

F. No E-12018/01/2016-E&A
Food Safety and Standards Authority of India
(A Statutory Authority established under the Food Safety and Standards Act, 2006)
(Establishment Division)
FDA Bhawan, Kotla Road, New Delhi-110002

Dated, the 24th February, 2016

NOTICE

Subject: Invitation of Applications for hiring of Consultants.

The Food Safety and Standards Authority of India (FSSAI) is a statutory Authority set up under 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. Applications are invited from self-motivated professionals to be engaged on contract basis as Consultants in the following domains:

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| (a) Skill training and capacity building | : | Three |
| (b) Advertising and awareness building and social media | : | Two |
| (c) Legislative drafting, legal and regulatory affairs | : | Three |
| (d) WTO, imports and trade issues | : | Two |
| (e) IT and data analytics | : | Two |

3. Job Profile and minimum educational qualification are as under:

Job description	Qualifications
a) Skill training and capacity building	
Assess and identify the gaps in skill and capacity of the available manpower vis-a-vis the desirable skill and capacity requirement of the organization. Develop suitable modules to impart training in skills and capacity building. Organise training programme for the purpose.	Master's degree in any discipline, preferably in English, and relevant experience in schools/skill development.

Job description	Qualifications
b) Advertising and awareness building and social media	
Design and Content development for print, audio/video and social media, devising and implementing appropriate programmes and strategies to effectively promote activities as per the mandate of FSSAI.	Master's Degree in Development Communication/ Mass Communication or equivalent with specialisation in content development and dissemination from an institute recognised by an Indian University or AICTE.
c) Legislative drafting, legal and regulatory affairs	
Drafting of Regulations, agreements, MOUs, contracts; drafting of petitions and other legal documents; Render interpretation of legal information; Provide legal opinion and advice.	Degree in Law (LL.B) from any university/institution duly recognised for the purpose.
d) WTO, imports and trade issues	
Keeping update with import/export procedures, analysing export/import trends, keeping update with global trade policies and trade conventions, including SPS and TBT agreements, analyzing foreign trade information, evaluating market and economic factors that may impact trade and all related matters	Post graduate Degree in Economics, Commerce or International Trade recognised by an Indian University/UGC/AICTE.
e) IT and Data Analytics	
Formulate strategy for data analytics, build a comprehensive data asset; assist in risk assessment of food items through data analytics tool; create comprehensive MIS for FSSAI	BE/B.Tech/MCA in computer science, Information and Communication or Information and Technology or equivalent qualification from an institute recognised by an Indian University/AICTE

Note:

- i. Candidates, who do not possess the required essential educational qualification and experience at the time of receipt of application, will not be eligible.
- ii. As per the Ministry of Human Resource Development Notification No. 44 dated 01.03.1995 published in Gazette of India edition dated 08.04.1995, a Degree obtained through Open Universities/Distance Education mode needs to be recognised by the Distance Education Council, IGNOU.
- iii. All candidates will be required to produce the relevant documents in original or where the original degree has not been awarded, mark sheet and provisional certificate as and when asked by FSSAI.
- iv. It is the responsibility of the candidate to provide proof in support of their claim proving any specific course as equivalent to the essential educational qualification prescribed.

4. **Duration of engagement:** Initially for a period of 1 year which may be extended up to 3 years-one year at a time, based on the performance. A professional may seek voluntarily cessation of the contract with 30 days' advance notice. However, the FSSAI reserves the right to terminate the contract at any point of time without assigning reason thereof.

Note: In case a person leaves before completion of one year, he/she will not get any work certificate.


5. **Remuneration:** Hired Consultants will be paid a consolidated monthly sum in the range of Rs. 40,000 - 70,000/- depending upon their qualification, experience and assessment/recommendation of the Selection Committee. There shall be an annual increase of Rs. 5,000/-. No separate conveyance allowance will be paid. For talented and experienced candidates, the upper limit can be suitably revised depending on years of relevant experience. The payment shall be subject to deduction of TDS as applicable. Service Tax, if applicable, would be paid extra on actual basis.

6. Candidates fulfilling the requirement of minimum educational qualification and experience may apply in prescribed format (Annexure -I), along with supporting documents. The application form completed in all respects

should reach the Assistant Director, Establishment Division, Food Safety and Standards Authority of India, FDA Bhawan, Kotla Road, New Delhi-110 002 on or before 15th March 2016. Applications received after the last date and found incomplete will not be considered. Applications without contact number and e-mail id will be summarily rejected. Shortlisted candidates to be called for selection procedure would be informed through e-mail/telephone with a week's notice at least. They are also requested to visit FSSAI's website (www.fssai.gov.in) for any updates.

7. FSSAI may prepare a reserve panel. In case the candidates offered the assignment do not join or leave prematurely after joining, the slots would be filled up by the candidates in the reserve panel. The reserve panel will be valid for one year.

8. The Food Authority reserves the right not to select any candidate or not to prepare a panel of suitable names or to cancel the procedure at any stage without assigning any reason.


24/03/2016
(Sunil KS Bhadoria)
Assistant Director

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