




FOOD SAFETY AND STANDARDS  
AUTHORITY OF INDIA

*Inspiring Trust, Assuring Safe & Nutritious Food*

(A Statutory Authority established under the Food Safety and Standards Act, 2006)  
(Human Resource Division)

**FDA Bhawan, Kotla Road, New Delhi – 110 002**

**Dated: 12<sup>th</sup> December, 2022**

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

**Subject: Documents Verification for the Post of Assistant Manager & Assistant Manager (IT) (Advt. No. DR-04/2021) – reg.**

With reference to this office Notice (DR-04/2021) dated 09<sup>th</sup> December, 2022 regarding result of the candidates shortlisted for documents verification for the post of Assistant Manager and Assistant Manager (IT) (copy available on FSSAI website).

2. The candidates shortlisted for documents verification for the posts of Assistant Manager & Assistant Manager (IT) are directed to appear in person for Documents Verification on **22.12.2022 at 10.00 hrs.** at 5<sup>th</sup> Floor, FSSAI HQ, FDA Bhawan, Kotla Marg, New Delhi-110002. 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.	Equivalency of Educational Qualification (if applicable)
6.	Certificate in prescribed format in support of claim of candidate being SC/ST/OBC(NCL)/EWS Certificate issued by the Competent Authority
7.	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>
8.	PwBD Certificate (Form-IV to VI wherever applicable and as prescribed in recruitment Advt)
9.	Certificate regarding Physical Limitation in an examinee to write (Form-XII) as prescribed in recruitment advertisement, if applicable
10.	Certificate/ Undertaking applicable to Ex-Service Man (Form-VIII to XI) wherever applicable and as prescribed in recruitment advertisement)
11.	Any other Certificate required for basic eligibility.
12.	<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.
13.	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.

14.	Currently valid photo identity proof (PAN, Aadhar Card, Passport, Voter's Card).
15.	Photocopy of e-Admit Card of CBT-1 & 2.
16.	System generated printout of the online application form.

3. 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.

4. 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.

Digitally Signed by Pradeep  
Kumar Jain

Date: 13-12-2022 10:24:18

Reason: Approved

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

Copy to:

IT Division: for uploading this on FSSAI Website.