

18<sup>th</sup> June, 2018

**CIRCULAR**

**Subject: Internship starting in the month of July, 2018 under Internship Scheme 2018-19 at Food Safety and Standards Authority of India**

Food Safety & Standards Authority of India (FSSAI) is an independent statutory body established under the food Safety & Standards Act, 2006 under the aegis of Ministry of Health & Family Welfare, Government of India. It is the apex body responsible for ensuring food safety and compliance to food standards across the country. FSSAI invites application for the month of July 2018 for the Internship Scheme 2018-19, which will provide Interns with various learning opportunities through a well—designed training calendar.

**Eligibility Criteria:**

Students pursuing a full time post graduate degree/ diploma or higher degree from a Recognized Institute within India/ abroad, in any of the following:

- A. Life Sciences, Chemical Sciences, Food Technology, Microbiology, Veterinary Sciences, Agricultural Sciences or any other related field
- B. Business Administration & Management including Policy Regulation & related fields
- C. Media & Communications

Note — Students in 3<sup>rd</sup> / 4<sup>th</sup> year of their 4-year Bachelor's program in Food Technology or related fields can also apply

**Tenure**

Internship will be available throughout the year at different Points of time. Internships offered will be for duration of 8 weeks, which may be extended to a maximum period of 6 months for reasons to be recorded in writing.

Place of Internship –

1. FDA Bhawan, Kotla Road New Delhi- 110002. (HQ)
2. FSSAI, Hall mark business plaza, Sant Dyaneshwar Marg, Oppst. Gurunanak Hospital road, bandra (East), Mumbai- 400051.
3. FSSAI, Central Documentation Complex, (South Wing), Chennai Port Trust, Rajaji Salai, Chennai 600001.
4. FSSAI, Benfish Tower, 6th floor, 31 G N Block, Sector-V, Salt Lake, Kolkata-700091.

**Stipend**

Interns would be required to have their own laptops. FSSAI shall provide their working space, internet facility and other necessities but shall not cover local lodging and travel facilities. At the end of the internship, based on the performance of an Intern, a token reward of Rs. 10,000 may be provided on meeting benchmarks of attendance & performance. FSSAI will not bear the expenses of any Boarding & Loading.

**Application Process**

1. Interested and eligible students can apply online in the specified format as per the timelines provided by FSSAI.
2. The shortlisted candidates may be required to submit a short write up/presentation for final selection.
3. The final list of selected candidates along with their date of joining and Internship tenure would be declared online on FSSAI website.

Description	Timeline
Starting date of receiving application	-18 <sup>th</sup> June 2018
Last date for submitting online application	- 24 <sup>th</sup> June 2018
Announcement of Shortlisted candidates	- 29 <sup>th</sup> June 2018 (For the candidates who had apply for internship starting from 4 <sup>th</sup> July 2018)
Date of Joining	-4 <sup>th</sup> July 2018

At the time of joining, Intern would be required to carry a letter from their Institute indicating his/her status in the Institution as a student and “No Objection” for allowing him/ her to undergo Internship Program for the period for which he/she is selected, if applicable. A character certificate from the authority of the Institute, along with proof of educational qualifications as mentioned in the application form would also need to be submitted at the time of joining for internship.

### Areas/Domains Available for Internship

Any of the area mentioned in application will be deemed indicative of the preference and not a confirmation of protect allocation in the specific department.

<b>HQ New Delhi</b>	<ul style="list-style-type: none"> <li>• Standards</li> <li>• Regulations/Codex</li> <li>• Regulatory Compliance</li> <li>• FSMS</li> <li>• Training</li> <li>• Library</li> <li>• Imports</li> <li>• Quality Assurance</li> <li>• Risk Assessment &amp; R&amp;D</li> <li>• IT</li> <li>• SNF Projects</li> <li>• HR</li> <li>• Finance</li> <li>• Legal</li> <li>• General Administration</li> <li>• FFRC</li> </ul>
<b>Regional Offices (Mumbai, Chennai &amp; Kolkata)</b>	Hands on training in Food Imports Clearance and Licensing and Registration of Food Business Only.

### Assignments

Interns would be attached to one of the several Divisions at FSSAI depending on the academic and technical training and assigned project(s) related to different aspects of Food and Nutrition Management Processes. Some features of Program:

- Orientation Program to ease on-boarding
- Structured session for planning project outcomes and action plan with timelines
- Seminars/presentations to provided required exposure
- Allocated “Buddy” to professionally support and enable mentoring Sessions to enhance learning and provide direction

- Allocated "Buddy" to professionally support and enable mentoring Sessions to enhance learning and provide direction
- Smaller Projects to provide cross-divisional exposure
- Regular review and supervision of conduct, adherence to working norms and project progress

They would be Provided a certificate from FSSAI only once the final report/presentation is successfully completed, submitted and reviewed.



(Vinay Kumar Tarun)  
Assistant Director (HR)

### Terms and Conditions for Internship 2018-19

1. The selected Intern must agree and confirm to the joining date and tenure as informed. Internship offer stands cancelled in cases the Intern fail to report on or before pre-decided date, without mutually consented agreement to amend the date.
2. At the time of joining, the Intern must carry a letter of Institute indicating their status in the Institution as a student and "No Objection" for allowing him/her to undergo Internship Program for the period for which he/she is selected. A character certificate from the authority of the Institute, along with proof of educational qualifications as mentioned in the application form would also need to be submitted.
3. The Internship is neither a job nor a promise for job in the future.
4. The Intern would be required to have their own laptops. FSSAI shall provide them working space, internet facility and other necessities as deemed fit by the Divisional In-Charged but shall not cover local lodging and travel facilities.
5. The Intern would be responsible to prepare the outline of the expected outcomes and action plan along with the timelines, in discussion with the Divisional In-Charge. The Intern would be responsible to provided his/her daily attendance details to the Divisional In-Charge along with details of the work undertaken.
6. The Intern would be responsible to submit a brief report/paper at the Division to which he/she is assigned about their learning experience at the end of the assignment. He/She would also be responsible to attend the regular reviews with authorities of FSSAI as may be instructed/ informed in the program guild lines.
7. The Intern would be provided a certificate from FSSAI only once final report/presentation is successfully completed, submitted and reviewed.
8. The Intern would be responsible for following the discipline of mentioned working hours and leaves.
9. The Intern would be responsible to not divulge, disclosed any proprietary information or any other information of FSSAI of what so ever nature and must ensure that it will be used as per Business terms and in the good faith of FSSAI. He/She will not take any specifications, samples, drawings, other documentation and any information unless it is in consent with the FSSAI Authorized personnel and will further ensure that it will not divulged and disclosed. He/she will not take out any photographs, negatives, cinefilms, video recording, copies sketches or notes without the authority's written approval.
10. Any dispute relating to the interpretation of the execution of the present agreement which cannot be settled amicably or through conciliation procedures shall be settled by arbitration, unless the parties agree on another mode of settlement.

I hereby declare I have read, understood and accepted the Terms and conditions mentioned above.

Signature

Date