

**No. E-12017/01/2019-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 16<sup>th</sup> Oct, 2019

**CIRCULAR**

**Subject: Filling up of posts of Assistant Director (Technical), Senior Private Secretary and Personal Secretary in the Food Safety and Standard Authority of India HQ, New Delhi and Regional Offices through transfer on deputation on foreign service terms/Short Term Contract/Contract basis - reg.**

The Food Safety and Standards Authority of India (FSSAI) is a 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 various positions from officers of the Central Government or State Governments or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi-Government, Statutory or Autonomous Organisations on transfer on deputation on Foreign Service terms/ short term contract basis failing which from retired Govt. officers on contract basis as per the details contained in **Annexure-I**. Applicants fulfilling the eligibility criteria & experience, etc may apply online on the link available on the FSSAI website i.e. [www.fssai.gov.in](http://www.fssai.gov.in). **The last date of online application is 11.11.2019.**

3. The period of deputation would be initially for three years. Further extension beyond three years would be subject to performance evaluation in the organization. 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 17<sup>th</sup> 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 the applications. The upper age limit may be relaxed in exceptional cases of meritorious candidates.

4. The period of contract with retired Govt. employees would be initially for one year. Further extension beyond one year would be subject to performance evaluation in the organization. The remuneration of retired employees appointed on contract basis shall be fixed as per norms.

5. The Food Authority reserves the right not to fill up all or any of the vacancies or to cancel the advertisement at any stage.

6. Applicants, short listed for interview are required to bring printout of the application form duly certified by the employer alongwith No Objection Certificate in the prescribed format from the employer and other supporting certificates/ documents (Integrity certificate, vigilance clearance, Major/Minor penalty imposed during the last ten years and upto-date photocopies of APARs for the last 5 years duly certified copies) at the time of interview.

(Praful Ranjan)  
Deputy Director  
Tel. 011-23214135

To

1. All Ministries/Departments/Organisations of Govt. of India/State Govt./UTs/ Autonomous Bodies as per Standard list.
2. The Under Secretary (Food), Department of Health and Family Welfare, Ministry of Health and Family Welfare, Nirman Bhawan, New Delhi- with a request to kindly send the advertisement to Department of Personnel and Training for uploading the advertisement on DOP&T website for wide circulation.
3. IT Division- for uploading on [www.fssai.gov.in](http://www.fssai.gov.in).

ANNEXURE – I

**Posts proposed to be filled up in FSSAI on transfer on deputation basis/ short term contract basis failing which contract basis from retired Govt. Officers**

**Ser No.1, Post- Assistant Director(Tech), Pay Level-10, No of Posts-25**

**Eligibility/ Experience:** Officers of the Central Government or State Governments or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi-Government, Statutory or Autonomous Organisations :

- (a)(i) Holding analogous post on regular basis in the parent cadre or department; or
- (ii) with two 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 or department; or
- (ii) 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 or department; or
- (iii)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 or department and with relevant experience and possessing

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

**Ser No.2, Post- Senior Private Secretary, Pay Level-8, No of Posts-05**

**Eligibility/ Experience:** Officers of the Central Government or State Governments or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi-Government, Statutory or Autonomous Organisations with relevant experience :-

- (i) Holding analogous post on regular basis in the parent cadre or department; or
- (ii)With two years regular service in the grade rendered after appointment thereto on a regular basis in Pay Level 7 or equivalent in the parent cadre or department.

**Ser No.3, Post- Personal Secretary, Pay Level-7, No of Posts- 14**

**Eligibility/ Experience:** Officers of the Central Government or State Governments or Union Territories or Universities or Recognized Research Institutions or Public Sector Undertakings or Semi-Government, Statutory or Autonomous Organisations with relevant experience :-

- (i) Holding analogous post on regular basis in the parent cadre or department; or
- (ii) with five 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 or department.

## **Certification by the Employer/ Cadre Controlling Authority**

(To be submitted by the candidate at the time of interview)

The information/ details provided in the online application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

### **2 Also certified that;**

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt, of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years **Or** A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be).

**Countersigned**

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**(Employer/Cadre Controlling Authority with Seal)**