

Instructions for Filling the Online Application Form for FSSAI Recruitment

- 1. Please go to <u>www.fssai.gov.in/recruitment</u> and download the Guidelines regarding the Recruitment.
- 2. The home page will open after clicking on the link.

	INUCTIONS FOR FILLING THE AFFLIGATION
About FSSAI	About Portal
FSSAI lays doen science-based standards for articles of food and regulates their manufacture, storage, distribution, sale and import to ensure availability of safe and unbeleome food to 150 cove citizens of the country. The authenty is take respensible for creating an information network across the country so that the public, consumers, etc receive rapid, reliable and accurate information about food softy and hygiene and related tunce of concern.	Mandated to ensure availability of safe and webslessme food for all citizens of the country an promoting avaraness about food safety and matrition in India, bood Safety and Standarch Authorit of India (FSAR) is one of a permit ensymptation in India providing State-of-eri solutions (fro for safety and standards, providing food licenses/registration certificate to Food Business Operators an ensuring hygenic and quality food. FSSRI has been at the paition of many new technologies on creating new benchmark in web-based multimedia and social media for social behaviour change to food bubbits of the citizens of the country.
Important Notice	Help Desk
	Please use following Email in case of any assistance between 10 AM to 5 PM
Last date 31st January 2018 Please use only working email address for filling up the applicaton. After saving / submitting, you will	
Last date 3ht January 2019. Please use only working email address for filling up the applicaton. After saving / submitting, you will get an application id in west screen. This id is unique to every candidate.	fortification@fstat.gov.tn

3. Now click on Apply Online option in header menu, you will be redirected to a page.



FSSAI RECRUITMENT PORTAL

HOME APPLY ONLINE LOGIN ADVERTISEMENT INSTRUCTIONS FOR FILLING THE APPLICATION

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4. Please note that you can save the form at any point of time. However, you need to fill the Apply for/Post, Name of Candidate and email address to save the form and after saving that you will get a unique Application Code in next screen. By using that Application Code and filled email id you can able to login through login page. After login, you will be able to edit your application and can submit finally. After final submit you will not able to make further changes in your application, you can only view and print the application after login.

Kindly note down your Application Code as that will not be sent to the email ids.

5. The first 10 questions relates to your basic and contact information and all are mandatory at the time when you will make the final submission.

* All fields are mandatory	
Apply for / Post * :	Please Select 🔹
Name of Applicant *:	
Father's Name *:	
Date of Birth (mm/dd/yyyy): *:	DOB
Gender *:	• Male O Female
Nationality *:	
Mailing Address(with city) •:	
Pin Code *:	
Email Address •:	
Mobile Number * :	

6. In Educational Qualification section you have to fill your academic history from 10th onwards. There are 5 rows and except last row all other are mandatory.

ational	Qualification (Starting fr	om 10th onwards) :			
S.No.	Examination Passed	Subject/Specialization	Name of Board/University	Year of Passing	Percentage/ Grade/ CGPA
1	Higher Secondary 🔻			Year 🔻	Please Select 🔻
2	Senior Secondary (🔻			Year 🔻	Please Select 🔻
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7. In work Experience Details Total Working Experience is mandatory and in the details below you can add up to n.... numbers of records mentioning your experience.

Work Experience * :			Years	Months	
Employer Name	Designation	Nature of Duties (min.200 words)	From Date	To Date	
			From Date	To Date	ADD MORE
		Fro	n Date	To Date	REMOVE

8. In remarks section, there are two questions to fill up to 500 characters.

First is regarding Research/publications, reports and special projects and the other is regarding the Awards Scholarships/Official Appreciation/Affiliation with professional bodies.

Remarks (The Candidate may indicate information with regard to):	
Research/publications, reports and special projects :	Maximum 500 characters
Awards Scholarships/Official Appreciation/Affiliation with professional bodies :	Maximum 500 characters

9. The Language Proficiency is for mentioning your Proficiency in all languages you know. You can add n... numbers of option by clicking on Add More button.

guage Proficiency :				
Language	Speak	Read	Write	
				ADD MORE
				REMOVE

- 10. The questions— 'Upload Photo', is a file upload field. Please upload your clear photograph not more than 500 kb in size. The file format should be only in jpeg or png.
- **11.** The question 'Upload Resume', is a file upload field. Please upload your detailed resume not more than 2 mb in size. The file format should be only in pdf or word.



- 12. After filling up the form you can save or submit your application. You can save your application at any point as described in **point no. 4.**
- 13. Please read all the questions carefully before submitting. Please note that no edits will be allowed after the final submission of the form. Also please note down your application Id carefully.
- 14. You can only view and print the form after the final submission.
- 15. You can email us at <u>fortification@fssai.gov.in</u> for any queries. We will respond as soon as possible.

All the Best!