

**F. No. A - 12024/9/2009- Admn. FSSAI**  
**Food Safety and Standards Authority of India**  
*Ministry of Health and Family Welfare*

*FDA Bhavan, Kotla Road,  
New Delhi – 110002  
Dated the 22<sup>nd</sup> July, 2010*

**CIRCULAR**

**Subject: Filling up of the posts of Assistant Director (Admn.) and Assistant Director (General Admn.) in Food Safety and Standards Authority of India on deputation – reg.**

It is proposed to fill up the posts as indicated in **Annexure – 1** in the Food Safety & Standards Authority of India. 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 of the officials selected on deputation will be governed by provisions laid down in the Department of Personnel and Training's OM No, 2/29/91-Estt. (Pay-II) dated 05.01.1994, as amended from time to time.

3. The period of deputation, including the period of deputation in another ex cadre post held immediately preceding this appointment in the same or some other organization/Department shall not exceed three years. The maximum age limit for appointment on deputation shall be 56 years. Accordingly persons who will be crossing the age of 56 years, on the last day of receiving the applications need not apply.

4. Officials appointed on deputation 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 27<sup>th</sup> 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 last date for receiving applications is 16<sup>th</sup> September, 2010. Eligibility would be calculated as on this date (31.08.2010). However, if suitable candidates are not selected after scrutiny of the applications received by 31.08.2010, applications received after this date also would be considered. Such applications would be considered at the end of each month, till the vacancies are filled. The reference date for eligibility will be in such cases the last date of the relevant month.

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

**ANNEXURE – I**

**PRESCRIBED CHECKLIST FOR DEPUTATION CASES**

1	Name of Organization	Food Safety and Standards Authority of India (A Statutory Regulatory Body of Govt. of India)
2	Name of Post	1. Assistant Director (Admn.) 2. Assistant Director (General Admn.)
3	Service	N.A.
4	Scale of pay of the deputation post	Rs.8000-275-13500 (Pre-revised Scale) Rs. 15,600 -39,100/-(PB –3) Grade Pay : 5400
5	Number of Posts	1. Assistant Director (Admn.) - one 2. Assistant Director (General Admn.) - one
6	Location	Head-Quarter, New Delhi.
7	Age	Not to exceed 56 years
8	Terms of appointment	Deputation/short term contract
9	Tenure of deputation	Initially for 1 year extendable up to 3 years.
10	Minimum eligibility required for the post (i.e. experience, level of the officer required etc.)	Officers under the Central/State Govt./UTs/PSUs-  (i) Holding analogous post on regular basis in the parent cadre/department; or (ii) With two years' service/experience in Administration/General Administration/Parliament/Protocol related areas in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs.9300-34,800/- (PB -2) with grade pay Rs.4800 (in revised pay scale) or equivalent in the parent cadre/department;  (iii) With three years' service/experience in Administration/General Administration/Parliament/Protocol related areas in the grade rendered after appointment thereto on regular basis in the scale of pay of Rs.9300-34,800/- (PB -2) with grade pay Rs.4600 (in revised pay scale) or equivalent in the parent cadre/department;  Officers having prior work experience in framing of Staff Regulations/Recruitment Rules, Preparation of Budget and protocol work will be given preference.

**Curriculum Vitae Proforma**

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 Qualification:
5. Whether eligibility conditions are fulfilled:
6. Details of employment, in chronological order. Enclose a separate duly Authenticated by your signature, if the space below is insufficient:

Office/institution	Post Held	From	To	Scale Pay	Nature of Duties in Detail

7. Nature of present employment i.e. permanent/temporary/adhoc:
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/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 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 qualification
- (ii) professional training and
- (iii) 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-Government Organization 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) affiliation with the professional bodies/institutions/societies and
- (iv) 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

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./Ku.....during the last 10 years as per records in the Ministry/Department.

Signature of Head of Office/Department