

F. No. E-12017/01/2014-E&A  
भारतीय खाद्य संरक्षा एवं मानक प्राधिकरण  
Food Safety and Standards Authority of India  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय  
Ministry of Health & Family Welfare  
(स्थापना प्रभाग)  
(Establishment Division)

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FDA Bhavan, Kotla Road,  
New Delhi – 110002, the 15<sup>th</sup> September 2014

CIRCULAR

Subject: Preparation of panel of suitable candidates for filling up vacant posts through transfer on deputation on Foreign Service terms 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. FSSAI proposes to prepare a panel of suitable candidates for filling up vacant and/or likely to be vacated posts through transfer on deputation on Foreign Service terms as per the details contained in Annexure-I. Officers fulfilling the eligibility criteria & experience as stipulated in Annexure-I may apply in the prescribed format (Annexure-II) through **proper channel only**. The candidates who fulfil eligibility criteria and possessing requisite experience may apply in the prescribed format (Annexure-II) alongwith the supporting documents.

3. The period of deputation would be initially for one year extendable for by 2 years. Extension beyond one year would be subject to availability of vacancy, performance evaluation and fit with 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 five years. In such cases, the application should be routed through the parent organisation otherwise application shall not be accepted. The maximum age limit for appointment on deputation shall be **56 years** on the last day of receiving the applications. The Food Authority reserves the right not to fill up all or any of the vacancies or to cancel the advertisement or to quash the panel of the candidates prepared, at any stage without assigning any reason thereto.

4. Only such applications accompanied by the requisite personal data in Annexure-II alongwith necessary certificates/documents with up-to-date CR dossiers forwarded through proper channel, will only be considered.

**Advance copy of the application will not be considered.**

5. The applications in the prescribed format (Annexure-II), along with up-to-date CR dossiers of the officers who can be spared in the event of their selection, may be forwarded to the Assistant Director(Estt.I), Food Safety and Standards Authority of India, 4<sup>th</sup> Floor, FDA Bhavan, Kotla Road, New Delhi by **19<sup>th</sup> October 2014**.

6. While forwarding the applications, it may be verified and certified that the particulars furnished by the officer are correct and no disciplinary proceedings are either pending or contemplated against him/her. The integrity of the officer may also be certified. It may also be confirmed that no major/minor penalty has been imposed on him/her during the last ten years.

7. Applications received after due date or without necessary documents or otherwise found incomplete will not be considered. Candidates need not to send advance copy of the application as applications duly forwarded through proper channel will only be considered. More than one application for a post received from one candidate will liable for rejection of candidature.

  
(Sunil KS Bhadoria)  
Assistant Director  
Tel. 011-23214135

To

1. Director / Deputy Secretary (Establishment/Administration),

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**Posts proposed to be filled up in FSSAI on transfer on deputation basis**

Post Code	Post/ Pay Band + Grade Pay	No of Posts	Eligibility/experience
<b>FSSAI Technical Cadre</b>			
01.	<b>DIRECTOR</b> [PB-4] 37400-67000 + 8700	1 for HQ 2 for zonal offices at Mumbai and Chennai	Officers from Central or State Governments/ Autonomous Bodies: (i) holding analogous or equivalent posts on regular basis; or with five years regular service in Pay Band 3 (Rs.15600-39100) with grade pay Rs.7600 or equivalent; and (ii) having background and /or experience of administration and/or working experience in the area of food.
02.	<b>DEPUTY DIRECTOR</b> [PB-3] 15600-39100 + 6600	4 for HQ	Officers from Central or State Governments/ Autonomous Bodies and : (i) holding analogous or equivalent posts on regular basis; or with at least five years regular service in Pay Band 3 (Rs.15600-39100) with grade pay Rs.5400 or equivalent; and (ii) possessing following educational qualification and experience:- (a) Masters' Degree or equivalent from a recognised university or institution in Chemistry/Bio chemistry/Food Technology/ Edible Oil Technology/ Microbiology/ Dairy Technology/ Agriculture Sciences/ Veterinary Science/ Bio-technology/ Nutrition/Toxicology/Nano Technology; and (b) having three years' working experience in the area of food. <b>Desirable:-</b> Doctorate Degree in any of the aforesaid subjects.
03.	<b>ASSISTANT DIRECTOR</b> [PB-3] 15600-39100 + 5400	2 for HQ 3 for zonal offices at Delhi, Kolkata and Guwahati	Officers from Central or State Governments/ Autonomous Bodies and : (i) holding analogous or equivalent posts on regular basis; or with at least eight years regular service in Pay Band 2 (Rs.9300-34800) with grade pay Rs.4200 or equivalent. (ii) possessing following educational qualification and experience:- (a) Masters' Degree or equivalent from a recognised university or institution in Chemistry/Bio chemistry/Food Technology/ Edible Oil Technology/ Microbiology/ Dairy Technology/ Agriculture Sciences/ Veterinary Science/ Bio-technology/ Nutrition/Toxicology/Nano Technology; and (b) having two years' working experience in the area of food. <b>Desirable:-</b> Doctorate Degree in any of the aforesaid subjects.
<b>FSSAI Management Cadre</b>			
04.	<b>DEPUTY DIRECTOR</b> [PB-3] 15600-39100 + 6600	1 for HQ	Deputation (including short term contract): Officers from Central or State Governments/ Autonomous Bodies and : (i) holding analogous or equivalent posts on regular basis; or with at least five years regular service in Pay Band 3 (Rs.15600-39100) with grade pay Rs.5400 or equivalent and (ii) having three years' experience in administration, Finance, human resource or/and vigilance matters in supervisory capacity.
05.	<b>ASSISTANT DIRECTOR</b> [PB-3] 15600-39100 + 5400	3 for HQ	Officers from Central or State Governments/Autonomous Bodies and: (i) holding analogous or equivalent posts on regular basis; or with at least three years regular service in Pay Band 2 (Rs.9300-34800) with grade pay Rs.4600 or equivalent and (ii) possessing following educational qualification and experience:- (a) Bachelor's Degree from a recognised University/Institution, and (b) having two years' experience in handling administration, Finance, human resource or/and vigilance matters. <b>Desirable:-</b> MBA degree from a recognised university/Institution in personnel/human resource management.

06.	<b>Senior Finance and Accounts Officer</b> [PB-3] 15600-39100 + 5400	1 for HQ	Officers from Central or State Governments/ Autonomous Bodies with finance background and experience: (i) holding analogous or equivalent posts on regular basis; or with at least two years regular service in the next lower grade of PB-2(Rs.9300-34800) with Grade pay of Rs.4800 or equivalent. <b>Desirable:-</b> Cash and Accounts training from ISTM and Master in Business Administration in Finance or equivalent.
07.	<b>Finance and Accounts Officer</b> [PB-2] 9300-34800 + 4800	1 for HQ	Officers from Central or State Governments/ Autonomous Bodies with finance background and experience: (i) holding analogous or equivalent posts on regular basis; or with at least six years regular service in the next lower grade of PB-2(Rs.9300-34800) with grade pay of Rs.4200 or equivalent. <b>Desirable:-</b> Cash and Accounts training from ISTM.
<b>OTHER POSTS</b>			
08.	<b>Assistant Director (Hindi)</b> [PB-3] 15600-39100 + 5400	1 for HQ	Officers from Central or State Government/ Autonomous Bodies and : Officers from Central or State Government/ Autonomous Bodies: (i) holding analogous posts on regular basis; or holding the post of Senior Translators in the official language wing in his/her organisation with at least three years regular service in the PB-2(Rs.9300-34800) with grade pay of Rs. 4600; and (ii) possessing following educational qualification and experience:- Master degree in Hindi with English as one of the elective languages; or Master degree in English with Hindi as one of the elective languages. <b>Desirable:-</b> Certificate/Diploma in translation.
09.	<b>Law Officer</b> [PB-3] 15600-39100 + 5400	1 for HQ	Officers from Central or State Governments/ Autonomous Bodies with Law background and experience in handling legal matters: (i) Holding analogous posts in the cadre on regular basis; or Holding the post of Junior Law Officer/Law Assistant in Govt. organisation with three years regular service in the PB-2(Rs.9300-34800) with grade pay of Rs. 460, and (ii) possessing following educational qualification and experience:- Degree of Law from a recognised University or institution with three years' experience of handling legal matters/PFA matters or cases related to Food laws. <b>Desirable:-</b> Masters in Law from a recognised University or institution.
<b>Note- Those who are presently working in FSSAI or have worked within last 3 years need not apply.</b>			

प्रमाणिक वस्तुओं का ही करें प्रयोग, सुरक्षा अभियान में करें सहयोग

**Annexure-II**

**Last Date of receiving of completed application: 19<sup>th</sup> October 2014**

**Application for position of .....on  
deputation.**

1. Name of the Post applied for :

.....

2. Name of Candidate

(in Block Letters)

:.....

3. Father's Name

:.....

4. Postal Address

:.....

(in Block Letters)

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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

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 :  
.....

## DECLARATION

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 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 .....  
Official Address.....  
.....  
.....

## CERTIFICATE

(To be filled in by the Head of the Department in which employed **not below** the rank of Under Secretary)

1. Certified that Shri/Smt/Kum.....holds a permanent post of .....on regular basis in the Department of .....
2. That he/she is drawing pay ₹.....in Pay Band.....with grade pay.....w.e.f.....
3. That the entries in the application have been filled in are correct as per office records.
4. That No disciplinary case is pending or being contemplated against him/her.
5. That his/her integrity is beyond doubt. No major/minor penalty was imposed on Shri/Smt./Kum..... during last 10 years.
6. Attested copies of ACR/APAR for last five years are annexed herewith.
7. In the event of selection he/she will be relieved from this office immediately.

Date : Signature .....  
(To be signed by Head of Department)  
Place : Name of officer.....  
Designation.....  
Phone number.....  
(with stamp/seal)