

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

Dated, the 28th October, 2015

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) along with the supporting documents.

3. The period of deputation would be initially for one year extendable for upto 2 years. Further extension beyond one year would be subject to 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 17th 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 the applications. The Food Authority reserves the right not to fill up all or any of the vacancies or to cancel the advertisement at any stage.

4. Only such applications accompanied by the requisite personal data in Annexure-II alongwith necessary certificates/documents forwarded through proper channel will be considered.

5. It is requested to give wide publicity to the vacancy circular amongst the staff. 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 the Assistant Director (Estt.I), Food Safety and Standards Authority of India, 4th Floor, FDA Bhavan, Kotla Road, New Delhi latest by 30th November 2015 (4.00PM).

6. While forwarding the applications, it is required to 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. Application received after due date or without the necessary documents or otherwise found incomplete will not be considered. More than one application for a post received from one candidate will be summarily rejected.

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

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.

ANNEXURE - I

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
01.	Senior Finance and Accounts Officer [PB-3] 9300-34800 + 5400	1	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. <u>Desirable:-</u> Cash and Accounts training from ISTM and Master in Business Administration in Finance or equivalent.
02.	Finance and Accounts Officer [PB-2] 9300-34800 + 4800	1	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. <u>Desirable:-</u> Cash and Accounts training from ISTM.

Annexure-II

Last Date of receiving of completed application: 30th November 2015

Application for position ofon deputation in FSSAI.

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

2. Name of Candidate (in Block Letters)

3. Father's Name

4. Postal Address (in Block Letters)

Mobile No.											
e-mail											

Latest coloured passport size photograph with white background.

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) :

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

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

10. 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	
(b)	State Government	
(c)	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.....

.....

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CERTIFICATE

(To be filled in by the **Head of the Department** in which employed)

1. Certified that Shri/Smt/Kum.....holds a permanent post ofon regular basis in the Department of
2. That he/she is drawing pay Rs.....in the 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. The Grading for the last five years ACR/APAR is as under-

Sr. No.	Year	Grading

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)