

**F. No. E-12018/01/2013-E&A**  
**Food Safety and Standards Authority of India**  
**Ministry of Health and Family Welfare**

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**FDA Bhavan, Kotla Road, New Delhi**  
**Dated, the 4<sup>th</sup> June, 2013**

**NOTICE**

**Subject** : Preparation of panels for various positions 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 preparation of panels for the following positions in the Food Safety and Standards Authority of India on contract basis-

<b>SN</b>	<b>Category of Post</b>	<b>Consolidated Pay per month (in Rs.)</b>
1.	Technical Officer	Rs.25,000/-
2.	Media Resource Personnel	Rs.16,000/-@
3.	Helpline Executive	Rs.15,000/-
4.	Attendant	Rs.10,000/-

@ under revision.

**3. Minimum educational qualifications and experience-**

**(a) Sl. No. 1** - Master's Degree or equivalent from a recognised university or institution in the field of Chemistry/Bio chemistry/Food Technology/Edible Oil Technology/Microbiology/Dairy Technology/ Agriculture Sciences/ Veterinary Science/Bio-technology or any other subject related to food science.

**(b) Sl. No. 2** - Master's Degree or PG Diploma or equivalent from a recognised university or institution in Mass Communications/Journalism possessing 3 years' post qualification experience in the following-

- ✓ Media Management (both print & electronic).
- ✓ Maintenance & Updating Blogs.
- ✓ Compilation of news and preparation of reports.
- ✓ Event Management and Coordination with advertising agencies and DAVP.
- ✓ Preparation of media plans.
- ✓ Social media platforms: blog, Facebook, twitter, youtube etc.

**(a) Sl. No. 3** – Bachelor's Degree or equivalent from a recognised university or institution preferably in the subjects related to food sciences. Ability to communicate fluently in English and in Hindi is must. One year post qualification experience is essential.

**(a) Sl. No. 4** – Matric or equivalent from a recognised Board/institution. Work experience in reputed organisation would be preferred.

**Maximum Age limit for contract is 40 years as on 21<sup>st</sup> June 2013.**

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 and need not apply.

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 the candidature of such candidate will be cancelled.

**4. How to apply** - The Candidates fulfilling the educational qualifications and experience should submit their application in the prescribed format (Annexure-I). Completed applications alongwith copies of relevant documents/testimonials in support of qualification and experience should be received by **21<sup>st</sup> June 2013 on or before 5.30 pm.** at the following address-

**Assistant Director (E&A)**  
**Food Safety and Standards Authority of India (FSSAI)**  
**FDA Bhawan, Kotla Marg,**  
**New Delhi-110002**

The applications received after the due date and/or without necessary documents or otherwise found incomplete will not be considered and will be summarily rejected. The applications without contact no. and e-mail id will be rejected summarily. The shortlisted candidates to be called for interview would be informed through e-mail/telephone well in advance. They are also requested to visit FSSAI's website ([www.fssai.gov.in](http://www.fssai.gov.in)) for any updates. 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.

Sd/-  
Assistant Director (Estt & Admn)

**Annexure-I**

**Application for preparation of panel for the position of  
.....on contract basis in Food Safety and Standards  
Authority of India.**

1. Name and address (in Block Letters):

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Latest coloured  
passport size  
photograph with  
white background  
duly attested by a  
Gazetted Officer

2. Date of Birth (as per matriculation certificate).....

3. Educational Qualifications.....

<b>Name of examination</b>	<b>Board/University</b>	<b>Year</b>	<b>Maximum Marks</b>	<b>Marks Obtained</b>	<b>Class</b>

4. Details of employment, if any, in chronological order.....

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

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

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(i) Additional academic qualifications: .....

6. Remarks (The candidates may indicate information with regard to):

(i) Research/publications and reports and special projects.....

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(ii) Awards Scholarship/Official Appreciation.....

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(iii) Affiliation with professional bodies/institutions/societies and any other information.....

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**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.

Signature(in running hand)\*.....

Name of the candidate.....

Telephone\*.....

e-mail\*.....

**\* mandatory fields.**

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