

**F. No. E-12017/01/2018-HR**

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

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The 13<sup>th</sup> July, 2018

**CIRCULAR**

**Subject: Inviting applications for the post of Assistant Director (OL) and Hindi Translator through transfer on deputation on Foreign Service terms- reg.**

The Food Safety and Standards Authority of India (FSSAI) is an autonomous statutory Authority set up under the Food Safety and Standards Act, 2006 for laying down science based standards for articles of food and to regulate their manufacture, storage, distribution, sale and import, to ensure availability of safe and wholesome food for human consumption.

2. FSSAI proposes to fill-up the post of Assistant Director (OL) & Hindi Translator through transfer on deputation on Foreign Service terms basis as per the details contained in Annexure-I. Officials fulfilling the eligibility criteria & experience, etc as stipulated in Annexure-I may apply in the prescribed format (Annexure-II) through proper channel along with relevant documents.

3. The period of deputation would be initially for a period of three years. This can be extended further by upto 2 years in public interest. However, in exceptional circumstances, the deputation would also be considered for one year which may be extended further for upto two years. The terms of deputation including pay of the officials selected on deputation will be governed by provisions laid down in the Department of Personnel and Training's Office Memorandum No.6/8/2009-Estt.(Pay II) dated 17th June, 2010 and other orders/guidelines issued in this regard from time to time. The period of deputation, in case of employees already on deputation in another ex-cadre post including, the period of deputation held immediately preceding this appointment in the same or some other organization/Department shall not exceed seven years. The maximum age limit for appointment on deputation shall be 56 years on the last day of receiving of the applications.

  
13/7/2018

4. The Food Authority reserves the right not to fill up the vacancy or to cancel the advertisement at any stage.

5. Application alongwith declaration duly signed and accompanied by the requisite personal data in Annexure- II supported by certificate/ documents should be reached by the Assistant Director (HR), Food Safety & Standards Authority of India, FDA Bhawan, Kotla Road, New Delhi- 110002 **on or before 10.08.2018**.

  
(Vinay Kumar Tarun)  
Assistant Director (HR)  
Tel. 011-23214135

To

1. All Ministries/Departments/Organisations of Govt. of India/State Govt./UTs/ Autonomous Bodies as per list.
2. IT Division, FSSAI for uploading on [www.fssai.gov.in](http://www.fssai.gov.in).

## ANNEXURE - I

## Post proposed to be filled up in FSSAI on transfer on deputation basis

Ser No.	Post/ Pay Level	No of Posts/ Location	Eligibility/experience
01.	<b>Assistant Director (OL)</b>  Pay Level 10 (Rs. 56,100-1,77,500)	01  (HQ)	<p>Officers of the Central Government/State Governments/ Union Territories/Universities/ Recognized Research Institutions/Public Sector Undertakings/Semi-Government, Statutory or Autonomous Organisations :</p> <p>(a) Holding analogous post on regular basis in the parent cadre/department; or</p> <p>with 2 years regular service in the grade rendered after appointment thereto on a regular basis in the pay Level 8 or equivalent in the parent cadre/department; or</p> <p>With three years regular service in the grade rendered after appointment thereto on a regular basis in the Pay Level 7 or equivalent in the parent cadre/department; or</p> <p>With eight years regular service in the grade rendered after appointment thereto on a regular basis in the Pay Level 6 or equivalent in the parent cadre/department and</p> <p>(b) Possessing the following educational qualification and experience :-</p> <p>(i) Masters degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of</p>

Ser No.	Post/ Level	Pay	No of Posts/ Location	Eligibility/experience
				<p>examination at the degree level; OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level; and</p> <p>(ii) Three years's experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice versa, preferably of technical or scientific literature under Central/State Government/ Autonomous Body/Statutory Organization/ PSU/Universities or educational institutions</p> <p>OR</p> <p>Three years experience of teaching in Hindi and English or research in Hindi or English under Central/State Governments/ Autonomous Body/ Statutory Organization/ PSUs/ Universities or recognized research or educational institutions</p>
02	Hindi Translator	Pay Level 06 (Rs.35,400-1,12,400)	02 (HQ) 01(Kolkata)	<p>Officers of the Central Government/State Governments/ Union Territories/Universities/ Recognized Research Institutions/Public Sector Undertakings/Semi-Government, Statutory or Autonomous Organisations :</p> <p>(a) Holding analogous post on regular basis in the parent cadre/department; or</p> <p>with 3 years regular service in the grade rendered after appointment thereto on a regular basis in the pay Level 5 or equivalent in the parent cadre/department; or</p> <p>with 5 years regular service in the grade rendered after appointment thereto on a regular basis in the Pay Level 4 or equivalent in the parent cadre/department; or</p> <p>(b) Possessing the following educational qualification and experience :-</p> <p>Masters degree of a recognized University in Hindi with</p>

Ser No.	Post/ Level	Pay	No of Posts/ Location	Eligibility/experience
				<p>English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p>OR</p> <p>Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;</p> <p>AND</p> <p>Recognized Diploma or Certificate course in translation from Hindi to English &amp; vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.</p>



9. Educational Qualifications (Starting from High School) (Attached separate sheet, if required):

Examination passed	Year	Name of Board/ University	Subjects	Percentage of marks upto two decimal

10. Details of employment, in chronological order (Attached separate sheet, if required)

Office/Institution	Post held	Post held in the capacity of Substantive /Deputation /Adhoc /Officiating	From	To	Pay Scale	Nature of Duties

\* Important: Pay Level (Pay Band and Grade Pay) granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Level (Pay Band and Grade Pay/Pay scale of the post

held on regular basis to be mentioned. Details of ACP/MACP with present Pay Level (pay band and Grade pay) where such benefits have been drawn by the Candidate may be indicated as below:-

Office/Institution	Pay Level(Pay band and Grade Pay) From To drawn under ACP/MACP Scheme	From (DD/MM/YY)	TO (DD/MM/YY)

11. In case the present employment is on deputation, please state-

a) The date of initial appointment: .....

b) Name of the parent office/ organization: .....

12. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column.):

(a)	Central Government	
(b)	State Government	
(c)	Autonomous organization	

13. Total emoluments per month now drawn

(Attach pay slip attested by DDO/AO) : .....

14. Additional information, if any, which you would like to mention in support of your suitability for the post

: .....

: .....

: .....

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

(i). Research/publications, reports

and special projects : .....

(ii) Awards Scholarship/Official

Appreciation/affiliation with

Professional bodies : .....



### SELF DECLARATION

1. I undertake that I ....., am holding a permanent post of ..... on regular basis in the Department of .....
2. I undertake that I am drawing pay Rs..... in the pay Level ..... w.e.f.....
3. The entries filled in the application are correct as per office records.
4. No disciplinary case is pending or being contemplated against me.
5. No major/minor penalty was imposed on me during last 10 years.
6. Attested copies of ACR/APAR for last five years are annexed herewith. The Grading for the last five years ACR/APAR is as under:

Sr. No.	Year	Grading
1.		
2.		
3.		
4.		
5.		

7. I have already informed my department that I am applying for the post of ..... on deputation basis in the Food Safety and Standards Authority of India.
8. I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection of post. I hereby declare that all statements made in this application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by the FSSAI if I am declared guilty of furnishing wrong information suppressing of facts, mentioned herein.

Signature of the candidate

Date:

Name.....

Place:

Official Address