



(HR Division/Recruitment Cell)  
**FDA Bhawan, Kotla Road, New Delhi – 110 002**

Dated: 29<sup>th</sup> December, 2022

**NOTICE-2 (DR-04/2021)**

**Subject: Documents Verification for the Post of Technical Officer and Central Food Safety Officer (CFSO) – reg.**

With reference to this office Notice-1 (DR-04/2021) dated 28<sup>th</sup> December, 2022 regarding shortlisting of candidates for documents verification for the post of Technical Officer and Central Food Safety Officer (copy available on FSSAI website).

2. The candidates shortlisted for documents verification for the above posts are directed to report to Assistant Director (Recruitment) at FSSAI HQ, 5<sup>th</sup> Floor, FDA Bhawan, Kotla Marg, New Delhi-110002 for documents verification as per schedule given below: -

Name of Post(s)	Result Srl No. (as per Annexure-I of Notice-1 (DR-04/2021) dt. 28.12.2022)	Date & Reporting Time
Central Food Safety Officer	Srl. No. 01 to 37 (All candidates)	16.01.2023 at 09.30 AM
Technical Officer	Srl. No. 01 to 30	17.01.2023 at 09.30 AM
	Srl. No. 31 to 60	18.01.2023 at 09.30 AM
	Srl. No. 61 to 90	19.01.2023 at 09.30 AM
	Srl. No. 91 to 118	20.01.2023 at 09.30 AM

3. Candidates selected for both the posts are directed to appear for documents verification only once in respect of post he/she wish to join. They have to submit an option to this regard at the time of documents verification and option once exercised shall be final and no request for change of option will be entertained later.

4. The list of documents in chronological order are enunciated below: -

Srl. No.	List of Documents
1.	10 <sup>th</sup> Certificate & Marks Sheet (in support of proof of Date of Birth)
2.	12 <sup>th</sup> Certificate & Marks Sheet
3.	Graduation Certificate & Marks Sheets
4.	Post-Graduation Degree/Diploma Certificate & Mark Sheet, if applicable.
5.	Documents in support of possessing desirable qualification, if any.
6.	Equivalency of Educational Qualification (if applicable)
7.	Certificate in prescribed format in support of claim of candidate being SC/ST/OBC(NCL)/EWS Certificate issued by the Competent Authority
8.	In case of candidates belonging to OBC category certificate should specifically contain a clause that the candidate does not belong to creamy layer as mentioned in the Recruitment Notice <b>on the closing date of application.</b>

9.	PwBD Certificate (Form-IV to VI wherever applicable and as prescribed in recruitment Advt)
10.	Certificate regarding Physical Limitation in an examinee to write (Form-XII) as prescribed in recruitment advertisement, if applicable
11.	Certificate/ Undertaking applicable to Ex-Service Man (Form-VIII to XI) wherever applicable and as prescribed in recruitment advertisement)
12.	Any other Certificate required for basic eligibility.
13.	<b>Experience Certificate:</b> Certificate from the Employer in support of having possessed relevant experience as per advertisement, as on the date specified in the said recruitment notice for the post.
14.	No Objection Certificate from present employer, if employed. If not submitted at this stage the candidate shall have to submit NOC at the time of Joining.
15.	Currently valid photo identity proof (PAN, Aadhar Card, Passport, Voter's Card).
16.	Photocopy of e-Admit Card of CBT-1 & 2.
17.	System generated printout of the online application form.

5. Candidates are advised to report for the Document Verification along with original and one set of self-attested (legible) copies of all the requisite documents as mentioned in the list. No request for deferment of schedule of Documents Verification shall be entertained. No TA/DA will be paid for appearing for documents verification.

6. Further, the candidates found eligible on verification of all necessary documents will only be issued Offer of Appointment. The candidates are advised to regularly check FSSAI website for updates.

**(Pradeep Kumar Jain)**  
**Assistant Director (Rectt.)**

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IT Division: for uploading this on FSSAI Website.