



FOOD SAFETY AND STANDARDS
AUTHORITY OF INDIA

Inspiring Trust, Assuring Safe & Nutritious Food
Ministry of Health and Family Welfare, Government of India

Instructions for Filling the Online Application Form for FSSAI Recruitment

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

The screenshot shows the FSSAI Recruitment Portal homepage. At the top left is the FSSAI logo and the text 'FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA'. To the right is the title 'FSSAI RECRUITMENT PORTAL'. Below the title is a navigation menu with links: HOME, APPLY ONLINE, LOGIN, ADVERTISEMENT, and INSTRUCTIONS FOR FILLING THE APPLICATION. The main content area is divided into four sections: 'About FSSAI', 'About Portal', 'Important Notice', and 'Help Desk'. The 'About FSSAI' section describes the authority's role in setting standards for food. The 'About Portal' section states the portal's purpose in providing a platform for recruitment. The 'Important Notice' section includes a date 'Last date 31st January 2018' and instructions for applicants. The 'Help Desk' section provides an email address 'fortification@fssai.gov.in' for assistance. At the bottom, there is a copyright notice: '© 2018 FSSAI - All Rights Reserved. Application Developed by FSSAI'.

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

*** All fields are mandatory**

Apply for | Post * :

Name of Applicant * :

Father's Name * :

Date of Birth (mm/dd/yyyy) * :

Gender * : Male Female

Nationality * :

Mailing Address (with city) * :

Pin Code * :

Email Address * :

Mobile Number * :

Educational Qualification (Starting from 10th onwards) :

S.No.	Examination Passed	Subject/Specialization	Name of Board/University	Year of Passing	Percentage/Grade/CGPA
1	<input type="text" value="Higher Secondary"/>			<input type="text" value="Year"/>	<input type="text" value="Please Select"/>
2	<input type="text" value="Senior Secondary"/>			<input type="text" value="Year"/>	<input type="text" value="Please Select"/>
3	<input type="text" value="Please Select"/>			<input type="text" value="Year"/>	<input type="text" value="Please Select"/>
4	<input type="text" value="Please Select"/>			<input type="text" value="Year"/>	<input type="text" value="Please Select"/>
5	<input type="text" value="Please Select"/>			<input type="text" value="Year"/>	<input type="text" value="Please Select"/>

Work Experience Details (Chronological Order):

Total Work Experience * : Years Months

Employer Name	Designation	Nature of Duties (min.200 words)	From Date	To Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="From Date"/>	<input type="text" value="To Date"/>	<input type="button" value="ADD MORE"/>

Any Other Professional Courses Undertaken :

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

Language Proficiency :

Language	Speak	Read	Write	
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="ADD MORE"/>

Outline briefly your reasons for applying to FFRC and why do you consider yourself suitable for the job applied for? (500 characters) *

Upload Photo * : No file chosen
(Please upload only jpg or png file of maximum 500 KB size)

Upload Resume * : No file chosen
(Please upload only PDF or word file of maximum 2 MB size)

Undertaking :

I, Son/Daughter of Shri/Smt, Age resident of hereby declare that the information given above and in the enclosed documents is true to the best of my knowledge and belief and nothing has been concealed therein. I am aware that if the information given by me false/untrue, I will be liable for the consequences which include refund/withdrawal of all the benefits availed by me.

Date:

Place of Submission :

- 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.

- 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 *	<input type="text"/>
Father's Name *	<input type="text"/>
Date of Birth (mm/dd/yyyy) *	DOB <input type="text"/>
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Nationality *	<input type="text"/>
Mailing Address(with city) *	<input type="text"/>
Pin Code *	<input type="text"/>
Email Address *	<input type="text"/>
Mobile Number *	<input type="text"/>

- 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.

Educational Qualification (Starting from 10th onwards) :

S.No.	Examination Passed	Subject/Specialization	Name of Board/University	Year of Passing	Percentage/Grade/CGPA
1	Higher Secondary ▼	<input type="text"/>	<input type="text"/>	Year ▼	Please Select ▼
2	Senior Secondary ▼	<input type="text"/>	<input type="text"/>	Year ▼	Please Select ▼
3	Please Select ▼	<input type="text"/>	<input type="text"/>	Year ▼	Please Select ▼
4	Please Select ▼	<input type="text"/>	<input type="text"/>	Year ▼	Please Select ▼
5	Please Select ▼	<input type="text"/>	<input type="text"/>	Year ▼	Please Select ▼

- 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 Details (Chronological Order):

Total Work Experience * : Years Months

Employer Name	Designation	Nature of Duties (min.200 words)	From Date	To Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	ADD MORE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	REMOVE

Any Other Professional Courses Undertaken :

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.

Language Proficiency :

Language	Speak	Read	Write	
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ADD MORE
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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.

16. Upload Photo : * (Please upload only jpg or png file of maximum 500 KB size)	<input type="button" value="Choose File"/> No file chosen
17. Upload Resume : * (Please upload only PDF or word file of maximum 2 MB size)	<input type="button" value="Choose File"/> No file chosen

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 fortification@fssai.gov.in for any queries. We will respond as soon as possible.

All the Best!