

Food Safety and Standards Authority of India  
A Statutory Authority under Ministry of Health & Family Welfare, Govt. of India  
(HR Division)  
FDA Bhavan, Kotla Road, New Delhi-110 002

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Advt No:DR-01/2019

The 25<sup>th</sup> January, 2019

Food Safety and Standards Authority of India (FSSAI), hereinafter referred to as 'Food Authority' is a statutory Body under M/o Health and Family Welfare. FSSAI has been created 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 to 130 crore citizens of the country. For further strengthening its core competencies, FSSAI invites applications on **direct recruitment basis** from dynamic, proficient and motivated candidates looking for exciting career opportunities in Food Regulatory System and wanted to be a part of our growth journey. Interested and eligible candidates can apply for the vacancies ONLINE, through our website [www.fssai.gov.in](http://www.fssai.gov.in).

**1. Candidates to Ensure their Eligibility for the Posts:**

Before applying, candidates should ensure that they fulfill the eligibility criteria for the advertised posts. The Food Authority would admit to the Examinations all the candidates applying for the post with the requisite fee/intimation charges (wherever applicable) on the basis of the information furnished in the ONLINE application and shall determine their eligibility only at the final stage i.e. interview stage. If at that stage, it is found that any information furnished in the ONLINE application is false/ incorrect or if according to the Food Authority, the candidate does not satisfy the eligibility criteria for the post, his/ her candidature will be cancelled and he/she will not be allowed to appear for interview and can be removed from service without notice, if he/she has already joined the Authority.

**2. Mode of Application:**

Candidates are required to apply only ONLINE through the Authority's website [www.fssai.gov.in](http://www.fssai.gov.in). No other mode for submission of application is available.

**3. Important Dates:**

Events	Important Dates**
Website Link Open For Online Registration of Applications and Payment of Fees/Intimation Charges	26.01.2019
Last Date for Online Application	25.02.2019
** The Authority reserves the right to make any change in these dates.	

**4. Help Facility:** In case of any problem in filling up the form, payment of fee/intimation charges or in downloading of Admission Letter, queries may be made through e-mail at [recruitment.fssai@gmail.com](mailto:recruitment.fssai@gmail.com).

Do not forget to mention 'FSSAI' - DR' 'Post Applied For' in the subject of the email.

**5. Use of MOBILE PHONES and other electronic devices BANNED:**

(a) The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or blue tooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.

(b) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination, as arrangement for safe-keeping cannot be assured.

(c) Candidates are advised not to bring any valuable/costly items to the Examination Halls, as safe-keeping of the same cannot be assured. The Authority will not be responsible for any loss in this regard.

**6. Addendum/Corrigendum:** Please note that Addendum/Corrigendum, if any, issued on the above advertisement, will be published only on the Authority's website [www.fssai.gov.in](http://www.fssai.gov.in).

#### DETAILED NOTICE

1. The FSSAI invites applications from eligible candidates for the posts mentioned below on **direct recruitment basis**. The total number of vacancies shown below may vary as per administrative exigencies:-

Post Code	Name of Post (Pay Level)	Age limit as on closing date of application	No. of Vacancies	
			Total	
01	Director (Pay Level-13)	50	4	UR-3, OBC(\$)-1
02	Principal Manager (Pay Level-13)	50	1	UR-1
03	Joint Director (Pay Level-12)	50	8	UR-5, OBC(\$)-2, SC-1
04	Deputy Director (Pay Level-11)	40	8 <sup>^</sup>	UR-5, OBC(\$)-2, SC-1
05	Senior Manager (IT) (Pay Level-12)	50	1	UR-1
06	Senior Manager (Pay Level-12)	50	1	UR-1
07	Manager (Pay Level-11)	40	3	UR-3
	Total		26	

<sup>^</sup> 1 vacancy is reserved for PwBD category under deaf and hard of hearing.

<sup>\$</sup> Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled to OBC reservation. They should indicate their category as 'General (GEN)'. The OBC (NCL) certificate should be in the format as prescribed for Central Government Employment.

The Competent Authority has identified the following posts as suitable for each category of Persons with Benchmark Disability (PwBD) along with the Physical Requirements. Only following categories of PwBD candidates are therefore eligible to apply for the posts.

Name of Post	Posts identified suitable for (@)	Physical Requirement (%)
Director, Joint Director, Deputy Director	(a) Locomotor Disability (OA,OL,BL,OAL) including Cerebral Palsy, Leprosy cured, Dwarfism, Acid Attack Victims, Muscular Dystrophy; (b) Blindness and Low vision (B, LV); (c) Deaf (D) and Hard of Hearing (HH)  Multiple disabilities from amongst the persons under clauses (a) to (c) above except deaf-blindness	S, ST, W, SE, RW, C, MF, BN, KC, L, H, PP
Principal Manager, Senior Manager, Manager	(a) Locomotor Disability (OA,OL,BL) including Cerebral Palsy, Leprosy cured, Dwarfism, Acid Attack Victims, Muscular Dystrophy; (b) Blindness and Low vision (B, LV); (c) Deaf (D) and Hard of Hearing (HH)  Multiple disabilities from amongst the persons under clauses (a) to (c) above except deaf-blindness	S, ST, W, SE, RW, C, MF, BN, KC, L, H, PP
Senior Manager (IT)	(a) Locomotor Disability (OA,OL,BL,OAL) including Cerebral Palsy, Leprosy cured, Dwarfism, Acid Attack Victims, Muscular Dystrophy (b) Blindness and Low vision (B, LV);  Multiple disabilities from amongst the persons under clauses (a) to (b) above	S, ST, W, SE, RW, C, MF, BN, KC, L, H, PP

@ OA-One Arm, OL-One Leg, BL-Both Legs but not arms, B-Blindness, LV-Low Vision, D-Deaf and HH-Hard of Hearing., OAL- One arm and One Leg

% BN-Bending, C-Communication, H-Hearing/Speaking, KC-Kneeling & Crouching, L-Lifting, MF-Manipulation by Finger, PP-Pushing & Pulling, RW-Reading & Writing, S-Sitting, SE-Seeing, ST-Standing and W-Walking

**Note for PwBD candidates:**

(1) PwBD candidates may belong to any category (i.e. General/SC/ST/OBC). Reservation for PwBD is horizontal and within the overall vacancies for the posts subject to the posts having been identified suitable for such disabilities.

(2) PwBD candidates should possess a latest disability certificate issued by a Competent Authority as prescribed vide The Rights of Persons with Disabilities Act, 2016 (RPWD Act, 2016). Such certificate shall be subject to verification/re-verification as may be decided by the Authority/ competent authority.

(3) Within the overall notified total vacancies, PwBD candidates belonging to any category of disability will be considered for selection, subject to their suitability, over and above the vacancies notified for PwBD in this advertisement, in order to clear the backlog of PwBD vacancies.

(4) Backlog vacancies reserved for PwBD would be filled by a person with benchmark disability in the respective category. If no suitable person from that category is available such backlog vacancies would be filled up by interchange among other eligible PwBD candidates subject to the posts having been identified suitable for such disabilities.

(5) Use of Scribe & Compensatory time: At the time of written examination, only those PwBD candidates (who have disability of 40% or more) who have physical limitation in typing/writing, including that of speed would be allowed the facility to use the service of a scribe. In all such cases where a scribe is used, the following rules will apply:

- A. The candidate will have to arrange his/her own scribe/writer at his/her own cost.
- B. Both the candidate as well as the scribe will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe at the time of examination.
- C. PwBD candidates who have physical limitation to type/write including that of speed shall be allowed compensatory time of 20 minutes per hour of the examination whether availing the facility of scribe or not.
- D. Any candidate who is using scribe should ensure that he is eligible to use scribe in the examination as per the above guidelines. Any candidate using scribe in violation of the above guidelines shall stand disqualified and can be removed from service without notice, if he/she has already joined the Authority.

(7) Detailed instructions for PwBD candidates regarding availing services of scribe and allotment of extra/compensatory time will be made available on Authority's website ([www.fssai.gov.in](http://www.fssai.gov.in)) at the time of uploading of Admission Letters for the examinations.

## **2. SERVICE CONDITIONS/ CAREER PROSPECTS:**

**(i) Pay Scale:** Selected Candidates will draw a starting basic pay in the Pay Level as stipulated against each post and they will also be eligible for Dearness Allowance, House Rent Allowance etc.

**(ii) Seniority:** Seniority will be fixed in order of their merit and as per extant guidelines of Govt. of India.

**(iii) Perquisites:** Alongwith basic pay and other allowances, reimbursement of expenses for newspaper, telephone charges etc. as per eligibility shall be applicable. Medical facilities for self and dependents under CGHS/ CS(MA) Rules shall also be applicable. Selected candidates will be governed by 'the defined contributory New Pension Scheme (NPS)', in addition to the benefit of Gratuity.

(iv) Initial appointment will be on probation for a period of one/two years. At Authority's discretion, the probationary period may be extended upto a maximum period of one year.

(v) There are reasonable prospects for promotion to higher grades.

(vi) Selected candidates may be posted and transferred anywhere in India.

## **3. ELIGIBILITY CONDITIONS:**

**I. Nationality:** a candidate must be either:

- a. a citizen of India, or
- b. a subject of Nepal, or
- c. a subject of Bhutan, or
- d. a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
- e. a person of Indian origin who has **migrated** from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary, may be admitted to the examination but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him/her by the Government of India.

**II. Relaxation in Age Limits (as on the closing date of application):**

Sr.No.	Category	Age relaxation
1	Scheduled Caste/Scheduled Tribe	5 years
2	Other Backward Classes (Non-Creamy Layer)	3 years
3	Persons With Benchmark Disabilities as defined under "The Rights of Persons with Disabilities Act, 2016"	5 Years in case of Director & 10 Years in case of other posts.
4	Ex-Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released  (a) on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or  (b) on account of physical disability attributable to military service or on invalidment	5 years
5	Persons ordinarily domiciled in the state of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989	5 years
6	Persons affected by 1984 riots	5 years

**NOTE:-**

(i) The relaxation in upper age limit to SC/ST/OBC candidates is allowed on cumulative basis with only one of the remaining categories for which age relaxation is permitted as mentioned above in Point No. (3) to (6) above.

(ii) All persons on contract in the services of Food Authority on the date of notification of these Recruitment Regulations shall get the benefit of age relaxation provided they have at least 10 years of service remaining for superannuation on the date of notification of Recruitment Regulations. Further, provided that all persons on contract shall also get the benefit of age relaxation of atleast as much period as they have served in FSSAI.

(iii) The maximum age limit specified is applicable to General Category candidates.

(iv) Candidates seeking age relaxation will be required to submit necessary certificate(s) in original in the prescribed format by Central Government along with photocopies at the time of Interview and at any subsequent stage of the recruitment process as required by FSSAI.

(v) For appointment to the post of Director, the upper age limit shall be relaxed by the length of military service increased by three years in the case of ex-servicemen and commissioned officers including Emergency Commissioned Officers or Short Service Commissioned Officers.

(v) In case of an Ex-servicemen who has once joined in a Govt. job on the civil side after availing the benefits given to him as an Ex-servicemen for his re-employment, his Ex-servicemen status for the purpose of re-employment in Government ceases.

(vi) The age concession under Para 3 II (4) will not be admissible to Ex-servicemen and Commissioned Officers including ECOs/SSCOs, who are released on their own request.

(vii) There shall be no maximum age restriction for the departmental candidate for appointment to any post of the Food Authority under Direct Recruitment as specified in the Schedule.

(viii) Notwithstanding the provision of age relaxation mentioned above, a person with benchmark disability will be considered to be eligible for appointment only if he/she (after such physical examination as the Authority, may prescribe) is found to satisfy the requirements of physical and medical standards for the concerned Services/Posts to be allocated to the physically disabled candidates by the Authority.

### III. Details of Minimum Educational Qualifications / Work Experience:

<b>Name of Post – Director, (Post Code-01)</b>
<b>Educational and other qualifications</b>
(a)(i) Bachelor’s Degree from a recognised University or Institution; and (ii) Fifteen Years experience in handling administration, finance, human resource development or/ and vigilance matters depending on the post requirement. Desirable: Degree of Law or MBA degree or equivalent from a recognised university or Institution. OR (b)(i) “Master Degree from a recognized University or Institution in Chemistry or Biochemistry or Food Technology or Food Science & Technology or Food & Nutrition or Edible Oil Technology or Microbiology or Dairy Technology or Agricultural or horticultural Sciences or Industrial Microbiology or Toxicology or Public Health or Life Science or Biotechnology or Fruit & Vegetable Technology or Food Safety & Quality Assurance OR BE or B.Tech in Food Technology or Dairy Technology or Biotechnology or Oil Technology or Food Process Engineering or Food Processing Technology or Fruit & Vegetable Technology or Food Safety & Quality Assurance or Bachelor’s degree (not less than four years duration) in Medicine or Veterinary sciences or Fisheries or Animal Sciences. (b) (ii) with fourteen years experience of working in research and development in Laboratory or Research Institutions or Scientific Organisations in the field of food science or standards or 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 (c) (i) Doctorate Degree in any of the aforesaid subjects with twelve years experience of working in research and development in Laboratories or Research Institutions or Scientific Organisations in the field of food science or standards or 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; and

(c) (ii) Should have published research work in related field.

**Note 1:** Out of the total experience sought, two years of experience should be in immediate lower pay level in central dearness allowance, or equivalent industrial dearness allowance scale (as applicable) and in case of candidates working in private sector he or she shall be drawing annual Cost To Company (CTC) of Rs.18.0 Lakhs for last two years.

**Note 2:** Qualifications are relaxable at the discretion of the Competent Authority in the case of candidates otherwise well qualified.

**Note 3:** The qualification(s) regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

**Name of Post – Principal Manger, (Post Code -02)**

**Educational and other qualifications**

(i) Post Graduate Degree or Diploma (Full Time courses) in journalism or Mass communication or Public Relation or MBA with specialization in Marketing from a recognized university or Institute OR Post Graduate Degree or Diploma in Social Work or psychology or Labour and Social Welfare from a recognized university or Institute and

(ii) Sixteen years' experience in relevant area.

**Note 1:** Out of the total experience sought, two years of experience should be in immediate lower pay level in central dearness allowance , or equivalent industrial dearness allowance scale (as applicable) and in case of candidates working in private sector he or she shall be drawing annual Cost To Company (CTC) of Rs.18.0 Lakhs for last two years.

**Note 2:** Qualifications are relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified.

**Note 3:** The qualification(s) regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

**Name of Post- Joint Director, (Post Code-03)**

**Educational and other qualifications**

(a)(i) Bachelor's Degree from a recognised University or Institution; and (ii) Twelve Years experience in handling administration, finance, human resource development or/ and vigilance matters depending on the post requirement. Desirable: MBA degree or equivalent from a recognised university or Institution

OR

(b) Full time Degree of Law from a recognised University or institution with twelve years experience of handling legal matters or working experience as Law Officer in a reputed Government or Autonomous body or Research Institutions or Universities or Public Sector Undertakings or Law firms.

OR

(c) (i) "Master Degree from a recognized University or Institution in Chemistry or Biochemistry or Food Technology or Food Science &Technology or Food & Nutrition or Edible Oil Technology or Microbiology or Dairy Technology or Agricultural or Horticultural Sciences or Industrial Microbiology or Toxicology or Public Health or Life Science or Biotechnology or Fruit & Vegetable Technology or Food Safety & Quality Assurance OR BE or B.Tech in Food Technology or Dairy Technology or Biotechnology or Oil Technology or Food Process Engineering or Food Processing Technology or Fruit & Vegetable Technology or Food Safety & Quality Assurance or Bachelor's degree (not less than four years duration) in Medicine or Veterinary sciences or Fisheries or Animal Sciences.

(c) (ii) with eleven years experience of working in research and development in Laboratory or Research Institutions or Scientific Organisations in the field of food science or standards or 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

(d)(i) Doctorate Degree in any of the aforesaid subjects with nine Years experience of working in research and development in Laboratories or Research Institutions or Scientific Organisations in the field of food science or standards or 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; and (ii) Should have published research work in related field.

**Note 1:** Out of the total experience sought, two years of experience should be in immediate lower pay level in central dearness allowance, or equivalent industrial dearness allowance Scale (as applicable) and in case of candidates working in private sector he or she shall be drawing annual Cost To Company (CTC) of Rs.16.0 Lakhs for last two years.

**Note 2:** Qualifications are relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified.

**Note 3:** The qualification(s) regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

**Name of Post- Deputy Director, (Post Code-04)**

**Educational and other qualifications**

(a) Bachelor's Degree from a recognised University or Institution; and ten Years experience in handling administration, finance, human resource development or/ and vigilance matters depending on the post requirement. Desirable: MBA degree or equivalent from a recognised university or Institution

OR

(b) Full time Degree of Law from a recognised University or institution with six years experience of handling legal matters or working experience as Law Officer in a reputed Government or Autonomous body or Research Institutions or Universities or Public Sector Undertaking or Law firms.

OR

(c) (i) "Master Degree from a recognized University or Institution in Chemistry or Biochemistry or Food Technology or Food Science & Technology or Food & Nutrition or Edible Oil Technology or Microbiology or Dairy Technology or Agricultural or Horticultural Sciences or Industrial Microbiology or Toxicology or Public Health or Life Science or Biotechnology or Fruit & Vegetable Technology or Food Safety & Quality Assurance OR BE or B.Tech in Food Technology or Dairy Technology or Biotechnology or Oil Technology or Food Process Engineering or Food Processing Technology or Fruit & Vegetable Technology or Food Safety & Quality Assurance or Bachelor's degree (not less than four years duration) in Medicine or Veterinary Sciences or Fisheries or Animal Sciences.

(c) (ii) with nine years experience of working in research and development in Laboratory or Research Institutions or Scientific Organisations in the field of food science or standards or 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

(d)(i) Doctorate Degree in any of the aforesaid subjects with seven Years experience of working in research and development in Laboratories or Research Institutions or Scientific Organisations in the field of food science or standards or 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; and

(d)(ii) Should have published research work in related field.

Desirable: Graduate Aptitude Test Engineering or Council of Scientific and Industrial Research or Indian Council of Agricultural Research National Eligibility Test.

**Note 1:** Out of the total experience sought, two years of experience should be in immediate lower pay level in central dearness allowance, or equivalent industrial dearness allowance Scale (as applicable) and in case of candidates working in private sector he or she shall be drawing annual Cost To Company (CTC) of Rs.13.5 Lakhs for last two years.



**Note 2:** Qualifications are relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified.

**Note 3:** The qualification(s) regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

**Name of Post – Senior Manager (IT), (Post Code-05)**

**Educational and other qualifications**

(i) B. Tech or M. Tech in Computer Science or any other Engineering Discipline or MCA or Bachelor's Degree in Relevant field. (ii) ten years of total experience (iii) minimum five years' experience in relevant field.

**Note 1:** Out of the total experience sought, two years of experience should be in immediate lower pay level in central dearness allowance , or equivalent industrial dearness allowance scale (as applicable) and in case of candidates working in private sector he or she shall be drawing annual Cost To Company (CTC) of Rs.16.0 Lakhs for last two years.

**Note 2:** Qualifications are relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified.

**Note 3:** The qualification(s) regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

**Name of Post – Senior Manager, (Post Code-06)**

**Educational and other qualifications**

(i) Post Graduate Degree or Diploma (Full Time courses) in journalism or Mass communication or Public Relation or MBA with specialization in Marketing from a recognized university or Institute OR Post Graduate Degree or Diploma in Social Work or psychology or Labour and Social Welfare from a recognized university or Institute and (ii) Ten years' experience in relevant area.

**Note 1:** Out of the total experience sought, two years of experience should be in immediate lower pay level in central dearness allowance , or equivalent industrial dearness allowance Scale (as applicable) and in case of candidates working in private sector he or she shall be drawing annual Cost To Company (CTC) of Rs.16.0 Lakhs for last two years.

**Note 2:** Qualifications are relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified.

**Note 3:** The qualification(s) regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

**Name of Post – Manager, (Post Code-07)**

**Educational and other qualifications**

(i) Post Graduate Degree or Diploma (Full Time courses) in journalism or Mass communication or Public Relation or MBA with specialization in Marketing from a recognized university or Institute OR Post Graduate Degree or Diploma in Social Work or psychology or Labour and Social Welfare from a recognized university or Institute OR Master's degree in Library Sciences or Library and Information Science from a recognized University or Institute and

(ii) Eight years' experience in relevant area.

**Note 1:** Out of the total experience sought, two years of experience should be in immediate lower pay level in central dearness allowance , or equivalent industrial dearness allowance scale (as applicable) and in case of candidates working in private sector he or she shall be drawing annual Cost To Company (CTC) of Rs.13.5 Lakhs for last two years.

**Note 2:** Qualifications are relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified.

**Note 3:** The qualification(s) regarding experience is relaxable at the discretion of the competent authority in

the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

IV The applicants working in private sector should indicate their total Cost to Company (CTC) head wise with supporting document (Income Tax Return etc.) and should indicate their organization structure and their position in the organization hierarchy and should be drawing the comparable CTC of immediate lower grade for a minimum period of two years.

V Shortlisting of Candidates for Interview - Candidates who fulfill the prescribed minimum essential qualifications for a particular post are generally shortlisted. However, the prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be short-listed or called for interview. In the event of number of applications being large, Authority will adopt short listing criteria to restrict the number of candidates to be called for interview to a reasonable number by any or more of the following methods: (i) On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed. (ii) On the basis of higher educational qualifications than the minimum prescribed in the advertisement (iii) On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement (iv) By counting experience before or after the acquisition of essential qualifications (v) By holding a Recruitment Test (vi) Or any other criteria as Appointing Authority decide.

VI All persons on contract in the services of the Authority on the date of notification of the Recruitment Regulations shall be eligible for weightage in selection process. The weightage shall be given on two parameters viz. number of years of service rendered in the Authority (30% weightage) plus Performance Appraisal (70% weightage). The performance appraisal shall be done by a committee nominated by Appointing Authority. The weightage as above shall be added at the first level of selection as applicable to each post and the total combined weightage on account of both parameters (i.e. no. of years of relevant experience plus Performance Appraisal) should not exceed 10% of the total score for the entire selection process.

VII. Once any contractual employee is selected and joins the services of Food Authority by availing age relaxation or weightage, he/she would not be entitled to claim any further age relaxation or weightage in any selection process in the future. In the event a contractual employee is not selected, she/he would be permitted to avail these benefits if they appear for the selection process again, subject to a maximum of total 3 attempts across all categories of posts applied for where age relaxation and weightage should be allowed.

**4. SCHEME OF SELECTION:** Selection for the aforementioned posts will be done as per the stages given below. Marks scored in written test and Interview together will be counted for final selection. The written examination could be in form of project report with presentation. Where the mode of selection is interview only, the selection shall be made on the basis of the marks scored in interview only.

Post Advertised	Pay Level of the Post advertised	Stages of Selection
Director	13	Interview only
Principal Manager	13	Interview Only
Joint Director	12	Written Examination + Interview
Deputy Director	11	Written Examination + Interview
Senior Manager (IT)	12	Written Examination + Interview
Senior Manager	12	Written Examination + Interview
Manager	11	Written Examination + Interview

## 5. Examination Centres:

I. Centers where the examinations will be held are given below:

Name of the Centres	
Delhi	Kolkata
Mumbai	Chennai
Guwahati	

II. The Centres and the date of holding the examination as mentioned above are liable to be changed at the discretion of the Food Authority. Allotment of Centres will be on the "first-apply-first allot" basis, and once the capacity of a particular Centre is attained, the same will be frozen. Applicants, who cannot get a Centre of their choice, will be required to choose a Centre from the remaining ones. Applicants are, thus, advised that they may apply early so that they could get a Centre of their choice. NB: Notwithstanding the aforesaid provision, the Authority reserves the right to change the Centres at their discretion if the situation demands. All the Examination Centres will cater to examination for Low Vision Candidates in their respective centres. Candidates admitted to the examination will be informed of the time table and place or places of examination. The candidates should note that no request for change of centre will be entertained.

III. Candidates can give 3 options of centres in the online application in order of preference.

IV. Candidates will appear for the examination at an Examination Centre at their own risks and expenses. The Authority does not make any arrangements for boarding/lodging of candidates. Authority will not be responsible for any injury or losses etc. of any nature during the course of Examination.

V. Interviews: Interviews will be conducted at some of the centres indicated at para 5(I) above, details of which will be communicated in the interview call letter.

## 6. APPLICATION FEE AND INTIMATION CHARGES:

Sr. No.	Category	Charges	Amount*
1.	SC/ST/PwBD/ Women	Intimation Charges only	Rs.250/-
2.	GEN/OBC	Application fee including intimation	Rs.1,000/-
*Bank/Transaction charges are to be borne by the candidate.			

**Note I:** Applications without the prescribed Fee/ Intimation Charges shall be summarily rejected.

**Note II:** Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

## 7. HOW TO APPLY

(a) Candidates are required to apply only online using the website [www.fssai.gov.in](http://www.fssai.gov.in). No other means/mode of application will be accepted. Detailed instructions for filling up online applications are available at [Appendix - I](#) which is available on the Authority's website [www.fssai.gov.in](http://www.fssai.gov.in). The applicants are advised to submit only single application; however, if due to any unavoidable situation, if he/she submits another/multiple applications, then he/she must ensure that application with the last generated Registration ID {RID} is complete in all respects like applicants' details, examination centre, photograph, signature, left thumb impression and hand writing undertaking/declaration, fee etc. The applicants who are submitting multiple applications should note that only the last completed applications with last RID shall be entertained by the Authority and fee paid against one RID

shall not be adjusted against any other RID. In case, a candidate wishes to apply for more than one posts, he/she is required to fill the form separately through On-line mode only.

(b) All candidates, whether already in Government Service, Government owned industrial undertakings or other similar organisations, whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under the Public Enterprises are required to submit an undertaking in the Online application that they have informed in writing to their Head of Office/Department that they have applied for the Examination. Candidates should note that in case a communication is received from their employer by the Authority withholding permission to the candidates applying for/appearing at the examination, their application will be liable to be rejected/candidature will be liable to be cancelled. At the time of joining, the recommended candidates will have to bring proper discharge certificates from their PSU/Government/Quasi –Government/ Private employer. Candidates may be asked to submit No Objection Certificate from the present employer.

NOTE 1: While filling in his/her Application Form, the candidate should carefully decide about his/her choice of centre for the Examination. If any candidate appears at a centre other than the one indicated by the Authority in his/her Admission Letter, he/she will not be allowed to appear for the examination.

NOTE 2: Suitable provisions for providing information regarding use of scribes by the blind candidates and candidates with Locomotor Disability and Cerebral Palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment) have been made in the online application at the time of the initial online application itself.

NOTE 3: Suitable provision for providing information regarding availing of compensatory time by the blind candidates and candidates with Locomotor Disability and Cerebral Palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment) whether availing the facility of scribe or not have also been made available at the time of the initial online application itself.

NOTE 4: Candidates are not required to submit along with their applications any certificate in support of their claims regarding Age, Educational Qualifications, Scheduled Castes/ Scheduled Tribes/Other Backward Classes and Physically disabled etc. which will be verified at the time of the Interview only. Candidates belonging to the OBC category should have latest OBC certificate issued by Competent Authority. The candidates applying for the posts should ensure that they fulfill all the eligibility conditions for admission to the Examination. Their admission at all the stages of examination for which they are admitted by the Authority or Interview will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the Examinations and Interview, it is found that they do not fulfill any of the eligibility conditions; their candidature for the examination will be cancelled by the Authority. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Authority. A candidate who is or has been declared by the Authority to be guilty of:

(i) Obtaining support for his/her candidature by the following means, namely:-

- a. offering illegal gratification to, or
- b. applying pressure on, or
- c. blackmailing, or threatening to blackmail any person connected with the conduct of the examination,

or

(ii) impersonating, or

(iii) procuring impersonation by any person, or

(iv) submitting fabricated documents or documents which have been tampered with, or

(v) making statements which are incorrect or false or suppressing material information, or

- (vi) resorting to the following means in connection with his/her candidature for the examination, namely
- a. obtaining copy of question paper through improper means,
  - b. finding out the particulars of the persons connected with secret work relating to the examination.
  - c. influencing the examiners, or
- (vii) using unfair means during the examination,
- (viii) or writing obscene matter or drawing obscene sketches in the scripts, or
- (ix) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like, or
- (x) using a scribe / availing compensatory time in examination despite being ineligible, or
- (xi) harassing or doing bodily harm to the staff employed by the Authority for the conduct of their examinations, or
- (xii) being in possession of or using mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or
- (xiii) violating any of the instructions issued to candidates along with their Admission Certificates permitting them to take the examination, or
- (xiv) attempting to commit or as the case may be abetting the Commission of all or any of the acts specified in the foregoing clauses; may in addition to rendering himself/herself liable to criminal prosecution,

be liable to be disqualified by the Authority from the examination for which he/she is a candidate and/or to be debarred either permanently or for a specified period (i) by the Authority from any examination or selection held by them; (ii) by the Authority from any employment under them; (iii) dismissal from service by the Authority if he / she is already in Authority's employment; and (iv) if he/she is already in some other service, the Authority writing to his/her employer for taking disciplinary action.

Provided that no penalty shall be imposed except after (i) giving the candidate an opportunity of making such representation, in writing as he/she may wish to make in that behalf; and (ii) taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration.

#### **8. GENERAL INSTRUCTIONS:**

(a) Correspondence with the Authority: The Authority will not enter into any correspondence with the candidates about their candidature except in the following cases:

The eligible candidates shall be issued an Admission Letter two weeks before the commencement of the examination. The Admission Letter will be made available on the Authority's website [www.fssai.gov.in](http://www.fssai.gov.in) for downloading by candidates. No Admission letter will be sent by post. If a candidate does not receive his e-Admission letter or any other communication regarding his/her candidature for the examination two weeks before the commencement of the examination, he/she should at once contact the help facility as mentioned above.

(b) No candidate will ordinarily be allowed to take the examination unless he/she holds an Admission Letter for the examination. On downloading of e- Admission Letter, check it carefully and bring discrepancies/errors, if any, to the notice of Vendor immediately.

(c) **PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF EXAMINATIONS:** At the time of appearing for the examination, candidates are required to produce a currently valid photo identity card in original and a photocopy of the same in addition to the admission letter. Acceptable photo identity cards are PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognised college / university/ e-Aadhar card / Aadhar card with a photograph/ Employee ID/ Bar Council Identity card with photograph. The candidate's identity will be verified with respect to his/her details on the Admission Letter /Examination Call Letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

**Note:** Candidates have to produce in original the photo identity proof and submit a photocopy of the photo identity proof along with Admission Letter/ Examination Call Letter while attending each shift of the examination without which they will not be allowed to take up the examination. Candidates must note that the name (provided during the process of registration) as appearing on the call letters should exactly match the name as appearing on the photo identity proof, certificates, mark-sheets. Female candidates who have changed first/last/middle name post marriage must take special note of this. In case of candidates who have changed their name, will be allowed only if they produce - original Gazette Notification/their original marriage certificate/affidavit in original, together with a photocopy. If there is any mismatch between the name indicated in the Admission Letter/ Examination Call Letter and Photo Identity Proof, the candidate will not be allowed to appear for the examination.

(d) The Authority would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. On the basis of such an analysis, if it is found that the responses have been shared and scores obtained are not genuine/ valid, the Authority reserves the right to cancel his/her candidature.

(e) Authority does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of or for any other reason beyond the control of the Authority.

(f) The candidates should note that their admission to the examination will be purely provisional based on the information given by them in the Application Form. This will be subject to verification of all the eligibility conditions by the Authority. The mere fact that an Admission Letter has been issued to a candidate, will not imply that his/her candidature has been finally cleared by the Authority or that entries made by the candidate in his/her application for the Preliminary examination have been accepted by the Authority as true and correct. Candidates may note that the Authority takes up the verification of eligibility conditions of a candidate, with reference to original documents, only after the candidate has qualified for the interview. Unless candidature is formally confirmed by the Authority, it continues to be provisional. The decision of the Authority as to the eligibility or otherwise of a candidate for admission to the Examination shall be final.

(g) Candidates should note that the name in the Admission letter in some cases, may be abbreviated due to technical reasons

(h) The possibility for occurrence of some problems in the administration of the examinations cannot be ruled out completely, which may impact test delivery and/ or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of FSSAI/test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

(i) Candidates are advised to keep their e-mail ID/mobile number alive for receiving advices viz. Admission letters/Interview letters, etc. Candidates may check e-mails/SMS regularly. The Authority does not send any communication through any other mode.

(j) The posts are also open to the employees of Food Authority (Staff Candidates) who satisfy the eligibility criteria. Their status as staff candidate will be verified at the time of interview.

(k) The Authority does not furnish the mark-sheet to candidates. Marks obtained in Examination and Interview will be made available on the Authority's web-site in an interactive mode only after declaration of the final result.

(l) Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their selection/recruitment shall be considered as disqualification.

(m) In all matters regarding eligibility, conduct of examinations, interviews, assessment, prescribing minimum qualifying standards in both the Examination and interview, in relation to number of vacancies and communication of result, the Authority's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.

(n) The eligibility for availing reservation against the vacancies reserved for the persons with Benchmark disabilities shall be the same as prescribed in "Rights of Persons with Disabilities (RPWD) Act 2016" Provided further that the persons with Benchmark disabilities shall also be required to meet special eligibility criteria in terms of physical requirements/functional classification (abilities/disabilities) consistent with requirements prescribed.

(o) A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to General category but subsequently writes to the Authority to change his/her category to a reserved one, such request shall not be entertained by the Authority. Similar principle will be followed for PwBD categories also. In case of a candidate unfortunately becoming physically disabled during the course of the examination process, the candidate should produce valid document showing him/her acquiring a disability to the extent of 40% or more as defined under RPWD Act, 2016 to enable him/her to get the benefits of PwBD reservation.

(p) Candidates seeking reservation/ relaxation benefits available for SC/ST/OBC/PwBD/Ex-servicemen must ensure that they are entitled to such reservation/ relaxation as per eligibility prescribed. They should also be in possession of all the requisite certificates in the prescribed format in support of their claim as stipulated for such benefits and these certificates should be dated earlier than the due date (closing date) of the application.

(q) Appointment of candidates shall be as per the Govt. of India Instructions and will be subject to their being found medically fit and the verification of character, antecedents and caste, wherever applicable.

(r) No person shall be eligible for appointment who had previously been dismissed or compulsorily retired from the service of a Department of a State or the Central Government or from any Public Sector Undertaking etc.

(s) No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.

(t) No TA will be provided for the Written Test. However, candidates will be given AC 3 Tier Rail fare or ordinary bus fare "to and fro" by the shortest route, subject to production of railway ticket/bus ticket for attending the Interview.

(u) Issue of Admit Card for the Written Test & calling for Interview does not confer any right of acceptance of candidature and should not be construed as an acknowledgment of fulfilling the eligibility criteria for the post. It does not give indefeasible right to an individual for employment with Food Authority.

(v) Candidates in their own interest are requested to keep on visiting the Authority's website [www.fssai.gov.in](http://www.fssai.gov.in) for further updates.

(w) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Delhi only.