

**F. No. A 12024/4/2011-Admn-FSSAI**  
**Food Safety and Standards Authority of India**  
*Ministry of Health and Family Welfare*

*FDA Bhavan, Kotla Road,  
New Delhi – 110002*

*Dated the 10<sup>th</sup> August, 2011*

**CIRCULAR**

**Subject : Filling up of posts of Directors/ Financial Advisor in Food Safety and Standards Authority of India on deputation / short term contract -reg.**

It is proposed to fill up various posts in FSSAI Head Quarters / Regional Offices on transfer on deputation on Foreign Service terms including short terms contract as per details contained in **Annexure-1** of this circular. Officers fulfilling the eligibility criteria & experience as in Annexure – I may apply in the prescribed Performa (**Annexure-II**).

2. 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.

3. 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 No.6/8/2009-Estt.(Pay II) dated 17<sup>th</sup> June, 2010.

4. The initial period of deputation in FSSAI shall be three years. 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 the applications.

5. Officers who volunteer for the post(s) will not be permitted to withdraw their candidature. Only such applications as are accompanied by the requisite personal data in Annexure – II alongwith necessary certificates/documents forwarded through proper channel will be considered.

6. It is requested to give wide publicity to the vacancy circular amongst the staff under your administrative control. The applications in the prescribed Performa (Annexure II), along with upto date CR Dossiers of the officers who can be spared in the event of their selection, may be forwarded to this Authority **latest by 9<sup>th</sup> Sept, 2011.**

7. 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 please be certified. It may also be confirmed that no major/minor penalty has been imposed on him/her during the last ten years.

8. Application received after the last date or without the CR dossiers or otherwise found incomplete will not be considered.

**Sd/-**

**(Sanjay Singh)**

Deputy Director (Estt & Admn.)

Tel. 011-23237421

To,

All Ministries/Departments/Organisations of Govt. of India/State Govt./UTs / Universities/  
Autonomous Bodies as per list.

**Posts proposed to be filled up on Deputation/ Short Terms Contract in  
Food Safety and Standards Authority of India**

Sl No.	Post/Pay scale	No. of posts	Eligibility/experience
1	<b>Director (PAQA)</b> <b>Pay Band + Grade Pay:</b> PB-4, Rs 37400-67000 + 8700	1	<b><u>Eligibility:</u></b> Officers from Central / State Governments/ Autonomous Bodies / Research Institutions / Universities / PSUs and (a) holding analogous posts on regular basis in the cadre; or
2	<b>Director (Zones)</b> <b>Pay Band + Grade Pay:</b> PB-4, Rs 37400-67000 + 8700	3	(b) with five years regular service in the next lower grade of PB-3 with Grade Pay Rs.7600. <b><u>Educational and other Qualifications :</u></b> <b>Essential:</b> Master's Degree in Chemistry /Bio chemistry / Microbiology / Food Technology / Edible Oil Technology / Dairy Technology / Agriculture Science / Veterinary Science / Biotechnology / Medicine or any other subjects related to science of Food. <b>Desirable:</b> Ten years experience of working in Laboratory / research institution/Scientific organisation on microbiology, molecular biology, toxicology, food standards or any other food related study or enforcement of food laws. Out of the aforesaid 10 years, 5 years should be in the supervisory capacity; <b>or</b> Doctorate Degree in any of the aforesaid subjects with 8 years working experience in the Laboratory / research institution / scientific organisation in the fields mentioned above. Out of 8 years, 5 years should be in the supervisory capacity.
3	<b>Director (Surveillance)</b> <b>Pay Band + Grade Pay:</b> PB-4, Rs 37400-67000 + 8700	1	<b><u>Eligibility:</u></b> Officers from Central / State Governments/ Autonomous Bodies / Research Institutions / Universities / PSUs and (a) holding analogous posts on regular basis in the cadre; or
4	<b>Director (Codex)</b> <b>Pay Band + Grade Pay:</b> PB-4, Rs 37400-67000 + 8700	1	(b) with five years regular service in the next lower grade of PB-3 with Grade Pay Rs.7600. Officers having prior work experience in food sector, specially relating to implementation and enforcement of food related Acts/Orders will be given preference.
5	<b>Financial Advisor</b> <b>Pay Band + Grade Pay:</b> PB-4, Rs 37400-67000 + 8700	1	Group A Officers from Central / State Govt./ Autonomous Bodies / Universities / PSUs with finance background and experience and (a) holding analogous posts on regular basis in the cadre; or (b) with five years regular service in the next lower grade of PB-3 with Grade Pay of Rs.7600.

### **Curriculum Vitae Pro-forma**

1. Name and address (in Block Letters): .....
2. Date of Birth (as per matriculation certificate).....
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./Kum .....during the last 10 years as per records in the Ministry/Department.

**Signature of Head of Office /Department**