

F. No. 19012/02/2009-Admn.- FSSAI
Food Safety and Standards Authority of India
Ministry of Health and Family Welfare

**FDA Bhavan, Kotla Road,
New Delhi – 110002**
Dated the 9th June , 2011

CIRCULAR

Subject: Filling up of the posts of Sr. Private Secretary in Food Safety and Standards Authority of India on deputation and – reg.

It is proposed to fill up the posts as indicated in **Annexure – 1** in the Food Safety & Standards Authority of India initially for a period of three years further extendable upto five years. 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. The pay, tenure of the officials selected on deputation and other terms and conditions will be governed by provisions laid down in the Department of Personnel and Training's OM No, 6/8/2009 Estt. (Pay-II) dated 17.06.2010, as amended from time to time.

3. The initial period of deputation in FSSAI shall be 3 years. The period of deputation, in case of employee 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. The maximum age limit for appointment on deputation shall be 56 years as the last day of receipt of application.

4. Officials appointed on deputation to FSSAI basis in the Food Safety and Standards Authority of India are eligible to retain the general pool residential accommodation allotted to them in accordance with Ministry of Urban Development, Directorate of Estates letter no.11013/D/6/2008-Pol.I dated 27th February, 2008 for a period of 5 years from the date of establishment of the Authority.

5. It is requested that wide publicity may be given to the vacancy circular amongst staff under your administrative control and, applications in the given proforma (**Annexure II**) along with complete and up to date CR Dossiers of the officers who can be spared in the event of their selection, may be sent to this Authority. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no disciplinary proceedings are either pending or contemplated against him/her. The integrity of the officers may also please be certified. It may also be confirmed that no major/minor penalty has been imposed on him/her.

6. The applications compete in all respects and in the appropriate pro-forma should reach the undersigned at **Food Safety & Standards Authority of India, Room No.416, FDA Bhawan, Next to National Bal Bhawan, Kotla Road, New Delhi-110002 latest by 25th June 2011**. The cut-off date for calculating eligibility of the applicants would be 1st May, 2011.

Sd/-
(Sanjay Singh)
Deputy Director (Estt & Admn.)
Food Safety and Standards Authority of India (FSSAI)
Tel. 23237421

ANNEXURE – I

Posts proposed to be filled up on Deputation in Food Safety and Standards Authority of India.

Sl No.	Post/Pay scale	No. of posts	Mode of recruitment /Eligibility/experience
1	SR. PRIVATE SECRETARY 9300-34800 [PB-2] Grade Pay 4800	2	Deputation: From Officers belonging to Central Govt. /State Govt./ Autonomous Bodies/Universities/PSUs: (i) Holding analogous posts in the cadre; or (ii) with six years and two years regular service in the Pay Band 2 with Grade Pay of Rs.4200 & Rs 4600 respectively.

Curriculum Vitae Pro-forma

1. Name and address (in Block Letters):
2. Date of Birth (in Christian era):.....
3. Date of retirement under Central/State Govt. rules:
4. Educational Qualifications:.....
5. Whether eligibility conditions are fulfilled:.....
6. Details of employment, in chronological order. Enclose a separate sheet duly Authenticated by your signatures, if the space below is insufficient.....

Recent Passport size photo duly signed by the candidate

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

7. Nature of present employment i.e. permanent/temporary/ad hoc:.....
8. In case the present employment is on deputation/contract basis, please state:.....
 - a) The date of initial appointment :
 - b) Period of appointment on deputation/contract :
 - c) Name of the parent office/organization to which you belong:
9. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column.):.....
 - a)Central Government
 - b)State Government
 - c) Autonomous organization
 - d)Government Undertaking
 - e)Universities
 - f)Others
- 10 Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade:.....

11. Are you in the revised scale of pay? If yes, give the date from which the revision took place and also indicate the re-revised scale of pay:.....
12. Total emoluments per month now drawn:.....
13. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to.....
 - (i) Additional academic qualifications :
 - (ii) Work experience over and above prescribed in the Vacancy Circular/Advertisement:
14. Please state whether you are applying for deputation/absorption/reemployment Basis (Officers under Central/State Government are only eligible for "Absorption". Candidates of non-Governmental Organizations are eligible Only for Short Term Contract):.....
15. Whether belongs to SC/ST/OBC:
16. Remarks (The candidates may indicate information with regard to.....
 - (i) Research/publications and reports and special projects
 - (ii) Awards Scholarship/Official Appreciation
 - (iii) Awards Scholarship/Official Appreciation
 - (iv) affiliation with the professional bodies/institutions/societies and any other information:

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.

Date:

Signature of the candidate

Official Address:

Countersigned
(Employer with seal)

CERTIFICATE

1. Certified that the particulars furnished by Shri/Smt/Kum _____ have been verified from his/her service record and found correct.

2. No vigilance case is either pending or contemplated against Shri/Smt/Kum.....
His/her integrity is certified.

3. No major/minor penalty was imposed on Shri/Smt./Kumduring the last 10 years as per records in the Ministry/Department.

Signature of Head of Office /Department