

**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-01/2021**

Dated, the 16<sup>th</sup> April, 2021

**Direct Recruitment for posts of Joint Director, Deputy Director, Senior Manager, Senior Manager (IT) and Manager.**

Food Safety and Standards Authority of India (FSSAI), hereinafter referred to as 'Food Authority' 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. 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](http://www.fssai.gov.in).

**1. Candidates to Ensure their Eligibility for the Posts:**

Before applying, candidates should ensure that they fulfill the eligibility criteria for the advertised posts. The Food Authority would admit to the Examinations all the candidates applying for the post 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 for **only one post** for which they assume themselves best suitable through the Authority's website [www.fssai.gov.in](http://www.fssai.gov.in) since it is likely that the written examination for all posts will be scheduled on same date and time. No other mode for submission of application is available.

**3. Important Dates:**

Events	Important Dates*
Website Link Open For Online Registration of Applications and Payment of Fees	16.04.2021
Last Date for Online Application	15.05.2021
Downloadable-Admit Card for Exam (Tentative)	05.06.2021
Date of the Examination (Tentative)	20.06.2021
** 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 or in downloading of Admit Card, queries may be made through e-mail at .....

Do not forget to mention 'FSSAI' – DR-01/2021' 'Post Applied For' in the subject of the email.

## 5. Use of MOBILE PHONES and other electronic devices BANNED:

(a) The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or blue tooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.

(b) Candidates are advised not to bring any of the banned items including mobile phones/pagers/valuable/costly items to the venue of the examination, as arrangement for safe-keeping cannot be assured. The Authority will not be responsible for any loss in this regard.

**6. Addendum/Corrigendum:** Please note that Addendum/Corrigendum, if any, issued on the above advertisement, will be published only on the website [www.fssai.gov.in](http://www.fssai.gov.in).

## A. DETAILS OF POSTS

1. The FSSAI invites applications from eligible candidates for the posts mentioned below on **direct recruitment basis**. The total number of vacancies shown below may vary as per administrative exigencies:-

Ser No.	Name of Post	Specialization	Pay Level	Age Limit as on closing date of application	No of Vacancies	
					Total	Category-wise Vacancy
1.	Joint Director	Technical	12	50	08	UR-04, OBC(\$)-02, SC-01, *EWS-01
		Admin & Finance	12	50	04	UR-03, OBC(\$)-1
2.	Senior Manager	Journalism or Mass communication or Public Relation	12	50	01	UR-01
3.	Senior Manager(IT)	Information Technology	12	50	01	UR-01
4.	Deputy Director	Technical	11	40	11^	UR-5, OBC(\$)-03, SC-01, ST-01, *EWS-01
		Admin & Finance	11	40	06	UR-04, OBC(\$)- 01 SC-01
5.	Manager	Journalism or Mass communication or Public Relation	11	40	03	UR-02, OBC(\$)-01
		Marketing	11	40	02	UR-02
		Social Work or Psychology or Labour and Social Welfare	11	40	01	UR-01

**ABBREVIATION:** UR–Unreserved; SC–Scheduled Caste; ST–Scheduled Tribe; OBC–Other Backward Class; PWD/ PH – Persons with Disabilities/Physically Handicapped; EWS – Economically Weaker Sections.

^ 1 vacancy is reserved for PwBD category under deaf and hard of hearing category.

\$ Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation. They should indicate their category as 'General (GEN)'. The OBC (NCL) certificate should be in the format as prescribed for Central Government Employment.

\*The vacancies shown for EWS are tentative.

## POSTS IDENTIFIED SUITABLE FOR PwBD

Name of Post	Posts identified suitable for (@)	Physical Requirement (%)
Joint Director (Technical)/(Admin & Finance), Deputy Director(Technical)/(Admin & Finance),	(a) Locomotor Disability (OA,OL,BL,OAL) 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) (d) 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
Senior Manager, 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) (d) 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
Senior Manager (IT)	(a) Locomotor Disability (OA,OL,BL,OAL) including Cerebral Palsy, Leprosy cured, Dwarfism, Acid Attack Victims, Muscular Dystrophy (b) Low vision (LV); (c) Deaf and Hard of Hearing (HH) (d) Multiple disabilities from amongst the persons under clauses (a) to (c) above	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). PwBD candidates should possess latest disability certificate issued by a Competent Authority as prescribed vide The Rights of Persons with Disabilities Act, 2016. Candidates claiming such benefits should produce certificate in original 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 as identified by FSSAI. Such certificate shall be subject to verification/re-verification as may be decided by the Authority.

### Guidelines for PwBD Candidates for provision of Compensatory Time and Assistant of Scribe:

- (1) In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe is provided, if desired by the candidate.
- (2) In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be available only on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/her behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at Form-XII.
- (3) The candidate will have the discretion of opting for his/her own scribe or to avail the facility of scribe provided by the FSSAI. Appropriate choice in this regard will have to be given by the candidate

in the online application form. If the scribe is arranged by the Authority, the candidate shall be allowed to meet the scribe two days before the examination, if so desire.

(4) In case the candidate opts for his/her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities opting for own scribe should submit details of their own scribe in the online application form and bring the certificate at the time of documents verification/interview as per proforma at Form-XIII. In addition, the scribe has to produce a valid ID proof [as mentioned in para C of General instruction to the candidates] in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at Form-XIII. If subsequently it is found that the qualification of the scriber is not as declared by the candidate, then the candidate shall forfeit his/her right to the post and claims relating thereto.

(5) Own scribe should not be a candidate of this examination. If a candidate is detected as assisting another PwD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.

(6) A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described at Para 1 and 2 above.

(7) The candidates referred at para 1 and 2 above who are allowed use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.

(8) No attendant other than the scribe for eligible candidates will be allowed inside the examination Hall.

(9) One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/indicate the answer with the help of magnifying glass will be allowed to use the same in the Examination Hall and will not be entitled to the Scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall.

(10) The PwD candidates who have availed the facility of Scribes/Passage Reader and/or compensatory time must produce relevant documents for the eligibility of scribe/compensatory time at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

## **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 for Central Government employee.

**(ii) Perquisites:** Alongwith basic pay and other allowances, Medical facilities for self and dependents under CGHS rules in Delhi (NCR) and CS(MA) Rules in remaining parts of the country shall also be applicable. Selected candidates will be governed by 'the defined contributory **New Pension Scheme (NPS)**, in addition to the benefit of Gratuity.

**(iii)** Initial appointment will be on probation for a period of one or two years as per Recruitment Rules of FSSAI. At Authority's discretion, the probationary period may be extended as per rules.

(iv) 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):

Sl. 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"	10 Years
4.	Ex-Servicemen (ExS)	
	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released (a) on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or (b) on account of physical disability attributable to military service or on invalidment	5 Years

#### 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) 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 upto maximum of three attempts across all categories of posts applied for where age relaxation or weightage is being allowed.

(iii) The maximum age limit specified is applicable to General Category 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) Ex-servicemen who have already secured employment in civil side under Central Government in Group 'C' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for fee concession. However, he/ she can avail of the benefit of reservation as ex-serviceman for subsequent employment if he/ she immediately, after joining civil employment, gives self-declaration/ undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/ she had applied for before joining the initial civil employment as mentioned in the OM No: 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DoP&T.

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

(vii) 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):-**

<p><b>Name of Post –Joint Director (Technical)</b></p> <p><b>Educational and other qualifications</b></p> <p>(a)(i) “Master Degree from a recognized University or Institution in Chemistry or Biochemistry or Food Technology or Food Science &amp; Technology or Food &amp; Nutrition or Edible Oil Technology or Microbiology or Dairy Technology or Agricultural or horticultural Sciences or Industrial Microbiology or Toxicology or Public Health or Life Science or Biotechnology or Fruit &amp; Vegetable Technology or Food Safety &amp; Quality Assurance;</p> <p style="text-align: center;">OR</p> <p>PG Diploma of atleast one year duration in Food Safety or Food Science or Food Processing or Quality Assurance in Food sector or Dietetic and Public Health or Nutrition or Dairy Science or Bakery Science or Post Harvest Technology from a Govt. recognized University/ Institute with a condition that candidates who have completed these PG Diploma courses, must have studied anyone of following subjects at their Bachelor’s degree level i.e. Chemistry or Biochemistry or Food Technology or Food Science &amp; Technology or Food &amp; Nutrition or Edible Oil Technology or Microbiology or Dairy Technology or Agricultural or horticultural Sciences or Industrial Microbiology or Toxicology or Public Health or Life Science or Biotechnology or Fruit &amp; Vegetable Technology or Food Safety &amp; Quality Assurance or Food Processing Technology or Fruit &amp; Vegetable or Medicine or Veterinary sciences or Fisheries or Animal Sciences”</p> <p style="text-align: center;">OR</p> <p>BE or B.Tech in Food Technology or Dairy Technology or Biotechnology or Oil Technology or Food Process Engineering or Food Processing Technology or Fruit &amp; Vegetable Technology or Food Safety &amp; Quality Assurance or Bachelor’s degree (not less than four years duration) in Medicine or Veterinary sciences or Fisheries or Animal Sciences and;</p> <p>with eleven years experience of working in research and development in Laboratory or Research Institutions or Scientific Organisations in the field of food science or standards or safety or relevant experience in any organization out of which at least 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;</p> <p style="text-align: center;">OR</p> <p>(b)(i) Doctorate Degree in any of the aforesaid subjects with nine Years experience of working in research and development in Laboratories or Research Institutions or Scientific Organisations in the field of food science or standards or safety or relevant experience in any organization out of which at least 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; and (ii) Should have published research work in related field.</p> <p>Note 1: Out of the total experience sought, two years of experience should be in immediate lower pay level (Pay Level 11) 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 annual Cost To Company (CTC) of Rs.13.0 Lakhs for last two years.</p> <p>Note 2: Qualifications are relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified.</p> <p>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.</p>
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**Name of Post – Joint Director (Admin & Finance)****Educational and other qualifications**

(a)(i) Bachelor's Degree from a recognised University or Institution; and

(ii) Twelve Years' experience in handling administration, finance, human resource development or/ and vigilance matters depending on the post requirement.

Desirable: MBA degree or equivalent from a recognised university or Institution

Note 1: Out of the total experience sought, two years of experience should be in immediate lower pay level(Pay Level 11) 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 annual Cost To Company (CTC) of Rs.13.0 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.

**Name of Post – Senior Manager****Educational and other qualifications**

(i) Post Graduate Degree or Diploma (Full Time courses) in Journalism or Mass communication or Public Relation and

(ii) Ten years' experience in relevant area.

Note 1: Out of the total experience sought, two years of experience should be in immediate lower pay level (Pay Level 11) 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 annual Cost To Company (CTC) of Rs.13.0 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.

**Name of Post – Senior Manager (IT)****Educational and other qualifications**

(i) B. Tech or M. Tech in Computer Science or any other relevant Engineering Discipline or MCA or Bachelor's Degree in Relevant field.

(ii) ten years of total experience (iii) minimum five years' experience in relevant field.

Note 1: Out of the total experience sought, two years of experience should be in immediate lower pay level(Pay Level 11) 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 annual Cost To Company (CTC) of Rs.13.0 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.

**Name of Post – Deputy Director(Technical)**

**Educational and other qualifications**

(a) (i) “Master Degree from a recognized University or Institution in Chemistry or Biochemistry or Food Technology or Food Science & Technology or Food & Nutrition or Edible Oil Technology or Microbiology or Dairy Technology or Agricultural or Horticultural Sciences or Industrial Microbiology or Toxicology or Public Health or Life Science or Biotechnology or Fruit & Vegetable Technology or Food Safety & Quality Assurance

OR

PG Diploma of atleast one year duration in Food Safety or Food Science or Food Processing or Quality Assurance in Food sector or Dietetic and Public Health or Nutrition or Dairy Science or Bakery Science or Post Harvest Technology from a Govt. recognized University/ Institute with a condition that candidates who have completed these PG Diploma courses, must have studied anyone of following subjects at their Bachelor’s degree level i.e. Chemistry or Biochemistry or Food Technology or Food Science & Technology or Food & Nutrition or Edible Oil Technology or Microbiology or Dairy Technology or Agricultural or horticultural Sciences or Industrial Microbiology or Toxicology or Public Health or Life Science or Biotechnology or Fruit & Vegetable Technology or Food Safety & Quality Assurance or Food Processing Technology or Fruit & Vegetable or Medicine or Veterinary sciences or Fisheries or Animal Sciences”

OR

BE or B.Tech in Food Technology or Dairy Technology or Biotechnology or Oil Technology or Food Process Engineering or Food Processing Technology or Fruit & Vegetable Technology or Food Safety & Quality Assurance or Bachelor’s degree (not less than four years duration) in Medicine or Veterinary Sciences or Fisheries or Animal Sciences and;

(a)(ii) with nine years experience of working in research and development in Laboratory or Research Institutions or Scientific Organisations in the field of food science or standards or safety or relevant experience in any organization out of which at least 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;

OR

(b)(i) Doctorate Degree in any of the aforesaid subjects with seven Years experience of working in research and development in Laboratories or Research Institutions or Scientific Organisations or relevant experience in any organization in the field of food science or standards or safety out of which at least 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; and

(b)(ii) Should have published research work in related field. Desirable: Graduate Aptitude Test Engineering or Council of Scientific and Industrial Research or Indian Council of Agricultural Research National Eligibility Test.

Note 1: Out of the total experience sought, two years of experience should be in immediate lower pay level (Pay Level 10) 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 annual Cost To Company (CTC) of Rs.11 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.

**Name of Post – Deputy Director(Admin & Finance)**  
**Educational and other qualifications**

(a) Bachelor's Degree from a recognised University or Institution; and ten Years' experience in handling administration, finance, human resource development or/ and vigilance matters depending on the post requirement.

Desirable: MBA degree or equivalent from a recognised university or Institution;

Note 1: Out of the total experience sought, two years of experience should be in immediate lower pay level (Pay Level 10) 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 annual Cost To Company (CTC) of Rs.11 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.

**Name of Post –Manager**  
**Educational and other qualifications**

(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) Eight years' experience in relevant area.

Note 1: Out of the total experience sought, two years of experience should be in immediate lower pay level (Pay Level 10) 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 annual Cost To Company (CTC) of Rs.11 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.

IV. The applicants working in Public Sector Banks/Insurance companies/Private sector should indicate their total Cost to Company (CTC) head wise with supporting document (Income Tax Return etc.) and should indicate their organization structure and their position in the organization hierarchy and should be drawing the comparable CTC of immediate lower grade for a minimum period of two years.

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

SI. No.	CDA Pay Pattern as per 7 <sup>th</sup> CPC		IDA Pay Pattern	
1.	Pay Level 12	Rs.78,800 - 2,09,200/-	E-4	Rs.70,000- 2,00,000/-
2.	Pay Level 11	Rs. 67,700 - 2,08,700/-	E-3	Rs.60,000- 1,80,000/-
3.	Pay Level 10	Rs. 56, 100 -1,77,500/-	E-1	Rs. 40,000- 1,40,000/-

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 weightage as above shall be added at the first level of selection as applicable to each post and 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. The contractual employee of FSSAI, applied against the advertisement within 15 days from the last date of application has to communicate his/her unwillingness to avail the age relaxation or 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 for any category of post 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 have been allowed.

### C. SCHEME OF SELECTION:

I. Selection for the aforementioned posts will be done as per the stages given below. Marks scored in written test and Interview together will be counted for final selection. Further, the Authority reserves the right to introduce additional stage of examination which would be notified at suitable time, if considered necessary

Post Advertised	Pay Level of the Post advertised	Stages of Selection/Weightage
Joint Director (Technical)/ Joint Director (Admin & Finance)/Senior Manager/ Senior Manager (IT)	12	Written Examination (85%) + Interview (15%)
Deputy Director (Technical)/ Deputy Director (Admin & Finance)/ Manager	11	Written Examination (85%) + Interview (15%)

II. **Short-listing of candidates for interview** - Candidates in the ratio of 1:5 are generally shortlisted/called for interview for the post.

**III. Inter-se Merit:** Inter-se merit shall be fixed according to percentile of marks obtained by candidates in the respective discipline; in case, where the percentile scores are same, the candidate scoring higher by adding marks in Section A and Section B of the written paper (without weightage) and the interview (Section A and B carry 20 marks each and interview 15 marks).

IV. The indicative syllabus for written examination is as under:

**Syllabus: Joint Director (Admin & Finance) & Deputy Director (Admin & Finance)**

Syllabus of written examination	No of questions/ Marks
Part A – Ethics and understanding Management/ strategy/ Leadership/ Ethics or integrity related case study/ situational analysis/ Essay	2 Questions *10 (20 marks)
Part B – Food Safety Ecosystem General understanding of food safety ecosystem- National(FSSAI, BIS, Commodity Boards, EIC, AGMARK), Indian Food Safety law, FSSAI roles and functions, Eat Right India and other initiatives of FSSAI	2 Questions* 10 (20 marks)
Part C – Functional/ Technical Knowledge  Admin/ Finance Constitutional framework of government, Union Government and Administration, Parliamentary procedures, General Financial Rules, Service rules for central government employees, RTI Act etc.	4 Questions *15 (60 marks) Out of 06 questions 04 are to be attempted)

**Syllabus: Joint Director (Technical) & Deputy Director (Technical)**

Syllabus of written examination	No of questions/ Marks
<p>Part A – Ethics and understanding Management/ strategy/ Leadership/ Ethics or integrity related case study/ situational analysis/ Essay</p>	<p>2 Questions*10 (20 marks)</p>
<p>Part B – Food Safety Ecosystem General understanding of food safety ecosystem- National(FSSAI, BIS, Commodity Boards, EIC, AGMARK), Indian Food Safety law, FSSAI roles and functions, Eat Right India and other initiatives of FSSAI</p>	<p>2 Questions*10 (20 marks)</p>
<p>Part C – Functional/ Technical Knowledge</p> <p>Food Science and Technology</p> <p>Food Science and Nutrition: Understanding food hazard, food borne illnesses, water and sanitation, GHP, GAP, HACCP, food allergies, Food Adulteration, Food Nutrition and Food Consciousness, Supplementation, Fortification, Bio-fortification, Genetically Modified Foods, CIB &amp; RC, GEAC, Poor Diet and consequences: Stunting, wasting &amp; anaemia, Life style diseases, Food testing and rapid detection methods, Accuracy and Precision in food testing.</p> <p>Food Safety and Quality: GMP, Auditing and inspections, Food Surveillance, Risk Analysis: Risk Assessment, Risk Communication and Management, Traceability and Recall of Food Products, Popular global cases of recall, Quality control of food at all stages of processing, Safety issues in food packaging materials, Sampling from a lot or process line, Non-destructive food quality evaluation methods, Safety issues of processed foods available in market, Global trends in Food Safety Assurance: Codex, US Food and Drug Administration and Food Safety at European Union, Harmonization of Food Safety Regulations</p> <p>Food Processing and Preservation: Basic principles and methods of Food Preservation: Heat processing, pasteurization, canning, dehydration, freezing, freeze drying, fermentation, microwave, irradiation and chemical additives. Refrigerated and modified atmosphere storage. Aseptic preservation, hurdle technology, alternate-thermal technologies and non thermal processing, New/Novel food additives and preservatives. Safety issues of processed foods available in market.</p>	<p>4 Questions *15 (60 marks)</p> <p>Out of 06 questions 04 are to be attempted)</p>

**Syllabus: Senior Manager**

<b>Syllabus of written examination</b>	<b>No of questions/ Marks</b>
Part A – Ethics and understanding  Management/ strategy/ Leadership/ Ethics or integrity related case study/ situational analysis/ Essay	1 (20 marks)
Part B – Food Safety Ecosystem  General understanding of food safety ecosystem, Indian Food Safety law, FSSAI roles and functions, Eat Right India and other initiatives of FSSAI	2 Questions *10 (20 marks)
Part C – Functional/ Technical Knowledge  Communication theories: concept and process; Media laws, ethics and regulations; corporate communication; writing for traditional media (newspapers, magazines, radio, television etc) and new media (website, blogs, twitter, Facebook etc.); Advertising principles and concepts, Media planning, campaign planning; Advertising, Marketing and PR Research;	3(20X3=60 marks)  Section will contain 4 questions

**Syllabus: Manager**

<b>Syllabus of written examination</b>	<b>No of questions/ Marks</b>
Part A – Ethics and understanding Management/ strategy/ Leadership/ Ethics or integrity related case study/ situational analysis/ Essay	1 (20 marks)
Part B – Food Safety Ecosystem General understanding of food safety ecosystem, Indian Food Safety law, FSSAI roles and functions, Eat Right India and other initiatives of FSSAI	2 Questions *10 (20 marks)
Part C – Functional/ Technical Knowledge  Section-1 Communication theories: concept and process; Media laws, ethics and regulations; corporate communication; writing for traditional media (newspapers, magazines, radio, television etc) and new media (website, blogs, twitter, Facebook etc.); Advertising principles and concepts, Media planning, campaign planning; Advertising, Marketing and PR Research; Section-2 Work psychology and organizational behaviour, Community psychology, application of psychology in Mass Media and information technology, psychological problem of social integration, psychology and economic development; Laws on social security, Industrial relations and compensation;	3 Questions * 20 (60 marks)  Section one will contain 5 questions whereas sections 2 will have 4 questions. One question from section 1 will be compulsory. Rest of the 2 questions attempted should be from only one out of the 2 sections.

**Syllabus: Senior Manager (IT)**

<b>Subject and Syllabus of written examination</b>	<b>Number of Questions/ Marks</b>
<b>PART-A -40% (Aptitude &amp;Understanding)</b>	
Management/Strategy/Leadership/Ethics or Integrity related Case Study/ Situational Analysis/ Essay.	1 question (20 marks)
General understanding of Food Safety Eco-system - National and International Food Safety Laws, FSSAI - Roles and functions; Government of India programmes in Food Safety and Nutrition.	1 question (20 marks)
<b>PART B - 60% (Functional/Technical Knowledge)</b>	
Development Methodologies: Software Development Lifecycle and various methodologies like Waterfall, Spiral, Prototyping, Incremental, AGILE etc. Software Quality Management	1 Project Based question with sub- parts (30 marks)  2 questions of 15 marks each out of 3 questions (30 marks)
Technology trends: Business Intelligence, Single sign-on techniques.	
Cloud Computing: Architecture of IaaS, PaaS and SaaS; Virtualization; Cloud security; Amazon Cloud Web Services and National Cloud Services 'Meghraj'; Cloud Services offered by IBM and Google, Government Community Cloud and knowledge of Government Guidelines on GCC	
Software Architecture: Service Oriented Architecture, Web based Architecture, MVC architecture and its advantages; Knowledge of Docker and other container platforms.	
Software Quality Management: Knowledge of Configuration management, Quality assurance and control. Version control etc.	
Server-side technologies: Modern tools to build RESTful web services, JQuery and web technologies, Microservices, APIs; web and mobile applications using variety of technologies such as Android, iOS, Java, PHP, CSS, Ajax and .NET	
Cyber Security: Knowledge of IT Act, Security Audit, OWASP top ten vulnerabilities like Cross Site Scripting (XSS), SQL injection etc.; security appliance like UTM, IPS etc.	
Database: Relational Database Techniques, Open Source Relational Databases like MySQL, PostgreSQL etc. Proprietary database like MSSQL	
Knowledge of Web 2.0 Technologies, Integrated website of FSSAI and FSSAI echo system, Online applications and software initiatives	

**D. Examination Centres:**

I. List of Tentative Examination Centers is as under:

<b>Ser No.</b>	<b>Examination Centers</b>
1.	Ahmedabad
2.	Bengaluru
3.	Bhopal

4.	Bhubneshwar
5.	Chandigarh
6.	Chennai
7.	Dehradun
8.	Delhi
9.	Guwahati
10.	Hyderabad
11.	Jaipur
12.	Kolkata
13.	Lucknow
14.	Mumbai
15.	Patna
16.	Ranchi
17.	Shimla
18.	Srinagar
19.	Trivandrum
20.	Vijaywada

II. The date of holding the examination will be intimated in due course.

III. Candidates will appear for the examination at an Examination Centre at their own risks and expenses. The Authority does not make any arrangements for boarding/lodging of candidates. Authority will not be responsible for any injury or losses etc. of any nature during the course of Examination.

**NOTE:** Notwithstanding the aforesaid provision, the Authority reserves the right to change the Centres at their discretion if the situation demands. All the Examination Centers will cater to examination for Low Vision Candidates in their respective centres. Candidates admitted to the examination will be informed of the time table and place or places of examination. The candidates should note that no request for change of centre will be entertained.

**E. APPLICATION FEE AND INTIMATION CHARGES:**

SI No.	Category	Application Fee	Intimation Charges	Total*
1	GEN/OBC	Rs.750/-	Rs.250/-	Rs.1000/-
2	SC/ST/Women/Ex-Servicemen/PwBD/EWS	NIL	Rs.250/-	Rs.250/-

\*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.

**F. PROCEDURE TO APPLY ONLINE**

(1) Candidates are first required to go to the FSSAI's website [www.fssai.gov.in](http://www.fssai.gov.in) and click on the link 'Job @fssai (Career)' and then click on the option "CLICK HERE TO APPLY ONLINE FOR ADVERTISEMENT NO.DR-01/2021" to open the On-Line Application Form.

(2) Candidates will have to click on "CLICK HERE FOR NEW REGISTRATION" 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 displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number

and Password will also be sent. They can reopen the saved data using Provisional registration number 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 (Annexure- I).

**(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.**

#### **G. 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 "FINAL SUBMIT" button at the end of the On-Line Application format. Before pressing the "FINAL 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, 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 provisional registration number and password and pay the Application Fees/ Intimation Charges online.

(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 not 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, Centre of Examination 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-01/2021.

- An email/ SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID/ Mobile number 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 submit an undertaking in the Online application that they have informed in writing to their Head of Office/Department that they have applied for the Examination. Candidates should note that in case a communication is received from their employer by the Authority withholding permission to the candidates applying for/appearing at the examination, 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. Candidates may be asked to submit 'No Objection Certificate' from the present employer.

**NOTE:** Candidates are not required to submit along with their applications any 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 fulfill all the eligibility conditions for admission to the Examination. Their admission at all the stages of examination 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 the Examinations and Interview, it is found that they do not fulfill any of the eligibility conditions; their candidature for the examination 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.

H. Candidates will require to submit following documents alongwith hard copy of online application at the time of document verification/Interview:

1. Self- attested copy of 10<sup>th</sup> Mark sheet and Certificate
2. Self- attested copy of 12<sup>th</sup> 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/EWS/PwBD as applicable)
7. 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,

(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.

## **J.GENERAL INSTRUCTIONS TO THE CANDIDATE:**

(a) Correspondence with the Authority: The Authority will not enter into any correspondence with the candidates about their candidature except in the following cases:

The Admission Letter will be made available on the Authority's website [www.fssai.gov.in](http://www.fssai.gov.in) for downloading by candidates. No Admission letter will be sent by post. If a candidate does not receive his e-Admission letter or any other communication regarding his/her candidature for the examination he/she should at once contact the help facility as mentioned above.

(b) No candidate will ordinarily be allowed to take the examination unless he/she holds an Admission Letter for the examination. On downloading of e- Admission 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 EXAMINATIONS: 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 Admission Letter /Examination 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 the Examination.

**Note:** *Candidates have to produce in original the photo identity proof and submit a photocopy of the photo identity proof along with Admission Letter/ Examination Call Letter while attending each shift of the examination without which they will not be allowed to take up the examination. Candidates must note that the name (provided during the process of registration) as appearing on the call letters should exactly match the name as appearing on the photo identity proof, certificates, mark-sheets. Female candidates who have changed first/last/middle name post marriage must take special note of this. In case of candidates who have changed their name, will be allowed only if they produce - original Gazette Notification/their original marriage certificate/affidavit in original, together with a photocopy. If there is any mismatch between the name indicated in the Admission Letter/ Examination Call Letter and Photo Identity Proof, the candidate will not be allowed to appear for the examination.*

(d) The Authority would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such an analysis, if it is found that the responses have been shared and scores obtained are not genuine/ valid, the Authority reserves the right to cancel his/her candidature.

(e) 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.

(f) The candidates should note that their admission to the examination 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 Admission 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 for the Preliminary examination 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, only after the candidate has qualified for the CBT/Written Test/Skill Test/Interview. 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 Examination shall be final.

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

(h) The possibility for occurrence of some problems in the administration of the examinations cannot be ruled out completely, which may impact test delivery and/ or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of FSSAI/test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

(i) 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. The Authority does not send any communication through any other mode.

(j) 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.

(k) 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.

(l) 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.

(m) 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.

(n) 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.

(o) 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.

**(o) Process of certification and format of certificates:-**

(i) Candidates who wish to be considered against reserved vacancies or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by the authority at the time of Document Verification. Otherwise, their claim for SC/ST/OBC/EWS/PwD/ESM category will not be entertained and their candidature/ application will be considered under Unreserved (UR)/relevant category. The formats of the certificates are annexed with the Notice of this Examination. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full participation) Act, 1995 (1 of 1996) will also be valid. Certificates in any other format are liable to be rejected.

(ii) Crucial date for claim of SC/ST/OBC/EWS/PwD status or any other benefits viz. fee concession; reservations, age-relaxation, etc. where not specified otherwise, will be the **CLOSING DATE FOR RECEIPT OF ONLINE APPLICATIONS.**

(iii) A person seeking appointment on the basis of reservation to OBCs must ensure that he/she possesses the caste/community certificate and does not fall in creamy layer on the crucial date.

(iv) Candidates may also note that in respect of the above their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examinations conducted by the Commission in case they fraudulently claim SC/ST/OBC/EWS/PwD/ESM status or avail any other benefit

(q) 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.

(r) 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.

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

(t) No TA will be provided for the Written Test. However, candidates 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 only.

(u) Issue of Admit Card for the Written Test & 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](http://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/New Delhi only.

(x) Formats of the certificates are given below.

**Please note that candidates will not be permitted to appear for the examination without the following documents:**

**1. Valid Call Letter for the respective date and session of Examination**

**2. Photo-identity proof (as specified) in original bearing the same name as it appears on the call letter/ application form and**

**3. Photocopy of photo-identity proof (as mentioned in (2) above) Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination.**

**The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 120 minutes or as prescribed according to the posts, the candidates may be required to be at the venue for up to 4 hours or more including the time required for completion of various formalities such as verification and collection of various requisite documents, biometric data capturing, logging in, giving of instructions etc. and including disruptions beyond control.**

**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\* \_\_\_\_\_  
\_\_\_\_\_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

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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 09<sup>th</sup> March 2004 and O.M. No. 36033/3/2004-Estt (Res) dated 14<sup>th</sup> 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 :

Srl. 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 \_\_\_\_\_

PostOffice \_\_\_\_\_ 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-Orthopedic 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 scibe 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