

NATIONAL PRODUCTIVITY COUNCIL

(Under Department of Industrial Policy & Promotion, Ministry of Commerce & Industry, Govt. of India)

ADVERTISEMENT FOR EMPANELMENT OF FOOD SAFETY AUDITORS

National Productivity Council (NPC) is an apex organization promoting productivity awareness and consciousness across the country. NPC mentors and supports organizations to improve their triple bottom line – economic, environmental and social outputs and outcomes, through generation and application of advanced knowledge. NPC provides unrivalled holistic solutions for improving productivity and competitiveness **through a variety of services viz. consultancy, training for capacity building, action research, Evaluation Studies etc**, customized to suit the client's needs. NPC over the years has gained experience in conducting inspections in the field of food safety audit. NPC has been granted accreditation by National Accreditation Board for Certification Bodies (NABCB). NPC Inspection Division (ID) provide services related to audits/ inspections of Food Business Operators (FBOs) and Warehouses.

In order to scale-up operations and also to ensure effective delivery of services, NPC desires to empanel Food Safety Auditors to undertake Audits and Inspection activities of Food Business Operators and Warehouses across India. Empanelled Food Safety Auditors will be offered contractual engagement on project/program basis depending upon the requirement by the Inspection Division based on specific payment terms on case to case basis.

ELIGIBILITY CRITERIA

Persons with the following qualifications are eligible to apply:

- i. Bachelor's Degree in Food/Dairy/Fisheries/Oil Technology/Biotechnology/Agriculture /Veterinary Sciences/Bio-chemistry/Microbiology/Chemistry/Hotel management/Catering technology from a recognized university.
- ii. Successful completion of Accredited Lead Auditor course in Food Safety Management System.
- iii. Work experience of two years with a minimum of ten audits carried out.
- iv. Knowledge of the Food Safety Act and the rules and regulations in India.

TERMS & CONDITIONS

1. All the applications shall be screened for qualification and competency. Applications shall be processed and shortlisted candidates shall be called for **online interview**.
2. Selection of the candidates for empanelment shall be based on the interviews taken by a selection committee.
3. Documents need to be scanned and attached to the application.
4. Any incomplete application shall be summarily rejected.
5. Any false statement in the application shall be taken seriously and liable for cancellation of empanellement and legal action.
6. This is **NOT** an offer for permanent employment in NPC and is purely a contractual engagement on project/program basis on mutually agreed terms and conditions.
7. The engagement **DOES NOT** confirm any right to the engaged Food Safety Auditor to any position or job in NPC or any other wing of the Government on any preference in employment after the tenure of engagement or anytime in future.

8. NPC reserves its right **NOT TO ENGAGE** any consultant/expert in response to the advertisement and this is only an invitation to apply for empanelment. NPC shall not be liable for any action taken by any person in response to this Advertisement.
9. The selected candidate is expected to maintain highest standards of behaviour and show politeness in dealings with NPC or its client's officials during or after the termination of the empanelment with NPC.
10. The candidate will undertake & execute the assigned tasks with all sincerity and as per communicated timelines. The failure in commitments and duty by the candidate will be viewed seriously and his empanelment will be terminated and **NO FURTHER PROJECT/PROGRAM ENGAGEMENTS WILL BE OFFERED.**
11. During the empanelment, if the auditor is found to be involved in demeaning the brand/image of NPC, legal action will be taken against him and he will be blacklisted from offering his services to NPC and it will be displayed on NPC website.
12. The candidate will carry his own laptop to undertake the assigned tasks whereas other facilities like internet, printing, etc., will be provided while working at NPC premises.
13. The applicants are advised to provide mobile number and e-mail address for communication of interview call and selection & no communication will be made by post. The candidates are advised to regularly check the email as well as NPC website.
14. The candidate should be willing to work at any location as the projects/programs are based on client specific locations across India.

HOW TO APPLY:

1. The Applicants fulfilling eligibility criteria may submit their complete details in prescribed **Application for Empanelment of Food Safety Auditors** that is available on NPC Website.
2. The filled in hard copy application forms along with self-attested photocopy of the supporting documents may be send to the following address: **Head (Inspection Division) National Productivity Council, Utpadakta Bhawan, 5-6 Institutional Area, Lodhi Road, New Delhi -110003, Phone: 011-24607382**
3. Also the application form with complete details in prescribed **format** given as Annexure I (Scanned copy) may be send by email to inspectiondivision@npcindia.gov.in
4. For any clarification, following official may be contacted
Shri Saurabh Singh, Sr. Executive-Inspection Division, Phone: 011-24607382;
Mobile: +91 9953534229

Annexure-I

APPLICATION FORMAT FOR EMPANELMENT OF FOOD SAFETY AUDITOR

1. Name (in block letters):

2. Father's/Mother's Name:

3. Nationality :

4. Date of Birth:

Please affix
your recently
passport size
photograph

5. Postal address:.....

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a. Mobile No.:

b. E-mail ID:.....

6. Educational Qualifications: (Attach the scanned copies of certificates in support of Educational Qualification)

S. No.	Name of Institute / University	Degree	Year of Passing	Subject/ Specialization	Percentage of Marks

7. Details of Lead Auditor Course in Food Safety Management System (FSMS):
(Attach the scanned copy of certificate of lead Auditor in FSMS)

S. No.	Name of Certifying Agency	Certificate No.	Date of Issue	Validity Period

8. Total Number of Food Safety Audits carried out:
(Attach a separate sheet for the audit log book or details of audit carried out):

9. Scope of Auditing:

10. Total Work Experience (Years):

9.1 Details of Employment in chronological order (enclose separate sheets, duly authenticated by your signature, if the space is insufficient)

Organization/ Institute	Post Held	Period of Service		Remuneration/ Scale of Pay & Basic Pay	Brief description of Duties & Projects Assignments
		From	To		

11. Whether undergone Hygiene Rating Auditor Training (Yes/No)
(If yes kindly provide the details)

12. Any other Professional qualification/Training (Provide details):

13. I solemnly declare that the above information is correct and complete to the best of my knowledge and nothing has been willfully concealed/ distorted. If at any time, I am found to have concealed/ distorted any material information, I fully understand that my empanelment shall be summarily terminated without any notice and liable for legal action.

Place:

Date:

(Signature of applicant)