

**Advt No: DR-04/2021**

30 September, 2021

**Direct Recruitment for various posts in**  
**Food Safety and Standards Authority of India (FSSAI)**

**Part I- General**

1. Food Safety and Standards Authority of India (FSSAI) hereinafter referred to as '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. FSSAI invites applications on **Direct Recruitment basis** from dynamic and motivated candidates looking for exciting career opportunities in Food Regulatory System.

**2. Candidates to Ensure their Eligibility for the Posts**

(a) Before applying, Candidates must ensure that they fulfill the eligibility criteria for the posts applied for. FSSAI would admit to the Examinations all candidates applying for the posts with the requisite fee/intimation charges on the basis of the information furnished in the online application and shall determine the candidates' eligibility only at the final stage of selection i.e. interview or document verification stage.

(b) 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 applied for, his/her candidature will be cancelled and he/she shall not be allowed to appear for interview and can be removed from service without notice, if he/she has already joined the Authority.

(c) Relaxation in CTC criteria for candidates of EWS category is pending for a decision of the Govt and the decision in this regard would be disseminated through addendum later. The candidates are expected to be aware through the website of FSSAI for any update in this regard.

3. **Mode of Application:** Candidates are required to apply only ONLINE through the website [www.fssai.gov.in](http://www.fssai.gov.in). No other mode for submission of application is available. **Candidates are not to forward hard copies of online application to FSSAI.**

**4. Important Dates:<sup>1</sup>**

Events	Important Dates**
Website Link open for online registration of applications and payment of Fees/Intimation Charges	13.10.2021
Last Date for Online Application	12.11.2021
Cut off date for Eligibility and Qualification Criteria	12.11.2021
Tentative Date for availability of downloadable Admit Card for CBT (Stage-1)	The dates will be published on FSSAI website after last date of online application.
Tentative date of CBT (Stage-1)	
Dates for CBT (Stage-2) exam would be published on FSSAI website post declaration of result for CBT (Stage-1)	
** The Authority reserves the right to make any change in these dates.	

<sup>1</sup> Para 4 has been updated vide Corrigendum to Advt. No. DR-04/2021 dated 07 October 2021.

5. **Help Facility:** In case of any problem in filling up the form, payment of fee/intimation charges or in downloading of Admit Card, queries may be made through e-mail at [fssaihelpdesk2021@gmail.com](mailto:fssaihelpdesk2021@gmail.com) Do not forget to mention 'FSSAI' – DR-04/2021' 'Post Applied For' in the subject of the email.

6. **Details of Posts:** The posts being advertised along with age limit and category wise vacancies are as tabulated below. The number of vacancies shown for each post may increase / decrease as decided by the competent authority. The same will be published on the FSSAI website.

Post Code	Name of Post (Pay Level)	Categorisation	Pay Level	Age limit on closing date of application	No. of Vacancies	
					Total*	Category wise Vacancy
05	Food Analyst		10	35	4	UR-1, OBC(NCL)-1, SC-1, EWS-1
06	Technical Officer		7	30	125	UR-50, OBC(NCL)-33, SC-19, ST-10, EWS-13
07	Central Food Safety Officer (CFSO)		7	30	37	UR-14, OBC(NCL)-10, SC-6, ST-3, EWS-4
08	Assistant Manager (IT)		7	30	4	UR-2, OBC(NCL)-1, SC-1
09	Assistant Manager	Journalism or Mass Communication or Public Relation	7	30	2	UR-1, OBC (NCL)-1
		Social Work, Psychology, Labour and Social Welfare, Library Science	7	30	2	UR-1, SC-1
10	Assistant		6	30	33	UR-13, OBC(NCL)-9, SC-6, ST-2, EWS-3
11	Hindi Translator		6	30	1	UR-1
12	Personal Assistant		6	30	19	UR-10, OBC(NCL)-4, SC-2, ST-2, EWS-1
13	IT Assistant		6	30	3	UR-2, OBC(NCL)-1
14	Junior Assistant Grade- 1		4	25	3	UR-1, OBC(NCL)-1, EWS-1 (Out of the total posts, 01 post is reserved for Ex-Servicemen)
<b>Total</b>					<b>233</b>	

- **Candidates applying for multiple posts would be required to indicate their priority for joining the posts in case of selection for more than one post. The priority indicated by the candidate in online application will be final.**

**ABBREVIATION:** UR – Unreserved  
OBC (NCL) – Other Backward Class (Non Creamy Layer)  
SC – Scheduled Caste  
ST – Scheduled Tribe  
EWS – Economically Weaker Sections.

- **For OBC (NCL) Candidates.** Candidates belonging to OBC category but coming in the 'Creamy Layer' are not entitled for 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.

- **For Economically Weaker Section (EWS) Candidates.** 10% of Vacancies are reserved for EWS candidates as per Government of India instructions issued vide DoPT OM No. 36039/1/2019-Estt (Res) dated 19<sup>th</sup> January 2019.
- The reservation for Ex-Servicemen & PwBD is horizontal and within the overall vacancies of the posts

## 7. Application Fee and Intimation Charges

Sl No.	Category	Application Fee	Intimation Charges	Total*
1	General/OBC	Rs 1000/-	Rs 500/-	Rs 1500/-
2	SC/ST/EWS/Women/Ex-Servicemen/PwBD	Nil	Rs 500/-	Rs 500/-
*Bank/ Transaction Charges, if any, 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.

**Note III:** Candidates applying for multiple posts would be required to register separately for each post.

## 8. Service Conditions:

- 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, Children Education Allowance, LTC etc, as applicable for Central Government employee.
- Along with basic pay and other allowances, medical facilities for self and dependents under CGHS rules in Delhi (NCR) and CS(MA) Rules in remaining parts of the country shall also be applicable. Selected candidates will be governed by the defined contributory National Pension System (NPS) in addition to the benefit of gratuity.
- Initial appointment will be on probation for a period of two years. At Authority's discretion, the probationary period may be extended as per rules.
- Selected candidates may be posted and transferred anywhere in India.

## 9. Eligibility Conditions:

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

- a citizen of India, or
- a subject of Nepal, or
- a subject of Bhutan, or
- a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or
- 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.

**10. Addendum/Corrigendum/FAQ/Clarifications etc:** Please note that Addendum/Corrigendum/FAQs/Clarifications, if any, issued with respect to this advertisement, will be published only on the website [www.fssai.gov.in](http://www.fssai.gov.in) and candidates are under obligation to keep themselves updated on addendum/corrigendum/FAQs/Clarifications etc issued in respect of this advertisement on FSSAI website.

## **Part II**

### **Scheme of Examination**

#### **1. Scheme of Examination:**

(a) Selection for the posts will be done as per the stages given below:-

<b>Post Advertised</b>	<b>Stages of Selection</b>	<b>Weightage assigned</b>
Food Analyst	Written Test + Interview	Written Test – 85% Interview – 15%
Technical Officer	CBT (Stage-1) + CBT (Stage-2)	CBT (Stage-1) – 50% CBT (Stage-2) – 50%
Central Food Safety Officer	CBT (Stage-1) + CBT (Stage-2)	
Assistant Manager (IT)	CBT (Stage-1) + CBT (Stage-2)	
Assistant Manager	CBT (Stage-1) + CBT (Stage-2)	
Hindi Translator	CBT	CBT – 100%
Assistant	CBT	
Personal Assistant	CBT + Proficiency in Short hand and Typing	
IT Assistant	CBT	
Junior Assistant Grade-I	CBT	

(b) **Shortlisting of Candidates for CBT (Stage-2).** Candidates in the ratio of 1:20 will be shortlisted / called for CBT (Stage-2).

(c) **Shortlisting of Candidates for Interview** –Candidates in the ratio of 1:5 will be shortlisted / called for interview for the post.

(d) **Shortlisting of Candidates for Proficiency in Short hand and Typing (for the post of Personal Assistant)** – Candidates in the ratio of 1:10 will be shortlisted for proficiency in short hand. Qualifying the proficiency test in short hand and typing will be mandatory for selection the post. However, marks obtained in short hand and typing exam will not be added to the final result.

(e) The ratio at (b), (c) and (d) above may change depending upon number of applicants for each post.

(f) Marks scored in **all stages of selection mentioned against each post in para (a) above** in accordance with weightage assigned to each stage will be counted for final selection. Candidate absent in any stage(s) of selection will not be eligible for selection. Further, the Authority reserves the right to introduce additional stage of examination which would be notified at suitable time, if considered necessary.

(g) **Resolution in case of Tie at the Final Stage of Selection.** In case of two/ three candidates scoring same marks at final stage, the candidate possessing a desirable qualification wherever applicable as per Recruitment Regulations shall be given preference. If the tie still persists the candidate older in age will get preference. If the tie continues to persist, the tie will be resolved by referring to the alphabetical order of names i.e. a candidate whose name begins with the alphabet which comes first in the alphabetical order will get the preference.

## **Part III**

### **For Employees on Contract in FSSAI on the date of notification of the Recruitment Regulations**

(a) All persons in the services of the Authority on contract 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 stage 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.

(b) The contractual employees of FSSAI who are being given consolidated pay aligned with government pay structure are allowed to apply for the similar post or one higher post subject to the other conditions of eligibility prescribed in the direct recruitment advertisement. In case of contractual employees from other Govt. bodies, the applicant will have to submit whenever required to do so a certificate from their present employer stating that their consolidated pay is aligned with the particular government scale in their department.

(c) 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.

## **Part IV**

### **Reservations and Relaxations**

#### **Reservations**

##### **1. Number of posts reserved for PwBD (Persons with Benchmark Disability)**

Sl No	Name of Post	Category of PwBD				
		VH	HI	OH	AD,ID,SLD,MI	MD
1	Technical Officer	-	1	1	-	1
2	Central Food Safety Officer	-	1	-	-	-
3	Assistant	1	-	-	1	-
4	Personal Assistant	1	-	-	-	-
5	Junior Assistant Grade-I	1	-	-	-	-
6	IT Assistant	-	-	1	-	-
VH = Visually Handicapped HI = Hearing Impaired OH = Orthopedically Handicapped AD = Autism ID = Intellectual Disability SLD = Specific Learning Disability MI = Mental Illness MD = Multiple Disability						

##### **2. Posts identified suitable for PwBD**

Name of Post	Posts identified suitable for	Physical Requirement
Food Analyst Central Food Safety Officer Technical Officer	(a) Locomotor Disability (OA, OL, BL, OAL) including Cerebral palsy, Leprosy cured, Dwarfism, Acid attack victims, Muscular dystrophy  (b) Deaf (D) and Hard of Hearing(HH)  (c) Multiple disabilities from amongst the persons under clauses (a) to(b) above	S, ST, W,SE, RW, C,MF,BN,KC,L,H,PP

Name of Post	Posts identified suitable for	Physical Requirement
Assistant	(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) (d) Specific learning disability (e) Multiple disabilities from amongst the persons under clauses (a) to (d) above except deaf-blindness	S, ST , W, RW, SE, H,C
Junior Assistant Grade-I	(a) Locomotor Disability (OA, OL, BL, BA, 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) (d) Autism, Intellectual Disability, Specific learning disability and mental illness (e) Multiple disabilities from amongst the persons under clauses (a) to (d) above except deaf-blindness	S, ST , W,BN, L, PP, SE, C, RW
Hindi Translator	(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) (d) 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
Personal Assistant	(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) Hard of Hearing(HH) (d) Autism, Intellectual Disability, Specific learning disability and mental illness (e) Multiple disabilities from amongst the persons under clauses (a) to (d) above except deaf-blindness	S, ST , W, RW, MF,L, PP, SE, C, H
Assistant Manager (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) (d) Multiple disabilities from amongst the persons under clauses (a) to(c) above	S, ST , W,SE, RW, C,MF,BN,KC,L,H,PP
IT Assistant	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) (d) Specific learning disability (e) Multiple disabilities from amongst the persons under clauses (a) to(d) above except deaf-blindness.	S, ST , W,SE, RW, C,MF,BN,KC,L,H,PP

Name of Post	Posts identified suitable for	Physical Requirement
Assistant 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) (d) 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

### Abbreviations

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

### 3. 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). PwBD candidates should possess a latest disability certificate issued by a Competent Authority as prescribed vide 'The Rights of Persons with Disabilities Act, 2016'. Candidates claiming such benefits should produce certificate in original 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 as identified by the FSSAI. Such certificate shall be subject to verification/re-verification as may be decided by the Authority.

### 4. Guidelines for PwBD Candidates for provision of Compensatory Time and Assistant of Scribe:

(a) In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe is provided, if desired by the candidate.

(b) In case of remaining categories of persons with benchmark disabilities, the provision of scribe will be available only on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/her behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at **Form-XII**.

(c) The candidate will have the discretion of opting for his/her own scribe or to avail the facility of scribe provided by the FSSAI. Appropriate choice in this regard will have to be given by the candidate in the online application form. If the scribe is arranged by the Authority, the candidate shall be allowed to meet the scribe two days before the examination, if so desire.

(d) In case the candidate opts for his/her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities opting for own scribe should submit details of their own scribe in the online application form and bring the certificate at the time of documents verification/interview as per proforma at **Form-XIII**. In addition, the scribe has to produce a valid ID proof [as mentioned in para C of General instruction to the candidates] in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at **Form-XIII**. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his/her right to the post and claims relating thereto.

- (e) Own scribe should not be a candidate of this examination. If a candidate is detected as assisting another PwD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.
- (f) A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described at Para (a) and (b) above.
- (g) The candidates referred at para (a) and (b) above who are allowed use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.
- (h) No attendant other than the scribe for eligible candidates will be allowed inside the examination Hall.
- (i) One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/indicate the answer with the help of magnifying glass will be allowed to use the same in the Examination Hall and will not be entitled to the Scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall.
- (j) The PwD candidates who have availed the facility of Scribes/Passage Reader and/or compensatory time must produce relevant documents for the eligibility of scribe/compensatory time at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

### **Relaxations**

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

<b>Sl.No.</b>	<b>Category</b>	<b>Age relaxation</b>
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”	10 Years
4	PwBD + SC/ST	15 Years
5	PwBD + OBC	13 Years
6	<b>Ex-Servicemen (ExS)</b>	3 years after deduction of the military service rendered from the actual age as on the closing date.
7	Widows/Divorced Women/Women judicially separated and who are not remarried	Upto 35 Years of age
8	Widows/Divorced Women/Women judicially separated and who are not remarried (SC/ST)	Upto 40 Years of age

#### **Note:-**

- (a) No person shall be eligible for initial appointment unless he has attained the age of 18 years. 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.



(b) Contractual Employees. 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 application are allowed to apply for any post, if they have not attained the age of 50 years on the closing date of advertisement. In addition, persons who have attained the age of 50 years may be given additional age relaxation of at least as much period as they have served in FSSAI subject to the condition that maximum age of the applicant shall not exceed 56 years. This age relaxation will be allowed only up to maximum of three attempts across all categories of posts applied for where age relaxation is being allowed. Previous attempts will also be counted for this purpose.

(c) 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.

(d) Ex-Servicemen. The term Ex-servicemen will apply to persons who are defined as Ex-Servicemen in the Ex-Servicemen (Re-employment in Civil Service and Posts) Rules, 1979 as amended from time to time. 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.

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

(f) 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.

## Part V

### Educational Qualifications / Work Experience (As on the closing date of application)

#### 1. Name of Post – Food Analyst

##### **Educational and Other Qualifications**

Master's degree in Chemistry or Biochemistry or Microbiology or Dairy Chemistry or Food Technology, Food and Nutrition or Bachelor of Technology in Dairy or Oil or degree in Veterinary Sciences from a university established in India by law or is an associate of the Institution of Chemists (India) by examination in the section of Food Analysts conducted by the Institution of Chemists (India) or any other equivalent qualification recognized and notified by the Central government for such purposes

**And** has at least three years experience in the analysis of food.

**And** has been declared qualified for appointment as a Food Analyst by a board appointed and notified by the Authority.

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

#### 2. Name of Post – Technical Officer

##### **Educational and other qualifications**

(a) “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**

(b) PG Diploma of at least 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 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**

(c) 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.

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

3. **Name of Post –Central Food Safety Officer**

**Educational and other qualifications**

(a) Degree in Food Technology or Dairy Technology or Biotechnology or Oil Technology or Agricultural Science or Veterinary Sciences or Bio-Chemistry or Microbiology or Master’s Degree in Chemistry or degree in medicine from a recognized University

**OR**

(b) any other equivalent or recognized qualification notified by the Central Government.

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

4. **Name of Post – Assistant**

**Educational and other qualifications**

Bachelor’s Degree from a recognized University or Institution.

5. **Name of Post – Junior Assistant Grade-I**

**Educational and other qualifications**

12<sup>th</sup> Standard or equivalent examination from a recognized Board or University

6. **Name of Post – Hindi Translator**

**Educational and other qualifications**

(a) Masters degree from a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

**OR**

(b) Master's degree from a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

**OR**

(c) Master's degree from a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;

**OR**

(d) Master's degree from a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

**OR**

(e) Master's Degree from a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;

**And**

Recognized Diploma or Certificate course in translation from Hindi to English and vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.

7. **Name of Post – Personal Assistant**

**Educational and other qualifications**

Bachelor's Degree from a recognized University or Institution with proficiency in shorthand (80 WPM) and typing (40 WPM - English) and/ or (35 WPM Hindi)

Should be computer literate and proficient in using MS Office and internet etc.

Desirable: Diploma or certificate in office management and secretarial procedure or equivalent from a recognized or reputed institution.

8. **Name of Post – Assistant Manager (IT)**

**Educational and other qualifications**

(a) B. Tech or M. Tech in Computer Science or any other relevant Engineering Discipline or MCA or Bachelor's Degree in Relevant field.

(b) 5 Years of total experience. Minimum 3 years' experience in relevant field.

**Note :** Out of the total experience sought, two years of experience should be in immediate lower pay level (**Pay level 6**) 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 **minimum annual cost to company of Rs 7 Lakh for two years**.

9. **Name of Post– IT Assistant**

**Educational and other qualifications**

(a) Bachelor's Degree with at least one year PG Diploma/Degree in Computer Application or Information Technology or equivalent degree in relevant field.

**OR**

(b) Bachelor's Degree in Computer Application or equivalent degree in relevant field.

10. **Name of Post – Assistant Manager**

**Educational Qualifications**

(a) Post Graduate Degree or Diploma (Full Time courses) in journalism or Mass communication or Public Relation from a recognized university or Institute

**OR**

(b) Post Graduate Degree or Diploma in Social Work or psychology or Labour and Social Welfare from a recognized university or Institute

**OR**

(c) (i) Bachelor's degree in Library Sciences or Library and Information Science of a recognized University or Institute

(ii) Two years professional experience in a Library under Central or State Govt. or Autonomous or Statutory Organisation or Public Sector Undertaking or University.

**Note :** Out of the total experience sought, two years of experience should be in **immediate lower pay level (Pay level 6) 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 minimum **annual cost to company of Rs 7 Lakh for two years.**

11. **For Candidates working in Public Sector Banks/Insurance companies/ Private Sector** The applicants working in Public Sector Banks/Insurance companies/ 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.

## **Part VI**

### **Examination Centres**

#### **1. Examination Centres for CBT (Stage-1) and Written Test**

List of tentative examination centers for CBT (Stage-1) is as follows:-

<b>S. No.</b>	<b>City Name</b>	<b>S. No.</b>	<b>City Name</b>	<b>S. No.</b>	<b>City Name</b>
1	Agra	37	Guwahati	72	Nagpur
2	Ahmedabad	38	Gwalior	73	Nanded
3	Aizawl	39	Haldwani	74	Nashik
4	Ajmer	40	Hamirpur	75	Panaji
5	Aligarh	41	Hisar	76	Panipat
6	Allahabad	42	Hooghly	77	Patiala
7	Alwar	43	Hubballi (Hubli)	78	Patna
8	Amravati	44	Hyderabad	79	Pune
9	Amritsar	45	Indore	80	Raipur
10	Asansol	46	Jabalpur	81	Rajahmundry
11	Aurangabad (Maharashtra)	47	Jaipur	82	Rajkot
12	Balasore	48	Jalandhar	83	Ranchi
13	Bareilly	49	Jalgaon	84	Roorkee
14	Belagavi(Belgaum)	50	Jammu	85	Rourkela
15	Bengaluru	51	Jamshedpur	86	Salem
16	Bhagalpur	52	Jhansi	87	Shillong
17	Bhatinda	53	Jodhpur	88	Shimla
18	Bhilai Nagar	54	Jorhat	89	Sikar
19	Bhopal	55	Kangra	90	Siliguri
20	Bhubaneswar	56	Kannur	91	Surat
21	Bikaner	57	Kanpur	92	Tezpur
22	Bilaspur (Chhattisgarh)	58	Kohima	93	Thiruvananthapuram
23	Bokaro Steel City	59	Kolhapur	94	Thrissur
24	Chandigarh	60	Kolkata	95	Tiruchirappalli
25	Chennai	61	Kollam	96	Tirunelveli
26	Coimbatore	62	Kota	97	Tirupathi
27	Darbhanga	63	Kozhikode	98	Udaipur
28	Dehradun	64	Latur	99	Vadodara
29	Delhi / NCR	65	Lucknow	100	Varanasi
30	Dhanbad	66	Madurai	101	Vijayawada
31	Dharwad	67	Mangaluru (Mangalore)	102	Visakhapatnam
32	Dhule	68	Meerut	103	Warangal
33	Dibrugarh	69	Mumbai		
34	Ernakulam	70	Muzaffarpur		
35	Gandhinagar	71	Mysuru (Mysore)		
36	Gorakhpur				

## **2. Examination Centres for CBT (Stage-2)**

List of tentative examination centers for CBT (Stage-2) is as follows:-

<b>Ser No.</b>	<b>Examination Centers</b>	<b>Ser No.</b>	<b>Examination Centers</b>
1.	Ahmedabad	13.	Kolkata
2.	Bengaluru	14.	Lucknow
3.	Bhopal	15.	Madurai
4.	Bhubneshwar	16.	Meerut
5.	Chandigarh	17.	Mumbai
6.	Chennai	18.	Patna
7.	Dehradun	19.	Ranchi
8.	Delhi / NCR	20.	Shimla
9.	Guwahati	21.	Srinagar
10.	Hyderabad	22.	Kochi / Ernakulam
11.	Jaipur	23.	Vijaywada
12.	Jammu	24.	Visakhapatnam

### **Note**

(a) 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.

(b) Notwithstanding the aforesaid provision, the Authority reserved the right to change the centers at its discretion if the situation demands. The number of centers may be increased / decreased at the discretion of the Authority. All the Examination Centre 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 will be entertained.

## **Part VII**

### **Syllabus**

For Syllabus for various Posts Candidates are to visit FSSAI website under tab jobs@fssai (Careers).

Candidates can check Syllabus against DR 04/2021

## **Part VIII**

### **General Instructions**

1. Candidates should fill the online application carefully; ensuring correctness of details and take a printout of the system generated on-line application form. Candidates should retain a copy of the online application form along with Application Sequence Number and Password for future reference.
2. The particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination etc. will be considered as final and no change/modifications will be allowed after submission of the online application form.
3. 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-04/2021
4. An email/SMS intimation with the Application Sequence Number and Password generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.
5. An online application which is incomplete in any respect such as without photograph and signature, inappropriate photograph and / or signature, incomplete information, unsuccessful fee payment will not be considered as valid and will be rejected.
6. 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 portal.
7. 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 are found to be incorrect at a later stage.
8. 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.
9. 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.
10. 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/ on completion of CBT (Stage 2). Candidates belonging to the OBC category should have valid 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.

**11. Candidates will be required to submit following documents along with hard copy of online application at the time of document verification/interview stage.**

- (a) Self attested copy of 10<sup>th</sup> Marks Sheet and Certificate.
- (b) Self attested copy of 12<sup>th</sup> Marks Sheet and Certificate.
- (c) Self attested copy of Graduation Degree Marks Sheet and Certificate.
- (d) Self attested copy of Post-Graduation Degree/Diploma Marks Sheet and Certificate (if applicable).
- (e) Self attested copy of P.hD degree (if applicable).
- (f) Self attested copy of Category certificate (SC/ST/OBC/EWS/PwBD/ Ex-Servicemen) as applicable.
- (g) No Objection Certificate from present employer (if applicable).
- (h) Certified copy of Pay Slip/CTC from present employer (if applicable).
- (i) Experience certificate in the prescribed format (if applicable).
- (j) Any other documents/certificate relevant to the eligibility criteria for the post.

**12. 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:

- (a) Obtaining support for his/her candidature by the following means, namely:-
  - i. Offering illegal gratification to, or
  - ii. Applying pressure on, or
  - iii. Blackmailing, or threatening to blackmail any person connected with the conduct of the examination, or
- (b) Impersonating, or
- (c) Procuring impersonation by any person, or
- (d) Submitting fabricated documents or documents which have been tampered with, or
- (e) Making statements which are incorrect or false or suppressing material information, or
- (f) Resorting to the following means in connection with his/her candidature for the examination, namely
  - i. Obtaining copy of question paper through improper means,
  - ii. Finding out the particulars of the persons connected with secret work relating to the examination.
  - iii. Influencing the examiners, or
- (g) Using unfair means during the examination,
- (h) Misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like, or
- (i) Using a scribe / availing compensatory time in examination despite being ineligible, or
- (j) Harassing or doing bodily harm to the staff employed by the Authority for the conduct of their examinations, or
- (k) 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
- (l) Violating any of the instructions issued to candidates along with their Admission Certificates permitting them to take the examination, or



(m) 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.

**13. Use of Mobile Phones and other electronic devices**

(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 not to bring any of the banned items including mobile phones/pagers/valuables/costly items to the venue of the examination, as arrangement for safe-keeping cannot be assured. The Food Authority will not be responsible for any loss in this regard.

**14. Correspondence with the Authority:** The Authority will not enter into any correspondence with the candidates about their candidature.

**15.** The Admission letter link 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 helpline facility.

**16.** No candidate will 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, by contacting the helpline.

**17. 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.

18. 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.
19. 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.
20. 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 CBT/Written Test/ Skill Test/ 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.
21. Candidates should note that the name in the Admission letter in some cases, may be abbreviated due to technical reasons
22. 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.
23. 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.
24. 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/ on completion of CBT (Stage 2).
25. The Authority does not furnish the mark-sheet to candidates. Marks obtained in examination will be made available on the Authority's web-site in an interactive mode only after declaration of the final result to respective candidates.
26. Any canvassing by or on behalf of the candidates or other outside influence with regard to their selection/recruitment shall be considered as disqualification.
27. 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.

28. 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.
29. Instructions and replies to queries relevant to the recruitment process in the form of FAQ (Frequently Asked Questions) will be uploaded on our official website only. Candidates are advised to keep her/him in touch with of our official website.
30. Process of certification and format of certificates :-
- (i) Candidates who wish to be considered against reserved vacancies or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by the authority at the time of document verification. Otherwise their claim for SC/ST/OBC/EWS/PwD/ESM category will not be entertained and their candidature/application will be considered under Unreserved (UR)/relevant category. The formats of the certificates are annexed with the Notice of this Examination. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. Certificates in any other format are liable to be rejected.
  - (ii) Crucial date for claim of SC/ST/OBC/EWS/PwD status or any other benefits viz. fee concession; reservations, age relaxation, etc. wherever not specified otherwise, will be the **CLOSING DATE FOR RECEIPT OF ONLINE APPLICATIONS**.
  - (iii) A person seeking appointment on the basis of reservation to OBCs must ensure that he/she possesses the caste/community certificate and does not fall in creamy layer on the crucial date.
  - (iv) Candidates may also note that in respect of the above their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examinations conducted by the Authority in case they fraudulently claim SC/ST/OBC/EWS/PwBD/ESM status or avail any other benefit.
  - (q) Appointment of candidates shall be as per the Authority's regulations 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/CBT. 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 only.
  - (u) Issue of Admit Card for the Written Test/CBT & 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/New Delhi only.

(x) Formats of the certificates are given below.

**Please note that candidates will not be permitted to appear for the examination without the following documents:**

**1. Valid Call Letter for the respective date and session of Examination**

**2. Photo-identity proof (as specified) in original bearing the same name as it appears on the call letter/ application form and**

**3. Photocopy of photo-identity proof (as mentioned in (2) above) Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination.**

**The reporting time mentioned on the call letter is prior to the Start time of the test. The candidates may be required to be at the venue for up to 4 hours or more including the time required for completion of various formalities such as verification and collection of various requisite documents, biometric data capturing, logging in, giving of instructions etc. and including disruptions beyond control.**

**FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS/HER CLAIM.**

This is to certify that Sri / Smt / Kum\* \_\_\_\_\_ son / daughter\*  
of \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District /  
Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the

**\_\_\_\_\_ Caste/Tribe\* which is recognized as a Scheduled Caste/ Scheduled Tribe\* under:**

- \* The Constitution (Scheduled Castes) Order, 1950;
- \* The Constitution (Scheduled Tribes) Order, 1950;
- \* The Constitution (Scheduled Castes) (Union Territories) Orders, 1951 ;
- \* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951 ;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order, 1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation) Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act, 1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.]:

- \* The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956 ;
- \* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;
- \* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;
- \* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;
- \* The Constitution (Pondicherry) Scheduled Castes Order 1964;
- \* The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967;
- \* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
- \* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ;
- \* The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
- \* The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
- \* The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
- \* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
- \* The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990;
- \* The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
- \* The Constitution (ST) Orders (Second Amendment) Act, 1991 ;
- \* The Constitution (ST) Orders (Amendment) Ordinance, 1996;
- \* The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002;
- \* The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
- \* The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
- \* The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002].

**Applicable in the case of Scheduled Castes / Scheduled Tribes persons, who have migrated from one State / Union Territory Administration.**

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes\* Certificate issued to Shri/Smt/Kumari\* \_\_\_\_\_ Father/Mother\* of Sri/Smt/Kumari\* \_\_\_\_\_ of village/town \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* in the State/Union \_\_\_\_\_ Territory\* issued by the \_\_\_\_\_ [Name of the authority] vide their order No \_\_\_\_\_ dated \_\_\_\_\_

Shri/Smt/Kumari\* \_\_\_\_\_ and/or\* his/her\* family ordinarily reside(s) in village/town\* \_\_\_\_\_ of District/Division\* of the State / Union Territory\* of \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

**Place:**

**Date :**

**[With seal of Office]**

**State/Union Territory**

Note: The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.

\* Please delete the words which are not applicable. # Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.

2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

**Note: The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time**

-- -- --

**FORM OF CERTIFICATE TO BE PRODUCED BY**  
**OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT**  
**TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Sri / Smt. / Kumari  
 ..... son/daughter of  
 .....

Of village/Town ..... District/Division .....

In the State/Union Territory ..... belongs to the  
 ..... community

which is recognized as a backward class under the Government of India,

Ministry of Social Justice and Empowerment's Resolution No. .... dated ..... \* . Shri/Smt./Kumari  
 ..... and/or his/her family ordinarily reside(s) in the ..... District/Division of  
 the

..... State/Union Territory. This is also to certify that he/she does not belong to the  
 persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of  
 Personnel & Training OM No.36012/22/93- Estt.[SCT], dated 8-9-1993 \*\*.

Dated:

District Magistrate  
 Deputy Commissioner etc.

Seal

\* - the authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the  
 caste of the candidate is mentioned as OBC.

\*\* - As amended from time to time.

**Note: - The term “Ordinarily” used here will have the same meaning as in Section 20 of the Representation of the  
 People Act, 1950.**

The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.



**Form of declaration to be submitted by the OBC candidates (in addition to the Community Certificate)**

I ..... Son / daughter of Shri ..... resident of village / town/city ..... district ..... State ..... hereby declare that I belong to the ..... Community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 3610222/93-Estt (SCT) dated 08/09/1993. It is also declared that I don't belong to persons / sections / (Creamy Layer) mentioned in column 3 of Schedule to the above referred Office Memorandum dated 08/09/1993, O.M. No. 36033/3/2004-Estt (Res) dated 09<sup>th</sup> March 2004 and O.M. No. 36033/3/2004-Estt (Res) dated 14<sup>th</sup> October, 2008.

Signature of the Candidate .....

Full Name.....

Address.....

**Disability Certificate**

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size  
Attested  
Photograph  
(Showing face  
only) of the  
person with  
disability

Certificate No.:

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter  
of Shri

\_\_\_\_\_ Date of Birth (DD / MM / YY) \_\_\_\_

Age \_\_\_\_\_ years, male/female Registration No. \_\_\_\_\_ permanent resident of  
House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post  
Office

\_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is  
affixed above, and am satisfied that:

(A) he/she is a case of :

- Locomotor disability
- Blindness (Please tick as applicable)

(B) The diagnosis in his/her case is \_\_\_\_\_

(C) He/She has \_\_\_\_\_ % (in figure) \_\_\_\_\_

percent (in words) permanent physical

impairment/blindness in relation to his/her \_\_\_\_\_ (part of body) as per guidelines (to be specified)

2. The applicant has submitted the following documents as proof of residence:-

Nature of Document	Date of  Issue	Details of authority issuing certificate

Signature/ Thumb impression  
of the person in whose favour  
disability certificate is issued.

(Signature and Seal of Authorised Signatory of notified Medical Authority)

**Disability Certificate**  
**(In case of multiple disabilities)**  
**(Prescribed proforma subject to amendment from time to time)**  
**(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)**

Recent PP size  
Attested  
Photograph  
(Showing face  
only) of the  
person with  
disability

Certificate No. :

Date:

This is to certify that we have carefully examined

Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter  
of Shri \_\_\_\_\_

\_\_\_\_\_ Date of Birth (DD / MM / YY) \_\_\_\_\_

Age \_\_\_\_\_ years, male/female \_\_\_\_\_ Registration No. \_\_\_\_\_ permanent resident of

House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_

\_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_,

whose photograph is affixed above, and are satisfied that:

**(A)** He/she is a Case of Multiple Disabilities. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below :

Srl. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@ #		
2	Low vision			
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

**(B)** In the light of the above, his/her overall permanent physical impairment as per guidelines (to be specified), is as follows :-

**In figures: - \_\_\_\_\_ percent**

**In words: - \_\_\_\_\_ percent**

**2.** This condition is progressive/non-progressive/likely to improve/not likely to improve.

**3.** Reassessment of disability is : not necessary,

**Or**

(i) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till (DD/MM/YY) \_\_\_\_\_

@ - e.g. Left/Right/both arms/legs # - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of  Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

Signature/Thumb  
impression of the  
person in whose  
favour disability  
certificate is issued.

**Disability Certificate**

(In cases other than those mentioned in Form IV and V)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size  
Attested  
Photograph  
(Showing face  
only) of the  
person with  
disability

Certificate No.:

Date:

**This is to certify that I have carefully examined**

Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of  
Shri

\_\_\_\_\_ Date of Birth (DD / MM / YY) \_ \_ \_ \_

Age \_\_\_\_\_ years, male/female \_\_\_\_\_ Registration No. \_\_\_\_\_ permanent resident

of House No. \_\_ Ward/Village/Street \_\_\_\_\_

Post Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is  
affixed above, and am satisfied that he/she is a Case of \_\_\_\_\_ disability. His/her extent of percentage physical  
impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant disability in the  
table below:

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

**(Please strike out the disabilities which are not applicable.)**

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary,

**Or**

(ii) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till  
(DD / MM / YY) \_\_\_\_\_

@ - e.g. Left/Right/both arms/legs

# - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)

(Name and

Seal)

Countersigned

d

**{Countersignature and seal  
of the CMO/Medical  
Superintendent/Head of  
Government Hospital, in case the  
certificate is issued by a medical  
authority who is not a  
government  
servant (with seal)}**

Signature/Thumb  
impression of the  
person in whose  
favour disability  
certificate is issued.

**Form of Certificate applicable for Released/Retired Personnel**

**(Prescribed proforma subject to amendment from time to time)**

**It is certified that No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ whose  
date of birth is \_\_\_\_\_ has rendered service from \_\_\_\_\_ to \_\_\_\_\_ in  
Army/Navy/Air Force.**

**2.** He has been released from military services:

**% a) on completion of assignment otherwise than**

- (i)** by way of dismissal, or
- (ii)** by way of discharge on account of misconduct or inefficiency, or
- (iii)** on his own request, but without earning his pension, or
- (iv)** he has not been transferred to the reserve pending such release.

**% b) on account of physical disability attributable to Military Service.**

**% c) on invalidment after putting in at least five years of Military service**

**3.** He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

**Place:**  
**\*\***

**Signature, Name and Designation of the Competent Authority**

**Date:**

**SEAL**

*% Delete the paragraph which is not applicable.*

**\*\* Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:**

**(a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy: Directorate of Personnel, Naval Hqrs., New Delhi; Air Force: Directorate of Personnel Officers, Air Hqrs., New Delhi.**

**In case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: CABS, Mumbai; Air Force: Air Force Records, New Delhi.**

**Form of Certificate for Serving Personnel**  
(Applicable for serving personnel who are due to be released within one year)  
(Prescribed proforma subject to amendment from time to time)

1. It is certified that No. \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ is serving in the Army/Navy/Air Force from \_\_\_\_\_.
2. He is due for release/retirement on completion of his specific period of assignment on or before \_\_\_\_\_.
3. No disciplinary case is pending against him

Place:

Signature, Name and Designation of the  
Competent Authority  
\*\*

Date:

SEAL

**\*\* Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:**

(a) In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy: Directorate of Personnel, Naval Hqrs., New Delhi; Air Force: Directorate of Personnel Officers, Air Hqrs., New Delhi.

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: CABS, Mumbai; Air Force: Air Force Records, New Delhi.



**Undertaking to be given by serving Armed Force personnel who are due  
to be released within one year  
(Prescribed proforma subject to amendment from time to time)**

- (1) I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/ retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.
- (2) I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-serviceman.

**Place:**

**Date:**

**Signature and Name of Candidate**

**Form of Certificate applicable for Serving Armed Force Personnel who have already completed their initial assignment and are on extended assignment  
(Prescribed proforma subject to amendment from time to time)**

1. It is certified that No \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ whose date of birth is \_\_\_\_\_ is serving in the Army/Navy/Air Force from \_\_\_\_\_
  
2. He has already completed his initial assignment of five years on \_\_\_\_\_ and is on extended assignment till \_\_\_\_\_
  
3. There is no objection to his applying for civil employment and he will be released on three months' notice on selection **from the date of receipt of offer of appointment.**

Place :

Signature, Name and Designation of the  
Competent Authority \*\*

Date :

SEAL

**\*\* Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:**

**(a)** In case of Commissioned Officers including ECOs/SSCOs: Army: Military Secretary Branch, Army Hqrs., New Delhi; Navy: Directorate of Personnel, Naval Hqrs., New Delhi; Air Force: Directorate of Personnel Officers, Air Hqrs., New Delhi.

**(b)** In case of JCOs/ORs and equivalent of the Navy and Air Force: Army: By various Regimental Record Offices; Navy: CABS, Mumbai; Air Force: Air Force Records, New Delhi.

## UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMAN

I understand that, if selected on the basis of recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-Employment in Central Civil Services and Posts rules, 1979, as amended from time to time).

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-S in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertaking, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-S.

I further submit the following information:

- a) Date of appointment in Armed Forces \_\_\_\_\_
- b) Date of discharge \_\_\_\_\_
- c) Length of service in Armed Forces \_\_\_\_\_
- d) My last Unit/Corps \_\_\_\_\_

Place:

Date:

(Signature of the Candidate)

CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE

This is to certify that, I have examined Mr/Ms/Mrs \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/oD/o \_\_\_\_\_, a resident of

\_\_\_\_\_ (Village/District/State) and to state that he/she has physical limitation which happens his/her writing capabilities owing to his/her disability.

Place:

Date:

(Signature)

Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of  
a Government health care institution

Name and Designation Name of Government Hospital/ Health care centre with seal

Note:

Certificate should be given by a specialist of the relevant stream/disability (Eg. Visual Impairment- Ophthalmologist, Locomotor Disability-Orthopedic specialist/PMR)

\_\_\_\_\_

## LETTER OF UNDERTAKING FOR USING OWN SCRIBE

I, \_\_\_\_\_ a candidate with \_\_\_\_\_ name of the disability), appearing for the \_\_\_\_\_ (name of the examination), bearing Roll No. \_\_\_\_\_ and Registration No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the District & State \_\_\_\_\_ (name of the district and state). My qualification is \_\_\_\_\_. I do, hereby, state that \_\_\_\_\_ (name of the scribe) will provide the services of Scribe for the undersigned for taking the aforesaid examination. I do, hereby, undertake that the qualification of scribe is \_\_\_\_\_. In case, subsequently it is found that qualification of scibe is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.  
Place: Date: (Signature of the candidate with Disability)

Place:

Date:

(Signature of the candidate with Disability)

(Form XIV)

(Letter Head of the Employer)

Dated

**WHOMSOEVER IT MAY CONCERN**

This is to certify that Mr/Ms \_\_\_\_\_, S/o/D/o \_\_\_\_\_ is an employee of this organization/Department/Ministry and duties performed by him during the period(s) are as under:-

Sl. No.	Name of the post held	From dd/mm/yy	To dd/mm/yy	Total period dd/mm/yy	Nature of Appointment- Permanent, Regular, Temporary, Part-time, Contract, Guest, Ad hoc, Honorary, etc	Department/Specialty/ Field of Experience
	(1)	(2)	(3)	(4)	(5)	(6)

SI No.	Monthly remuneration (Total) As per CPC with grade pay/Level (as per 7/6 CPC)/IDA Pay Scale/ Annual CTC	Duties performed/ experience gained in brief in each post (please give details, if need be, in attached sheet)	Place of posting	Nature of Work a) Managerial (Lower/Middle /Senior*) b) Supervisory c) Operative d) If none of the above, please indicate nature of work	Remarks, if any
	(7)	(8)	(9)	(10)	(11)

2. It is certified that above facts and figures are true and based on service records available in our Organization/Department/Ministry.

Signature & Seal of Authorised Signatory  
of Organisation/Dept./Ministry