File No. 13018/01/2018-QA

Food Safety and Standards Authority of India
(A Statutory Authority established under the Food Safety and Standards Act, 2006)
(Quality Assurance Division)
FDA Bhawan, Kotla Road, New Delhi – 110002

Dated, the 7th February, 2019

To
Commissioner of Food Safety (All States & UTs)

Subject: Draft Model Recruitment Rules for the Food Testing Labs – reg.

Madam/ Sir,

As you are aware that analytical personnel is the heart of every laboratory. So, the laboratory personnel to be appointed should be well qualified in terms of educational qualification(s) and experience in analytical field. A Good Food Laboratory requires different types of analysts with different analytical skills so as to cater the need of food analysis for proximate analysis as well as safety parameters to ensure the availability of safe food.

2. Accordingly, FSSAI has brought out the draft Model recruitment Rules for different posts of food testing laboratory. The number of posts may vary according to the volume of inflow of samples in State Government laboratories.

3. These draft Model Recruitment Rules are hereby attached as general guidance for recruitment rules for State Laboratory personnel. These draft RRs are only suggestive and has no legal sanctity by whatsoever means. In case of any objection/ suggestion, please send your comments to Quality Assurance Division, FSSAI for revision of draft Recruitment Rules; within a month at labs@fssai.gov.in; for consideration.

Yours faithfully,

(Umesh Kumar Jain)
Joint Director (QA)
Ph: 011-23237419
Email: labs@fssai.gov.in

Copy to: State Food Testing Laboratories (All States & UTs)
## Guidance for Recruitment rules for Laboratory personnel

<table>
<thead>
<tr>
<th>Name of Post</th>
<th>Number of Post (minimum)</th>
<th>Classification of Post</th>
<th>Level in Pay Matrix (as per 7th CPC)</th>
<th>Whether Selection Post Or Non Selection Post</th>
<th>Age Limit for Direct Recruits</th>
<th>Educational and other Qualifications required for Direct Recruits</th>
<th>Whether age and educational qualification prescribed for Direct Recruits will apply in case of promotees</th>
<th>Period of Probation if any?</th>
<th>Method of Recruitment whether by Direct Recruitment or by Promotion or by Deputation/transfer and percentage of the vacancies to be filled by various methods</th>
<th>In case of recruitment by promotion / deputation/transfer, grades from which promotion/deputation/transfer to be made</th>
<th>If a departmental Promotion Committee exists, what is its composition</th>
<th>Circumstances in which State Public Service Commission is to be consulted in making recruitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td>1</td>
<td>General State Service, Group-A, Pay Level 13 (Rs.1,23,100-2,15,900)</td>
<td>Selection 50 Years</td>
<td>M.Sc. in Chemistry or Biochemistry or Microbiology or Dairy Chemistry or Food Technology, Food Science, Food and Nutrition, Biotechnology/Bioscience or Bachelor of Technology in Food/Dairy/Oil or degree in Veterinary /AgriculturalSciences 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 with fifteen years’ experience in the analysis of food in either an ISO 17025 certified Quality Control lab/inspection/ food testing lab or Research and Development Institution out of which at least five years should be as Group leader or in a supervisory capacity.</td>
<td>No</td>
<td>1 Year</td>
<td>100% by Direct recruitment</td>
<td>NA</td>
<td>Depends on State Government</td>
<td>NA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---
(ii) Qualified Food Analyst under FSS rules
OR
(i) Ph.D. in any of the aforesaid subjects with twelve years’ professional experience in laboratory operations with a minimum of 5 years as team leader in the analysis of food in an ISO 17025 recognised Quality Control Laboratory / inspection/ food testing lab or Research and Development Institution.
(ii) Should have peer reviewed published research work in related field.
(iii) Qualified Food Analyst under FSS rules

Desirable qualification:

(i) 15 years of hands on expertise in the operations of sophisticated Analytical Instruments like: GC, HPLC, GC-MS, LCMS/MS, ICP-MS/AAS/RT-PCR and their application in Chemical /Physical/ Microbiological analysis of food and food products.

<table>
<thead>
<tr>
<th>Head/ Technical Lead</th>
<th>5 (1 for each section)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Pesticide/ antibiotic residue/ Mycotoxin</td>
<td></td>
</tr>
<tr>
<td>2) Heavy metals/ Mineral analysis</td>
<td></td>
</tr>
<tr>
<td>3) General Tests/ Food Additives</td>
<td></td>
</tr>
<tr>
<td>4) Nutritional evaluation</td>
<td></td>
</tr>
<tr>
<td>5) Microbiology</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General State Service, Group-A, Pay Level 12 (Rs.78,800-2,09,200)</th>
<th>Selection 50 Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) M.Sc. in Chemistry or Biochemistry or Microbiology or Dairy Chemistry or Food Technology, Food Science, Food and Nutrition/Biotechnology/Bioscience or Bachelor of Technology in Food/Dairy/Oil or degree in Veterinary/Agricultural 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. (ii) Twelve years’ professional experience in laboratory operations with a minimum of five years as team leader/supervisor in food analysis either in an analytical laboratory or Research and Development Institutions.</td>
<td></td>
</tr>
</tbody>
</table>

No 1 Year (i) 50% by Promotion (ii) 50% by Direct recruitment

For Promotion: Senior Food Analyst in Level 11 (Rs.67,700-2,08,700) with five years’ service in the grade rendered after appointment thereto

Depends on State Government NA
(ii) Qualified Food Analyst under FSS rules
(iv) Should be a qualified Internal Auditor as per ISO/IEC 17025

OR

(i) Ph. D Degree in any of the aforesaid subjects with nine years' professional experience in laboratory operations with a minimum of 5 years as team leader/supervisor in the analysis of food in an ISO 17025 recognised Quality Control Laboratory / inspection/ food testing lab or Research and Development Institution.
(ii) Should have peer reviewed published research work in related field.
(iii) Should be FSSA(I), 2006 qualified and certified Food Analyst
(iv) Should be a qualified Internal Auditor as per ISO/IEC 17025

The ideal candidate would possess in addition to the basic educational qualification and a minimum of 12 years' experience as team leader in an ISO 17025 certified Quality Control lab/ inspection/ food testing lab:

i. Demonstrated expertise theoretical and hands on expertise in the operations of sophisticated Analytical Instruments like: GC, HPLC, GC-MS, LC-MS/MS, ICP-MS/AAS/RT-PCR and their application in Chemical /Physical/ Microbiological analysis of food and products derived thereof for safety and quality

ii. Expertise in maintaining the Laboratory's Quality System

iii. Capability of developing new and innovative analytical methods and their validation as per international norms

iv. Good verbal, written and computer skills,
v. Operations Planning

vi. Strong problem-solving skills

vii. Personnel Management
| Operationa 1 Head (Instrumentation) | 1 | General State Service, Group-A, Pay Level 12 (Rs.78,800-2,09,200) | Selection 50 Years | (i) B.E./B.Tech in Electrical /Electrical & Electronic /Mechanical / Agricultural Engineering/Post Harvest Technology/Agricultural Process Engineering / Chemical Engineering/ Bio Chemical Engineering from a university established in India by law or any other equivalent qualification recognized and notified by the Central government for such purposes and with Twelve years’intense instrumentation experience in the handling, operation and maintenance of equipment used in a Food /Pharmaceutical Analysis Laboratory OR  
(i) Ph. D in any of the aforesaid subjects with nine years of intense instrumentation experience in handling, operation and maintenance of equipment used in a Food/Biotechnology/Pharmaceutical Analysis Laboratory  

The ideal candidate would possess in addition to the basic educational qualification and a minimum of 12 years’ experience, demonstrated expertise

(i) in the operation, maintenance, calibration and trouble-shooting of instrumentation including but not limited to UV-Visible Spectrophotometer, High-Performance Liquid Chromatograph (HPLC/UPHPLC) Gas Chromatograph (GC, GC-M, GC-MS/MS); Liquid Chromatography-Mass Spectrometry (LC-MS/MS); and Inductively Coupled Plasma atomic emission spectroscpe (ICP-AES, ICP-MS); refractometer, RT_PCR, Centrifuges, ovens and incubators and associated software programs.

(ii) Troubleshoot, repair, modify, overhaul, or refurbish standard and special purpose equipment including safety and systems components

(iii) Provide technical expertise in identifying, evaluating and developing systems and

| No | 1 Year | (i) 100% by Direct recruitment | NA | Depends on State Government | NA |
procedures that are cost effective and meet user requirements.
(iv) Experience in inventory management, equipment validation and maintenance, developing and improving processes.
(v) Demonstrated proficiency with computers and Windows software. Proficiency with web technologies and navigating internet/intranet sites.
(vi) General knowledge of ISO 17025, GMPs (Good Manufacturing Practices) and GLPs (Good Laboratory Practices)

| Senior Analyst | 5 (1 for each section) | General State Service, Group-A, | Pay Level 10 (Rs.56,100-1,77,500) | 40 years | (i) M.Sc. in Chemistry or Biochemistry or Microbiology or Dairy Chemistry or Agricultural chemistry, Food Chemistry, or Food Technology, Food and Nutrition, Food Science, Bioscience, Biotechnology or B. Tech Food/Dairy/Oil Technology, Biotechnology 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
(ii) Minimum five years’ experience in the analysis of food/pharma/biotech products
(iii) Qualified Food Analyst under FSS rules or
   (i) Ph. D in any of the aforesaid subjects
   (ii) Minimum two years’ experience in the analysis of food/pharma/biotech products. | No | 2 Years | (i) 50% by Promotion
(ii) 50% by Direct recruitment | For Promotion:
Junior Analyst in Level 7(Rs.44,900-1,42,400) with three years’ service in the grade rendered after appointment thereto on a regular basis | Depends on State Government |

| Junior Analyst | 10 (number for each section) | General State Service, Group-B, | Pay Level 7 (Rs.44,900-1,42,400) | 35 years | Essential Qualification M.Sc. in Chemistry or Biochemistry or Microbiology or Dairy Chemistry or Agricultural chemistry, Food Chemistry, or Food Technology, Food and Nutrition, Food Science, Bioscience, Biotechnology or B. Tech Food/Dairy/Oil Technology, Biotechnology 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 | No | 2 Year | 100 % by Direct recruitment | NA | Depends on State Government | NA |
| Technical officer | General State Service, Group-B, Pay Level 07 (Rs.44,900-1,42,400) | NA | 35 years | B.E./B.Tech in Electrical/Electrical & Electronic/Mechanical/ Agricultural Engineering/Post Harvest Technology/Agricultural Process Engineering / Chemical Engineering/ Bio Chemical Engineering from a university established in India by law or any other equivalent qualification recognized and notified by the Central government for such purposes and with Twelve years’ intense instrumentation experience in the handling, operation and maintenance of equipment used in a Food/Pharmaceutical Analysis Laboratory OR | No | 2 Year | 100 % by Direct recruitment | NA | Depends on State Government | NA |

2. Heavy metals/ Mineral analysis (1)
3. General Tests/ Food Additives (3)
4. Nutritional evaluation (2)
5. Microbiology (2)

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

Desirable Qualification:
Qualified Food Analyst under FSS rules Desirable Experience

Experience
Experience working in an academic lab of a National Laboratory/ Research and Development Institute /ISO17025 certified Testing Lab undertaking chemical/microbiological/physical analysis of food/pharma/biotechnology products

Desirable Experience

(i) Experience working in an academic lab of a National Laboratory/ Research and Development Institute /ISO17025 certified Testing Lab, in the operation, maintenance, calibration and trouble-shooting of instrumentation including but not limited to UV-Visible Spectrophotometer, High-Performance Liquid Chromatograph (HPLC/UHPLC) Gas Chromatograph (GC, GC-M, GC-MS/MS); Liquid Chromatography-
<table>
<thead>
<tr>
<th>Post Name</th>
<th>No. of vacancies</th>
<th>General State Service, Group-C, Pay Level</th>
<th>Pay Level</th>
<th>Education Qualification</th>
<th>Experience</th>
<th>No. of Years</th>
<th>Type of recruitment</th>
<th>Government</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical assistant</td>
<td>7 (1 for each section and 2 for sample custodian/reporting)</td>
<td>General State Service, Group-C, Pay Level 05 (Rs. 29200-92300)</td>
<td>NA</td>
<td>B.Sc. in Chemistry or Biochemistry or Microbiology or Dairy Chemistry or Agricultural Chemistry, Food Chemistry, or Food Technology, Food and Nutrition, Food Science, Bioscience, Biotechnology or B. Tech Food/Dairy/Oil Technology, Biotechnology 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 Desirable experience Experience working in an academic lab of a National Laboratory/ Research and Development Institute /ISO17025 certified Testing Lab undertaking sample preparation, reagent preparations and assisting in chemical/microbiological/physical analysis of food/pharma/biotechnology products</td>
<td>No</td>
<td>2 Year</td>
<td>100 % by Direct recruitment</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Laboratory attendant</td>
<td>10 (2 for each section)</td>
<td>General State Service, Group-D, Pay Level 01 (Rs. 18000-56000)</td>
<td>NA</td>
<td>Matriculation/10th Pass</td>
<td>No</td>
<td>2 Year</td>
<td>100 % by Direct recruitment</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>