

File No.A-12036/02/2010-Admn-FSSAI
Food Safety and Standards Authority of India
(Ministry of Health and Family Welfare)
FDA Bhawan, Kolla Road,
New Delhi-110002

Food Safety and Standards Authority of India, an autonomous body under Ministry of Health & Family Welfare proposes to fill up one post of Director (Administration) on Deputation in Food Safety and Standards Authority of India (Headquarters) at New Delhi. Officers belonging to Central Government, State Government or Union Territory Administrations or Public Sector Undertakings, who meet the eligibility conditions, shall be considered for appointment on deputation.

1. Name of Post: Director (Administration).

2. Scale of Pay: PB-4: Rs.37400-67000/- with grade pay of Rs.8700/- (Rs.14300-400-18300/- pre-revised scale)

3. Age Limit: For appointment by deputation, age not exceeding 56 years as on the closing date for receipt of applications.

4. Eligibility for Deputation: Officers under Central Government, State Governments or Union Territory Administrations or Public Sector Undertakings:

(i) holding analogous post on regular basis in the parent cadre/Department; or

(ii) with 5 years' regular service in the scale of Rs.12000-15600 (pre-revised) (revised -15600-39100 , Grade Pay Rs. 7600/-) or equivalent in the parent cadre/Department

Officers having prior work experience in Administration/General Administration/Finance/Parliament/RTI/Court cases will be given preference.

5. Period of Deputation: The tenure of deputation will normally be 3 years. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/department of the Central Government shall, however, ordinarily not exceed 5 years. The terms and conditions of deputation will be regularised according to the orders contained in the Government of India, DoPT's OM No. 2/29/91-Estt.(P.II), dated 5th January, 1994 as amended from time to time.

6. Applications in appropriate proforma alongwith complete and up to date certified copies of CR Dossiers of last five years of the officials, who can be spared in the event of their selections, may be sent by the controlling authority before the closing date. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officials 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. General Conditions:

- i. Candidates working in Central Government or State Government Departments or Union Territory Administrations or Public Undertakings should apply in prescribed pro-forma through proper channel. The prescribed proforma is available on FSSAI website (www.fssai.gov.in)
- ii. The eligibility, age limit and qualifications/experience would be determined as on closing date of receipt of application.
- iii. Candidates will need to produce proof of the details furnished in their applications as and when required.

- iv. Only Indian Nationals need to apply.
- v. Canvassing in any form will be a disqualification.
- vi. The prescribed eligibility conditions are the minimum and mere possession of the same does not bestow right on the candidate for selection.
- vii. Applications complete in all respects and in the appropriate proforma should reach **Deputy Director (Estt. & Admn), Food Safety Standards Authority of India, Room No. 416, FDA Bhawan, Kolla Road, New Delhi-110 002**, within 30 days from the date of publication of this advertisement.
- viii. Incomplete applications as well as those received after the closing date will be not considered.
- ix. The applications should be sent in an envelope superscripted '**Application for the post of Director(Administration) in the Food Safety and Standards Authority of India.**'

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