

No. E-12018/01/2012-E&A
Food Safety and Standards Authority of India
Ministry of Health and Family Welfare

FDA Bhavan, Kotla Road, New Delhi
Dated, the 20th February, 2014

NOTICE

Subject: Preparation of panel for Data Entry Operators in the Food Safety and Standards Authority of India on contract basis - 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. Applications are invited from Indian nationals for preparing a panel of Data Entry Operator on contract basis.

3. **Remuneration-** A consolidated sum of Rs.15,000/- per month shall be paid. The payment shall be subject to deduction of TDS as applicable. The contractual employee shall not be exempted from taxation as per income tax laws of Government of India.

4. **Minimum educational qualifications-** Must have passed 12th Standards or equivalent or higher examination from a recognised Board or University. Typing speed of 35 words per minute is essential. Typing Test will be administered on the Computer in English only.

Note-1: Candidates who have not acquired/will not acquire the educational qualification as on the closing date of receipt of application will not be eligible.

Note-2: As per Ministry of Human Resource Development Notification No. 44 dated 01.03.1995 published in Gazette of India edition dated 08.04.1995, the Degree obtained through open Universities/ Distance Education Mode needs to be recognized by Distance Education Council, IGNOU.

Note-3: All candidates will be required to produce the relevant Certificate in Original such as Mark sheets, Provisional Certificate, as proof of having acquired the minimum educational qualification etc. at the time of interaction failing which they would not be allowed to appear before the interview panel.

5. **Age:** Maximum Age limit is 40 years. The crucial date for consideration is the date of interview.

6. The Candidates fulfilling the educational qualifications and experience, if any and who can report for duties immediately in the event of their selection may walk-in alongwith biodata (4 copies) in prescribed format (Annexure-I) and original documents at Food Safety

and Standards Authority of India, FDA Bhawan, Kotla Marg, New Delhi at 8:00AM on 3rd March 2014.

7. **Registration timing-** The registration will be open from 8:00AM to 10:00AM on 3rd March 2014. The selection procedure will start on 10:15AM on 3rd March 2014 after registration and only registered candidates will be allowed to participate into selection procedure. The Food Authority reserves the right not to prepare any panel for any or all of the categories so advertised or to cancel the advertisement at any stage without assigning any reason.



(Sunil KS Bhadoria)
Assistant Director

Copy to - IEC Division for uploading on website.

Annexure I

Application for preparation of panel for Data Entry Operator on contract in FSSAI

(Kindly use Block letters for filling up the form)

1. Name of the Post applied for :

2. Name of Candidate
(in Block Letters) :

3. Father's Name :

4. Postal Address
(in Block Letters) :

.....

Latest coloured passport size photograph with white background. Signature
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Mobile E-mail:

3. Date of Birth
(in Christian Era) : Age(in years).....

4. Date of superannuation
(in Christian Era) :

5. Gender :

6. Community
(whether SC/ST/OBC/UR) :

7. Educational Qualifications (Starting from High School) :

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

8. Details of employment, in chronological order.....

Office/Institution	Post held	From	To	Pay Scale	Nature of Duties

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

a) The date of initial appointment :

b) Name of the parent office/
organization :

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

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

11. Total emoluments per month now drawn
(Attach pay slip attested by DDO/AO) :

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

:

:

13. 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 :

Note- mention N/A if not applicable.

DECLARATION

I have carefully gone through the vacancy circular/advertisement/notice 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 for the 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 to be guilty of furnishing wrong information suppressing of facts, mentioned herein.

Date : Signature of the candidate.....

Place : Name

Address.....

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