

**F. No. E-12017/02/2015-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**

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Dated, the 3<sup>rd</sup> February, 2016

**CIRCULAR**

**Subject: Inviting application on deputation in the Food Safety and Standards Authority of India on transfer on deputation on Foreign Service terms basis - reg.**

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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 fill the positions on 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. 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 a period of three years. This can be extended further by upto 2 years in public interest. However, in exceptional circumstances, the deputation would also be considered for one year which may be extended further for upto two years. 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. The maximum age limit for appointment on deputation shall be **56 years** on the last day of receiving of the applications.

Contd....2

4. Applications alongwith declaration duly signed and accompanied by the requisite personal data in Annexure-II supported by certificate/documents should be reached to the Assistant Director (Estt), Food Safety & Standards Authority of India, FDA Bhavan, Kotla Road, New Delhi-110002 on or before 29 Feb 2016.

**(Sunil KS Bhadoria)**  
**Assistant Director**

To

1. All Ministries/Departments/Organisations of Govt. of India/State Govt./UTs/ Autonomous Bodies as per list.
2. IEC, FSSAI for uploading on [www.fssai.gov.in](http://www.fssai.gov.in).

## ANNEXURE - I

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

#### Part I

Post Code	Post/ Pay Band + Grade Pay	No of Posts	Eligibility/experience
1.	<b>Scientist IV</b> <b>PB-4 (37400-67000) GP 8700/-</b>	02	<p>Officers from Central or State Governments or Autonomous Bodies possessing following educational qualifications and experience:</p> <p>(i) 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 or any other related disciplines with fifteen years experience of working in research and development in Laboratory/ Research Institutions /Scientific Organisations in the field of food science/ standards/safety out of which at least five years should be as group leader or in a supervisory capacity and should have handled food science related programmes involving planning, development and coordination; or</p> <p>(ii) Doctorate Degree in any of the aforesaid subjects with twelve years experience of working in research and development in Laboratories/ Research Institutions /Scientific Organisations in the field of food science/ standards/safety out of which five years should be as group leader or in a supervisory capacity and should have handled food science related programmes involving planning, development and coordination.</p> <p>(iii) Should have published research work in related field.</p> <p style="text-align: center;">and</p> <p>holding analogous or equivalent posts on regular basis;</p> <p style="text-align: center;">or</p> <p>with at least five years regular service in Pay Band 3 (Rs. 15600-39100) with grade pay Rs.7600 or equivalent;</p> <p style="text-align: center;">or</p> <p>with at least 10 years regular service in Pay Band 3 (Rs. 15600-39100) with grade pay Rs.6600 or equivalent.</p>

Post Code	Post/ Pay Band + Grade Pay	No of Posts	Eligibility/experience
2.	<b>Scientist III</b> <b>PB-3 (15600-39100) GP 7600/-</b>	03	<p>Officers from Central or State Governments or Autonomous Bodies possessing following educational qualifications and experience:</p> <p>(i) 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 or any other related disciplines with eight years experience of working in research and development in Laboratory/ Research Institutions /Scientific Organisations in the field of food science/ standards/safety out of which at least four years should be as group leader or in a supervisory capacity and should have handled food science related programmes involving planning, development and coordination; or</p> <p>(ii) Doctorate Degree in any of the aforesaid subjects with six years experience of working in research and development in Laboratories/ Research Institutions /Scientific Organisations in the field of food science/ standards/safety out of which three years should be as group leader or in a supervisory capacity and should have handled food science related programmes involving planning, development and coordination.</p> <p>and</p> <p>holding analogous or equivalent posts on regular basis; or</p> <p>with at least five years regular service in Pay Band 3 (Rs. 15600-39100) with grade pay Rs.6600 or equivalent; or</p> <p>with at least 10 years regular service in Pay Band 3 (Rs. 15600-39100) with grade pay Rs.5400 or equivalent.</p>
3.	<b>Scientist II</b> <b>PB-3 (15600-39100) GP 6600/-</b>	03	<p>Officers from Central or State Governments or Autonomous Bodies possessing following educational qualifications and experience:</p> <p>(i) 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/</p>

Post Code	Post/ Pay Band + Grade Pay	No of Posts	Eligibility/experience
			<p>Toxicology/Nano Technology or any other related disciplines with eight years experience of working in research and development in Laboratory/ Research Institutions /Scientific Organisations in the field of food science/ standards/safety out of which at least two years should be as group leader or in a supervisory capacity and should have handled food science related programmes involving planning, development and coordination; or</p> <p>(ii) Doctorate Degree in any of the aforesaid subjects with six years experience of working in research and development in Laboratories/ Research Institutions /Scientific Organisations in the field of food science/ standards/safety out of which two years should be as group leader or in a supervisory capacity and should have handled food science related programmes involving planning, development and coordination.</p> <p style="text-align: center;">and</p> <p>holding analogous or equivalent posts on regular basis; or</p> <p>with at least six years regular service in Pay Band 3 (Rs. 15600-39100) with grade pay Rs.5400 or equivalent.</p>
4.	<p><b>Scientist I</b></p> <p><b>PB-3 (15600-39100) GP 5400/-</b></p>	04	<p>Officers from Central or State Governments or Autonomous Bodies possessing following educational qualifications and experience:</p> <p>(i) 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 or any other related disciplines with at least two years experience of working in research and development in Laboratories/ Research Institutions /Scientific Organisations in the field of food science/ standards/safety and should have handled food science related programmes involving planning, development and coordination.</p> <p>Desirable qualifications:-</p> <p>Doctorate Degree in any of the aforesaid subjects.</p>

## Part II

Post Code	Post/ Pay Band + Grade Pay	No of Posts	Eligibility/experience
1.	<b>Director</b>  <b>PB-4 (37400-67000) GP 8700/-</b>	04	Officers from Central or State Governments/ Autonomous Bodies having background and /or experience of administering and implementation or enforcement of food laws:  (a) holding analogous or equivalent posts on regular basis; or  (b) with five years regular service in Pay Band 3 (Rs.15600-39100) with grade pay Rs.7600 or equivalent;
2.	<b>Joint Director</b>  <b>[Technical]</b>  <b>PB-3 (15600-39100) GP 7600/-</b>	04	Officers from Central or State Governments/ Autonomous Bodies:  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.6600 or equivalent;  and possessing the 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 or any other related disciplines with twelve years experience of working in research and development in a Laboratory/ Research Institutions /Scientific Organisations in the field of food science/ standards/safety out of which at least four years should be in a managerial capacity; or  (b) Doctorate Degree in any of the aforesaid subjects with at least six years experience of working in research and development in a Laboratory/ Research Institutions /Scientific Organisations in the field of food science/ standards/safety out of which at least three years should be in a managerial capacity.
3.	<b>Joint Director</b>  <b>[Management]</b>  <b>PB-3 (15600-39100) GP 7600/-</b>	02	Officers from Central or State Governments/ Autonomous Bodies:  holding analogous or equivalent posts on regular basis;

Post Code	Post/ Pay Band + Grade Pay	No of Posts	Eligibility/experience
			<p style="text-align: center;">or</p> <p>with five years regular service in Pay Band 3 (Rs.15600-39100) with grade pay Rs.6600 or equivalent</p> <p>and possessing five years' experience of administration human resource development or/ and vigilance matters in supervisory capacity.</p>
4.	<p><b>Deputy Director</b></p> <p><b>[Technical]</b></p> <p><b>PB-3 (15600-39100) GP 6600/-</b></p>	04	<p>Officers from Central or State Governments/ Autonomous Bodies:</p> <p>holding analogous or equivalent posts on regular basis;</p> <p style="text-align: center;">or</p> <p>with at least five years regular service in Pay Band 3 (Rs.15600-39100) with grade pay Rs.5400 or equivalent</p> <p>and possessing the following educational qualification and experience:-</p> <p>(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 or any other related disciplines with six years experience of working in research and development in a Laboratory/ Research Institutions /Scientific Organisations in the field of food science/ standards/safety out of which at least 3 years should be in a supervisory capacity; or</p> <p>(b) Doctorate Degree in any of the aforesaid subjects with at least four years experience of working in research and development in a Laboratory/ Research Institutions /Scientific Organisations in the field of food science/ standards/safety out of which at least two years should be in the managerial capacity.</p>
5.	<p><b>Deputy Director</b></p> <p><b>[Management]</b></p> <p><b>PB-3 (15600-39100) GP 6600/-</b></p>	02	<p>Officers from Central or State Governments/ Autonomous Bodies:</p> <p>holding analogous or equivalent posts on regular basis;</p> <p style="text-align: center;">or</p> <p>with at least five years regular service in Pay</p>

Post Code	Post/ Pay Band + Grade Pay	No of Posts	Eligibility/experience
			<p>Band 3 (Rs.15600-39100) with grade pay Rs.5400 or equivalent;</p> <p>and possessing three years' experience in administration human resource development, or / and vigilance matters in supervisory capacity.</p>
6.	<p><b>Assistant Director</b></p> <p><b>[Technical]</b></p> <p><b>PB-3 (15600-39100) GP 5400/-</b></p>	03	<p>Officers from Central or State Governments/ Autonomous Bodies:</p> <p>holding analogous or equivalent posts on regular basis;</p> <p style="text-align: center;">or</p> <p>with at least three years regular service in Pay Band 2 (Rs.9300-34800) with grade pay Rs.4600 or equivalent;</p> <p style="text-align: center;">or</p> <p>with at least eight years regular service in Pay Band 2 (Rs.9300-34800) with grade pay Rs.4200 or equivalent;</p> <p>and possessing following educational qualification and experience:-</p> <p>(a) Masters' Degree or equivalent from a recognised university or institution in field of Chemistry/Bio chemistry/Food Technology/ Edible Oil Technology/ Microbiology/ Dairy Technology/ Agriculture Sciences/ Veterinary Science/ Bio-technology/ Nutrition/ Toxicology/Nano Technology or any other related disciplines with at least two years experience of working in research and development in Laboratory/ Research Institutions /Scientific Organisations in the field of food science/ standards/safety.</p> <p>Desirable qualification:- Doctorate Degree in any of the aforesaid subjects.</p>
7.	<p><b>Assistant Director</b></p> <p><b>[Management]</b></p> <p><b>PB-3 (15600-39100) GP 5400/-</b></p>	02	<p>Officers from Central or State Governments/ Autonomous Bodies:</p> <p>holding analogous or equivalent posts on regular basis;</p> <p style="text-align: center;">or</p> <p>with at least three years regular service in Pay Band 2 (Rs.9300-34800) with grade pay Rs.4600 or equivalent;</p> <p>and possessing three years' experience in administration human resource development, or / and vigilance matters depending on the post requirement.</p>





## Part III

Post Code	Post/ Pay Band + Grade Pay	No of Posts	Eligibility/experience
1.	<b>Financial Advisor</b> <b>PB-4 (37400-67000) GP 8700/-</b>	01	Officers from Indian Audit and Accounts Service/Indian Civil Accounts Service/Indian Railways Accounts Service/Indian Defence Accounts Service or other Central Accounts Group A Services, eligible to hold Director level posts in the Government of India; or Officers from Central or State Government/ Autonomous Bodies with finance background and experience: holding analogous or equivalent post on regular basis; or with five years regular service in the next lower grade of Pay Band -3 with grade pay of Rs.7600 or equivalent.
2.	<b>Senior Finance and Accounts Officer</b> <b>PB-2 (9300-34800) GP 5400</b>	01	Officers from Central or State Governments/ Autonomous Bodies with finance background and experience:  (i) holding analogous or equivalent posts on regular basis; or  (ii) 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.
3.	<b>Finance and Accounts Officer</b> <b>PB-2 (9300-34800) GP 4800</b>	02	Officers from Central or State Governments/ Autonomous Bodies with finance background and experience:  (i) holding analogous or equivalent posts on regular basis; or  (ii) 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.
4.	<b>Law Officer</b>	02	Officers from Central or State Governments/ Autonomous Bodies with Law background and

Post Code	Post/ Pay Band + Grade Pay	No of Posts	Eligibility/experience
	PB-3 (15600-39100) GP 5400/-		<p>experience in handling legal matters:</p> <p>Holding analogous posts in the cadre on regular basis;</p> <p style="text-align: center;">or</p> <p>holding the post of Junior Law Officer/Law Assistant in Govt. organisation with three years regular service in the pay band 2 with grade pay of Rs. 4600.</p> <p>And possessing 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.</p> <p><b>Desirable:-</b> Masters in Law from a recognised University or institution.</p> <p>If no suitable candidate is available on deputation, the post may be filled up on contract basis for which eligibility and other criteria are as under-</p> <p>(i) Law Graduate (First Division); (ii) Experience in drafting of legal cases/litigation for a minimum of one year;</p> <p>Lump-sum remuneration in the range of Rs. 50,000-60,000/- (negotiable) all inclusive shall be paid.</p> <p>Preference shall be given to the candidates passed out from National Law Schools and other renowned institutions.</p>

## Part IV

Post Code	Post/ Pay Band + Grade Pay	No of Posts	Eligibility/experience
1.	<b>Personal Assistant</b> <b>PB-2 (9300-34800) GP 4200</b>	05	<b>On Contract basis- Essential:</b> (i) Bachelor's Degree from a recognised University/institution with proficiency in shorthand (80 WPM) and typing (40 WPM - English) and/ or (35 WPM- Hindi); and (ii) proficient in using MS Office and internet etc.  <b>Desirable:</b> Diploma or certificate in office management and secretarial procedure or equivalent from a recognised or reputed institution.
2.	<b>Assistant</b> <b>PB-2 (9300-34800) GP 4200</b>	02	<b>On Contract basis- Essential:</b> (i) Bachelor's Degree from a recognised university /Institutions; (ii) should be proficient in using MS Office and internet etc; and (iii) should be able to prepare 'note' and 'draft' and must aware of office procedure.

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## Annexure-II

**Last Date of receiving of completed application: 29<sup>th</sup> February 2016**

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

1. Name of the Post applied for.....

2. Name of Candidate (in Block Letters)


Latest  
coloured  
passport size  
photograph  
with white  
background.

3. Father's Name


4. Postal Address (in Block Letters)

Mobile No.											
e-mail											

5. Date of Birth

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Age(in  
years).....

6. Date of superannuation

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7. Gender (Please tick)

M		F	
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8. Community(Please tick)

SC		ST		OBC		UR	
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9. Educational Qualifications (Starting from High School) :

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

10. Details of employment, 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>

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	
(b)	State Government	
(c)	Autonomous organization	

11. Total emoluments per month now drawn : .....

Drawn (Attach pay slip attested by DDO/AO )

12. Additional information, if any, which : .....

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

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## **SELF DECLARATION**

1. I undertake that I....., am holding a permanent post of ..... on regular basis in the Department of .....
2. I undertake that I am drawing pay Rs.....in the Pay Band.....with grade pay.....w.e.f.....
3. The entries filled in the application are **correct** as per office records.
4. **No disciplinary case** is pending or being contemplated against me.
5. **No major/minor penalty** was imposed on me during last 10 years.
6. Attested copies of ACR/APAR for last five years are annexed herewith. The Grading for the last five years ACR/APAR is as under-

<b>Sr. No.</b>	<b>Year</b>	<b>Grading</b>
1.		
2.		
3.		
4.		
5.		

7. I have already informed my department that I am applying for the post of.....on deputation basis in the Food Safety and Standards Authority of India.
8. 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 guilty of furnishing wrong information suppressing of facts, mentioned herein.

Date :

Signature of the candidate.....

Place :

Name .....

Official Address.....