records, New Delhi.

Form of Certificate for Serving Personnel
(Applicable for serving personnel who are due to be released within one year) (Prescribed proforma
subject to amendment from time to time)

1. It is certified that No. _____ Rank _____ Name _____ is serving in the
Army/Navy/Air Force from _____.

2. He is due for release/retirement on completion of his specific period of assignment on or before _____.

3. No disciplinary case is pending against him

Place:

Signature, Name and Designation of the
Competent Authority**

Date:

SEAL

** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

(a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy: Directorate of Personnel, Naval Hqrs., New Delhi; Air Force: Directorate of Personnel Officers, Air Hqrs., New Delhi.

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: CABS, Mumbai; Air Force: Air Force Records, New Delhi.

Undertaking to be given by serving Armed Force personnel who are due
to be released within one year
(Prescribed proforma subject to amendment from time to time)

- (1) I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.
- (2) I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-serviceman.

Place:

Date:

Signature and Name of Candidate

Form of Certificate applicable for Serving Armed Force Personnel who have already completed their initial assignment and are on extended assignment (Prescribed proforma subject to amendment from time to time)

1. It is certified that No _____ Rank _____ Name _____ whose date of birth is _____ is serving in the Army/Navy/Air Force from _____

2. He has already completed his initial assignment of five years on _____ and is on extended assignment till _____

3. There is no objection to his applying for civil employment and he will be released on three months' notice on selection from the date of receipt of offer of appointment.

Place :

Signature, Name and Designation of the
Competent Authority **

Date :

SEAL

** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

(a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy: Directorate of Personnel, Naval Hqrs., New Delhi; Air Force: Directorate of Personnel Officers, Air Hqrs., New Delhi.

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: CABS, Mumbai; Air Force: Air Force Records, New Delhi.

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMAN

I understand that, if selected on the basis of recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-Employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time).

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-S in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-S.

I further submit the following information:

- a) Date of appointment in Armed Forces _____
- b) Date of discharge _____
- c) Length of service in Armed Forces _____
- d) My last Unit/Corps _____

Place:

Date:

(Signature of the Candidate)

CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/oD/o _____, a resident of _____ (Village/District/State) and to state that he/she has physical limitation which happens his/her writing capabilities owing to his/her disability.

Place:

Date:

(Signature)

Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of
a Government health care institution

Name and Designation Name of Government Hospital/ Health care centre with seal

Note:

Certificate should be given by a specialist of the relevant stream/disability (Eg. Visual Impairment- Ophthalmologist, Locomotor Disability-Orthopedics specialist/PMR)

LETTER OF UNDERTAKING FOR USING OWN SCRIBE

I, _____ a candidate with _____ name of the disability), appearing for the _____ (name of the examination), bearing Roll No. _____ and Registration No. _____ at _____ (name of the centre) in the District & State _____ (name of the district and state). My qualification is _____. I do, hereby, state that _____ (name of the scribe) will provide the services of Scribe for the undersigned for taking the aforesaid examination. I do, hereby, undertake that the qualification of scribe is _____. In case, subsequently it is found that qualification of scribe is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto. Place: _____ Date: (Signature of the candidate with Disability)

Place:

Date:

(Signature of the candidate with Disability)

(Letter Head of the Employer)

Dated

WHOMSOEVER IT MAY CONCERN

This is to certify that Mr/Ms _____, S/o/D/o _____ is an employee of this organization/Department/Ministry and duties performed by him during the period(s) are as under:-

Sl. No.	Name of the post held	From dd/mm/yy	To dd/mm/yy	Total period dd/mm/yy	Nature of Appointment- Permanent, Regular, Temporary, Part-time, Contract, Guest, Ad hoc, Honorary, etc	Department/Specialty/ Field of Experience
	(1)	(2)	(3)	(4)	(5)	(6)

Sl No.	Monthly remuneration (Total) As per CPC with grade pay/Level (as per 7/6 CPC)/IDA Pay Scale/ Annual CTC	Duties performed/ experience gained in brief in each post (please give details, if need be, in attached sheet)	Place of posting	Nature of Work a) Managerial (Lower/Middle /Senior*) b) Supervisory c) Operative d) If none of the above, please indicate nature of work	Remarks, if any
	(7)	(8)	(9)	(10)	(11)

2. It is certified that above facts and figures are true and based on service records available in our Organization/Department/Ministry.

Signature & Seal of Authorised Signatory
of Organisation/Dept./Ministry