



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](http://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 name. The main header reads 'FSSAI RECRUITMENT PORTAL'. Below the header is a navigation menu with links for 'HOME', 'APPLY ONLINE', 'LOGIN', and 'INSTRUCTIONS FOR FILLING THE APPLICATION'. The main content area is divided into four sections: 'About FSSAI', 'About Portal', 'Important Note', and 'Help Desk'. Each section contains text and a contact email address (cto@fssai.gov.in). At the bottom, there is a copyright notice: '© 2017 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

1. Apply for / Post :

2. Name of Applicant :

3. Father's Name :

4. Date of Birth (dd-mm-yyyy) :

5. Mailing Address :

6. State :

7. District :

8. Pin Code :

9. Email Address :

10. Mobile Number :

**Educational Qualification (Starting from 10th onwards) :**

S.No.	Examination Passed	Discipline/ Subject	Name of Board/ University	Year of Joining	Year of Completion	Percentage/ Grade/ CGPA
1	Higher Secondary			Year	Year	Please Select
2	Senior Secondary			Year	Year	Please Select
3	Please Select			Year	Year	Please Select
4	Please Select			Year	Year	Please Select
5	Please Select			Year	Year	Please Select

**Work Experience Details :**

12. Total Work Experience (in Years) :

Area/ Sector	Employer Name	Designation	Work Details (min.200 words)	From Date	To Date
				From Date	To Date
					ADD MORE

13. Present/Last Salary Drawn(Monthly) :

14. Salary Expected (per annum) in Rs. Lakhs :

15. Remarks :  Maximum 500 characters

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

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

18. Date : 22-11-2017

19. 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.**

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.

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**FSSAI RECRUITMENT PORTAL**

[HOME](#) | [APPLY ONLINE](#) | [LOGIN](#) | [INSTRUCTIONS FOR FILLING THE APPLICATION](#)

\* All fields are mandatory

1. Apply for / Post \* :

2. Name of Applicant \* :

3. Father's Name \* :

4. Date of Birth (dd-mm-yyyy) \* :

5. Mailing Address \* :

6. State \* :

7. District \* :

8. Pin Code \* :

9. Email Address \* :

10. 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.

**Educational Qualification (Starting from 10th onwards) :**

S.No.	Examination Passed	Discipline/ Subject	Name of Board/ University	Year of Joining	Year of Completion	Percentage/ Grade/ CGPA
1	<input type="text" value="Higher Secondary"/>			<input type="text" value="Year"/>	<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="Year"/>	<input type="text" value="Please Select"/>
3	<input type="text" value="Please Select"/>			<input type="text" value="Year"/>	<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="Year"/>	<input type="text" value="Please Select"/>
5	<input type="text" value="Please Select"/>			<input type="text" value="Year"/>	<input type="text" value="Year"/>	<input type="text" value="Please Select"/>

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 Details :**

12. Total Work Experience (in Years) \* :

Area/ Sector	Employer Name	Designation	Work Details (min.200 words)	From Date	To Date	
				<input type="text" value="From Date"/>	<input type="text" value="To Date"/>	<input type="button" value="ADD MORE"/>
				<input type="text" value="From Date"/>	<input type="text" value="To Date"/>	<input type="button" value="REMOVE"/>

8. 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.

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

10. 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**.

11. 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.**

12. You can only view and print the form after the final submission.

13. You can email us at [cito@fssai.gov.in](mailto:cito@fssai.gov.in) for any queries. We will respond as soon as possible.

**All the Best!**