

I/1501/2022

**Food Safety and Standards Authority of India**  
(A Statutory Authority established under the Food Safety and Standards Act, 2006)  
(Human Resource Division)  
**FDA Bhawan, Kotla Road, New Delhi – 110 002**

Dated, the 5th Jan, 2022

**NOTICE**

**Subject: Documents Verification for the Post of Technical Officer, Central Food Safety Officer (CFSO), Assistant Manager (IT), Assistant and Personal Assistant (Advt. No. DR-02/2019).**

Food Safety & Standards Authority of India (FSSAI) vide their Notice dated 29 Dec 2021 issued Waiting List against unfilled vacancies for the posts of Technical Officer (07 posts), Central Food Safety Officer (01 post), Assistant (07 posts), Assistant Manager (IT) (04 posts) and Personal Assistant (03 posts) advertised against DR-02/2019 (available on the website of FSSAI).

2. Now, it has been decided to invite them to produce all necessary documents for verification. Candidates are required to send self-attested copies of all the requisite documents in chronological order as enunciated below:

Sl No.	List of Documents
1	10 <sup>th</sup> Certificate
2	10 <sup>th</sup> Marks Sheet
3	12 <sup>th</sup> Certificate
4	12 <sup>th</sup> Marks Sheet
5	Graduation Certificate
6	Graduation Marks Sheet
7	Post-Graduation Degree/ Diploma Certificate
8	Post-Graduation Degree/ Diploma Marks Sheet
9	SC/ST/OBC(NCL)/EWS Certificate wherever applicable
10	PwBD Certificate (Form-IV to VI wherever applicable and as prescribed in recruitment advt)
11	Certificate regarding Physical Limitation in an examinee to write (Form-XII as prescribed in recruitment advertisement, if applicable)
12	Certificate/ Undertaking applicable to Ex-Service man(Form-VIII to XI wherever applicable and as prescribed in recruitment advertisement)
13	No Objection Certificate from present employer, if employed. If not submitted at this stage the candidate shall have to submit NOC at the time of joining.
14	Any other Certificate required for basic eligibility for any particular post.

3 The candidates in Wait List are directed to scan and attach all the documents given above as single PDF document upto the maximum size of 20 MB. The candidates shall invariably mention the subject of the email as: -

**“Document for (Post Name) i.r.o (Candidate's Name) & (Registration Number)”**

4. Further, the candidates found eligible on verification of all necessary documents will only be issued Offer of Appointment.

