

Advt No:DR-01/2020

The 1<sup>st</sup> August 2020

**Subject: Direct Recruitment for the posts of Director, Principal Manager and Chief Technology Officer (IT)**

Food Safety and Standards Authority of India (FSSAI), hereinafter referred to as 'Food Authority' is a statutory Body under Ministry of 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 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 allow all the candidates applying for the posts 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. document verification or Interview. If at any 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) and send the print out of the online application alongwith self-attested copies of all relevant certificates, testimonials and No objection certificate from present employer to Assistant Director, Human Resource Division, Room No.407, Food Safety and Standard Authority of India, FDA Bhwan, Kotla Road, New Delhi- 110002 by 15.09.2020. Hard Copy of applications received after 15.09.2020 will not be considered. Further, Application in any other format and mode will not be accepted.

**3. Important Dates:**

Events	Important Dates**
Website Link Open For Online Registration of Applications and Payment of Fees/Intimation Charges	1.08.2020
Last Date for Online Application	31.08.2020 till 11:59PM
Last Date to receive hard copy of online application alongwith self-attested copies of certificates & testimonials	15.09.2020
** 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 queries may be made through e-mail at [recruitment.fssai@gmail.com](mailto:recruitment.fssai@gmail.com)

Do not forget to mention 'FSSAI' – DR-01/2020' 'Post Applied For' in the subject of the email.

**5. 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).

#### A. DETAILS OF POSTS

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	Post (specialization)	Pay Level	Age Limit as on closing date of application	No of Vacancies	
				Total	Category wise Vacancy
1.	Director (Technical)	13	50	02*	OBC(\$)-1, SC- 01
2.	Principal Manager	13	50	01	UR-01
3.	Chief Technology Officer (IT)	13	50	01	UR-01

(\*) The vacancies are tentative/anticipated and may vary.

**ABBREVIATION:** UR – Unreserved; SC – Scheduled Caste; OBC – Other Backward Class;

§ 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.

#### POSTS IDENTIFIED SUITABLE FOR PwBD

Name of Post	Posts identified suitable for (@)	Physical Requirement (%)
Director (Technical)	(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	(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
CTO(IT)	(a) Locomotor Disability (OA,OL, BL, OAL) including Cerebral Palsy, Leprosy cured, Dwarfism, Acid Attack Victims, Muscular Dystrophy (b) Low vision (LV); (c) Deaf (D) and Hard of Hearing (HH); Multiple disabilities from amongst the persons under clauses (a) to (c) 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

## DEFINITION OF PERSONS WITH BENCHMARK DISABILITIES (PwBD)

The definition of the PwBD shall be as per RPWD Act-2016. Accordingly, candidates with the disabilities identified above are eligible to apply (as per GOI guidelines issued from time to time). Candidates claiming such benefits should produce certificate in original (by the Competent Authority issued on or before the last date of online submission of application in the prescribed format available at the end of this advertisement) in support of their claim at the time of **Interview/document verification/ at any stage of the process if considered for selection to the particular post. Persons With Disabilities will have to work in Field Units/ Regional Offices/ HQ Office as identified by the FSSAI.**

## 2. SERVICE CONDITIONS:

**(i) Pay Scale:** Selected Candidates will draw a starting basic pay in the Pay Level as stipulated against the 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 National Pension Scheme (NPS)', in addition to the benefit of Gratuity.

(iv) Initial appointment will be on probation for a period of One year. At Authority's discretion, the probationary period may be extended as per rules.

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

## B. 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):**

Sl.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 (PwBD) as defined under "The Rights of Persons with Disabilities Act, 2016"	5 Years
4.	Ex-Servicemen (ExS)	
	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) Date of Birth as recorded in the Matriculation/ Secondary Examination Certificate only will be accepted by the Authority for determining the age and no subsequent request for change will be considered or granted.

(ii) Persons working on the rolls of FSSAI on contract basis on the date of notification of Recruitment Regulations (RRs) and continuing in the services of the Authority on the closing date of direct recruitment advertisement are uniformly allowed to apply for any post, if they have not attained the age of 50 Years on the closing date of advertisement on direct recruitment by relaxing the maximum age criteria. In addition to the above, persons who have attained the age of 50 years on the closing date of advertisement on direct recruitment may be given age relaxation of atleast as much period as they have served in FSSAI. This age relaxation will be allowed only upto maximum of three attempts across all categories of posts applied for where age relaxation or weightage is being allowed.

(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 or at any subsequent stage of the recruitment process as required by FSSAI.

(v) Ex-servicemen who have already secured employment in civil side under Central Government in Group 'C' posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT eligible for fee concession. However, he/ she can avail of the benefit of reservation as ex-serviceman for subsequent employment if he/ she immediately, after joining civil employment, gives self-declaration/ undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/ she had applied for before joining the initial civil employment as mentioned in the OM No: 36034/1/2014-Estt (Res) dated 14.08.2014 issued by DoP&T.

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

(vii) 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.

**EXPLANATION :** An Ex-Serviceman is defined as a person

- (i) who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union, and
  - (a) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his/her pension; or
  - (b) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
  - (c) who has been released from such service as a result of reduction in establishment;
- (ii) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service;
- (iii) personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal Service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension;
- (iv) Personnel, who were on deputation in Army Postal Service for more than six months prior to the 14th April, 1987;
- (v) Gallantry award winners of the Armed Forces including personnel of Territorial Army;
- (vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

### III. MINIMUM EDUCATIONAL QUALIFICATIONS / WORK EXPERIENCE (As on the closing date of application):

Name of Post – Director Educational and other qualifications
<p>(a) (i) "Master Degree from a recognized University or Institution in Chemistry or Biochemistry or Food Technology or Food Science &amp; Technology or Food &amp; 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 &amp; Vegetable Technology or Food Safety &amp; Quality Assurance;</p> <p>OR</p> <p>PG Diploma of atleast one year duration in Food Safety or Food Science or Food Processing or Quality Assurance in Food sector or Dietetic and Public Health or Nutrition or Dairy Science or Bakery Science or Post Harvest</p>

Technology from a Govt. recognized University/ Institute with a condition that candidates who have completed these PG Diploma courses, must have studied anyone of following subjects at their Bachelor's degree level i.e. 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 Food Processing Technology or Fruit & Vegetable or Medicine or Veterinary sciences or Fisheries or Animal Sciences"

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 and;

(a) (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 or relevant experience in any organization 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

(b) (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 or relevant experience in any organization 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

(b) (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 Manager**

#### **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 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 – Chief Technology Officer (IT)****Educational and other qualifications**

- (i) Bachelor's or Master's Engineering degree in any relevant stream from a reputed university.
- (ii) Should have a minimum of sixteen years in the Information Technology industry with at least ten years into large application development.
- (iii) Should have at least five years of experience of working with the Government or Public Sector.

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.

V. The IDA & CDA equivalency criteria shall be as under:

Sl. No.	CDA Pay Pattern		IDA Pay Pattern	
1.	Pay Level 13	Rs.123100 - 2,15,900/-	E-6	Rs.1,20,00-2,80,000/-
2.	Pay Level 12	Rs.78,800 - 2,09,200/-	E-4	Rs.70,000- 2,00,000/-

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. Contractual employees applied against the advertisement have to communicate, within 15 days from the last date of the online application, their intimation regarding unwillingness to avail the age relaxation and weightage otherwise it will be treated that the contractual employees is willing to avail age relaxation and weightage. Claiming age relaxation or weightage or both will be treated as one attempt.

VIII. Once any contractual employee is selected and joins the services of Food Authority by availing age relaxation or weightage or both, 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 or weightage has been allowed.

**C. SCHEME OF SELECTION:**

I. Selection for the aforementioned posts will be done as per the stages given below. Further, the Authority reserves the right to introduce additional stage which would be notified at suitable time, if considered necessary:-

Post Advertised	Pay Level of the Post advertised	Stages of Selection
Director, Principal Manager, CTO(IT)	13	Interview

**II. 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.

**D. APPLICATION FEE AND INTIMATION CHARGES:**

Sl No.	Category	Application Fee	Intimation Charges	Total*
1	GEN/OBC	Rs.750/-	Rs.250/-	Rs.1000/-
2	SC/ST/Women/Ex-Servicemen/PwBD/EWS	NIL	Rs.250/-	Rs.250/-
*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.

**F. PROCUDERE TO APPLY ONLINE**

(1) Candidates are first required to go to the FSSAI's website [www.fssai.gov.in](http://www.fssai.gov.in) and click on the link 'Jobs @ FSSAI (Career)' and then click on the option "APPLY ONLINE FOR ADVERTISEMENT NO.DR-01/2020" to register.

(2) Candidates will have to register their application by entering their basic information in the online application form. Use of special characters while filling the form will not be allowed. After that a provisional registration number and password will be generated by the system and will be sent on registered email ID. They can reopen the saved data using email ID and password and edit the particulars, if needed.

(3) Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.

(4) **Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on FINAL SUBMIT Button. Visually Impaired candidates are responsible for carefully verifying/ getting the details filled in, in the online application form and ensuring that the same are correct prior to submission as no change is possible after submission.**

**G. MODE OF PAYMENT**

Candidates have to make the payment of requisite fees/ intimation charges through ONLINE mode only:

(i) Candidates should carefully fill in the details in the On-Line Application at the appropriate places very carefully and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. The name of the candidate or his /her father/husband etc. should be spelt correctly in the application as it appears in the 10th class certificates/mark sheets. Any change/alteration found may disqualify the candidature. In case the candidate is unable to fill in the application form in one go, he/ she can save the data already entered. Once the application is filled in completely, candidate should Final Submit the data.

(ii) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

(iii) The payment can be made by using Debit Cards, Credit Cards, and Internet Banking by providing information as asked on the screen.

(iv) After Final Submit, an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.

(v) If the online transaction has not been successfully completed then candidates are advised to login again with their email ID and password and pay the Application Fees/ Intimation Charges online as applicable.

(vi) On successful completion of the transaction, an e-receipt will be generated.

(vii) Candidates are required to take a printout of the e-receipt and online application form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.

**Note:**

- After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge
- For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- To ensure the security of your data, please close the browser window once your transaction is completed. After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should send this printout to the FSSAI.

Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. FSSAI will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to FSSAI Advt No. DR-01/2020.

- An email intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID specified in the online application form as a system generated acknowledgement. If candidates do not receive the email intimations at the email ID specified by them, they may consider that their online application has not been successfully registered.
- An online application which is incomplete in any respect such as without photograph and signature, inhuman / inappropriate photograph and / or signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.
- Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on to the FSSAI website on account of heavy load on internet/website jam.
- FSSAI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the FSSAI. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her is found to be false at a later stage.

- **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 send No objection Certificate from their Head of Office/Department alongwith hard copy of the online application.** Further, in case a communication is received from their employer by the Authority withholding permission to the candidates applying for the post, 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.

**NOTE 1 :** Candidates are required to submit along with their applications copies of 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. Their admission at all the stages 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 document verification and Interview, it is found that they do not fulfill any of the eligibility conditions; their candidature 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.

**H.** Candidates are required to send following documents alongwith hard copy of online application:

1. Self- attested copy of 10<sup>th</sup> Mark sheet and Certificate
2. Self- attested copy of 12<sup>th</sup> Mark sheet and Certificate
3. Self- attested copy of Graduation Mark sheet and Certificate
4. Self- attested copy of Post-Graduation Degree/Diploma Mark Sheet and Certificate(if applicable)
5. Self-attested copy of P.hD degree (if applicable)
6. Self- attested copy of Category certificate (SC/ST/OBC/EWS/PwBD as applicable)
7. NoC from present employer
8. Certified copy of Pay Slip/CTC from Present employer
9. Experience certificate in the prescribed format (Form XIV)

#### **I. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS**

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.

#### **I. GENERAL INSTRUCTIONS:**

(a) Correspondence with the Authority: The Authority will not enter into any correspondence with the candidates about their candidature.

(b) No candidate will ordinarily be allowed to attend the interview unless he/she holds an Interview Letter for the examination. On receipt of Interview Letter, check it carefully and bring discrepancies/errors, if any, to the notice of the Authority immediately.

(c) PROOF OF IDENTITY TO BE SUBMITTED AT THE TIME OF Interview: 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 Interview 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 interview.

**Note:** Candidates have to produce in original the photo identity proof and submit a photocopy of the photo identity proof along with Interview Letter. 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 call letter and Photo Identity Proof, the candidate will not be allowed to appear in the interview.

(d) 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.

(e) The candidates should note that their admission to the interview 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 interview 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 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. 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 Interview shall be final.

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

(g) 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.

(h) 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 or at any stage deem fit.

(i) 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.

(j) 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.

(k) 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.

(l) 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.

(m) 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.

(n) 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.

- (o) 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.
- (p) 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.
- (q) No person shall be eligible for appointment who has been convicted in a Court of law for any offence involving moral turpitude.
- (r) candidates called for interview 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.
- (s) 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.
- (x) Formats of the certificates are given below.