

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

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Advt No:DR-03/2019

The 16<sup>th</sup> Oct, 2019

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

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

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

### 2. Mode of Application:

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

### 3. Important Dates:

Events	Important Dates**
Website Link Open For Online Registration of Applications and Payment of Fees/Intimation Charges	16.10.2019
Last Date for Online Application	11.11.2019 (Till 11.59 PM)
** The Authority reserves the right to make any change in these dates.	

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

Do not forget to mention 'FSSAI' – DR-03/2019' 'Post Applied For' in the subject of the email.

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

(a) The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or blue tooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a

communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.

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

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

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

#### 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	Name of Post (Pay Level)	Age limit as on closing date of application	No. of Vacancies	
			Total	Category wise Vacancy
01	Food Analyst (Pay Level-10)	35	6	UR-5, OBC(\$)-1

**ABBREVIATION:** UR – Unreserved; SC – Scheduled Caste; ST – Scheduled Tribe; OBC – Other Backward Class; PWD/PH – Persons With Disabilities/ Physically Handicapped; EWS – Economically Weaker Sections.

§ 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 (%)
Food Analyst	(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) Multiple disabilities from amongst the persons under clauses (a) to (b) above	S, ST, W,SE, RW, C,MF,BN,KC,L,H,PP

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

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

#### 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/ Corporate Office as identified by the FSSAI.**

**Note for PwBD candidates:**

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

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

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

**(4) Guidelines for Persons With Disabilities using a Scribe**

(i) The visually handicapped candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination. In all such cases where a scribe is used, the following rules will apply (As per instructions of the Department of Empowerment of Persons with Disabilities' OM No.34-02/2015-DD-III dated 29<sup>th</sup> August, 2018):

- 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 shall be given, if so desired by the candidate
- In case of other category of persons with benchmark disabilities, the provision of scribe can be allowed on production of certificate to the effect that the candidate concerned has physical limitation to write, and scribe is essential on their behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per the proforma at Form-XII. Appropriate option in the online application form shall have to be selected during the filling of the online application and the filled Form-XII shall be submitted by the candidate at the time of online examination.
- The candidate has the discretion of opting for their own scribe or request the FSSAI for the same. If the scribe is arranged by the Authority, the candidate shall be allowed to meet the scribe two days before the examination.
- In case the candidate brings their own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The persons 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 Document verification/Interview as per proforma at Form-XIII.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes or otherwise advised for every hour of the examination.

- The same scribe cannot be used by more than one candidate. In addition, the scribe arranged by the candidate should not be a candidate for current online recruitment for any post in FSSAI. If violation of the above is detected at any stage of the process, candidature for online examination of both the candidate and the scribe will be cancelled. Candidates eligible for, and who wish to use the services of a scribe in the examination should invariably and carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.

(ii) Guidelines for candidates with benchmark disabilities Compensatory time of minimum of one hour for examination of three hours duration or otherwise advised shall be permitted for all the candidates with benchmark disabilities not availing the facility of scribe. The compensatory time shall be on pro-rata basis (not less than 5 minutes and in multiple of 5)

(iii) Guidelines for Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes or otherwise advised for every hour of examination.

- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

## 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 New Pension Scheme (NPS)', in addition to the benefit of Gratuity.

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

(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	Other Backward Classes (Non-Creamy Layer)	3 years
2	Persons With Benchmark Disabilities (PwBD) as defined under "The Rights of Persons with Disabilities Act, 2016"	10 Years
3	PwBD+ OBC	13 Years
4	<b>Ex-Servicemen (ExS)</b>	
	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 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  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 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):**

<b>Name of Post – Food Analyst</b>
<b>Educational and other qualifications</b>
(i) 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 not less than three years

experience in the analysis of food; and

(ii) 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.

**Note 1:** Qualifications are relaxable at the discretion of the competent authority in the case of candidates otherwise well qualified.

**Note 2:** 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. 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.

VI. 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 or weightage should be allowed.

### C. SCHEME OF SELECTION:

I. Selection for the aforementioned posts will be done as per the stages given below. Marks scored in written test and Interview together will be counted for final selection. Further, the Authority reserves the right to introduce additional stage of examination which would be notified at suitable time, if considered necessary

Post Advertised	Pay Level of the Post advertised	Stages of Selection
Food Analyst	10	Written Examination + 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.

III. The indicative syllabus is attached. The scheme of examination is as under:-

PAPER-I (Single Session- 3 Hours)				
S No.	Topics	Weightage %	Questions, No	Marks per Qn
A	Food Laws and Standards of India and International Food Laws	10	4	2.5
B	Planning Organization and setting up of Food Analysis Laboratory including NABL/ISO/IEC-17025:2017 and laboratory safety	10	4	2.5
C	Physical, Chemical and Instrumental analysis	40	4	10
D	Case studies for interpretation and providing opinion based on an analysis report as per FSSR 2011	40	4	10
		100	16	100

Note 1: The Authority may prescribe sectional as well as overall qualifying cutoff.

Note 2: All question will be of subjective type.

#### D. Examination Centres:

I. Centers of examinations will be intimated in due course.

II. The date of holding the examination will be intimated in due course.

III. 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.

IV. Interviews: Interviews will be conducted at FSSAI, Headquarters.

**NOTE:** Notwithstanding the aforesaid provision, the Authority reserves the right to change the Centres at their discretion if the situation demands. All the Examination Centres will cater to examination for Low Vision Candidates in their respective centres. Candidates admitted to the examination will be informed of the time table and place or places of examination. The candidates should note that no request for change of centre will be entertained.

#### E. APPLICATION FEE AND INTIMATION CHARGES:

Sl No.	Category	Application Fee	Intimation Charges	Total*
1	GEN/EWS/OBC	Rs.750/-	Rs.250/-	Rs.1000/-
2	SC/ST/Women/Ex-Servicemen/PwBD	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 'Career' and then click on the option "CLICK HERE TO APPLY ONLINE FOR ADVERTISEMENT NO.DR-03/2019" to open the On-Line Application Form.

(2) Candidates will have click on "CLICK HERE FOR NEW REGISTRATION" 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 displayed on the screen. Candidate should note down the Provisional registration number and password. An Email & SMS indicating the Provisional Registration number and Password will also be sent. They can reopen the saved data using Provisional registration number 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 (Annexure ).

**(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 "FINAL SUBMIT" button at the end of the On-Line Application format. Before pressing the "FINAL 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, 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 provisional registration number and password and pay the Application Fees/ Intimation Charges online.

(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 not 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, Centre of Examination 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-03/2019.

- An email/ SMS intimation with the Registration 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.
- 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 submit an undertaking in the Online application that they have informed in writing to their Head of Office/Department that they have applied for the Examination. Candidates should note that in case a communication is received from their employer by the Authority withholding permission to the candidates applying for/appearing at the examination, their application will be liable to be rejected/candidature will be liable to be cancelled. At the time of joining, the recommended candidates will have to bring proper discharge certificates from their PSU/Government/Quasi –Government/ Private employer. Candidates may be asked to submit No Objection Certificate from the present employer.

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

the examination will be cancelled by the Authority. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Authority.

#### **H. 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 except in the following cases:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(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. Though the duration of the examination is 120 minutes or as prescribed according to the posts, 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.**

### **Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) & Signature**

Before applying online, a candidate will be required to have a scanned (digital) image of their photograph and signature as per the specifications given below.

#### **Photograph Image:**

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

#### **Signature Image:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20kb
- Signature in CAPITAL LETTERS shall NOT be accepted.

#### **Scanning the photograph & signature:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editors also.
- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload their photograph and signature.

#### **Procedure for Uploading the Photograph and Signature**

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button

**Your Online Application will not be registered unless you upload your photograph and signature as specified:**

- In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.
- After registering online candidates are advised to take a printout of their system generated online application forms.



LIST OF FORMS

FORM – I	FORMAT OF SC / ST CASTE CERTIFICATE
FORM – II	FORMAT OF OBC CASTE CERTIFICATE
FORM – III	FORMAT OF DECLARATION TO BE PRODUCED BY OBC CANDIDATES
FORM – IV	DISABILITY CERTIFICATE (IN CASES OF AMPUTATION OR COMPLETE PERMANENT PARALYSIS OF LIMBS AND IN CASES OF BLINDNESS)
FORM – V	DISABILITY CERTIFICATE (IN CASE OF MULTIPLE DISABILITIES)
FORM – VI	DISABILITY CERTIFICATE (IN CASES OTHER THAN THOSE MENTIONED IN FORM IV AND V)
FORM - VII	FORM OF CERTIFICATE APPLICABLE FOR RELEASED/RETIRED PERSONNEL FROM ARMY / NAVY / AIR FORCE
FORM – VIII	FORM OF CERTIFICATE FOR SERVING PERSONNEL WHO ARE DUE TO BE RELEASED WITHIN ONE YEAR
FORM – IX	UNDERTAKING TO BE GIVEN BY SERVING ARMED FORCE PERSONNEL WHO ARE DUE TO BE RELEASED WITHIN ONE YEAR
FORM - X	FORM OF CERTIFICATE APPLICABLE FOR SERVING ARMED FORCE PERSONNEL WHO HAVE ALREADY COMPLETED THEIR INITIAL ASSIGNMENT AND ARE ON EXTENDED ASSIGNMENT
FORM – XI	FORM OF UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMAN
FORM – XII	CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE
FORM – XIII	LETTER OF UNDERTAKING FOR USING OWN SCRIBE

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 \_\_\_\_\_ [Name of the authority] vide their order No.  
the \_\_\_\_\_ 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: [With seal of Office]  
Date : State/Union Territory

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

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\* 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

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\* - 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/hers 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 and Seal of Authorised Signatory of notified Medical Authority)

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

**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 :

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		

**(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 \_\_\_\_\_

PostOffice \_\_\_\_\_ 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:

S r. N o .	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

{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-Orthopaedic 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)