

# कृषि और प्रसंस्कृत खाद्य उत्पाद निर्यात विकास प्राधिकरण

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

Agricultural & Processed Food Products Export Development Authority

(Ministry of Commerce & Industry, Government of India)

#### GENERAL INSTRUCTIONS: HOW TO FILL THE ONLINEAPPLICATION FORM

- 1) Candidates are required to apply online through website: <u>https://jobapply.in/APEDA2022</u>
- 2) Entries in the application form shall be required to be filled only in English.

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## STEP BY STEP PROCESS TO FILL ONLINE APPLICATION FORM

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STEP 1: New Candidate to Create Log In

**STEP 4:** Check the application status and download the call letter for the interview as applicable.

STEP 3: Dispatch theprint out of application form by ordinary post with supporting documents. STEP 2: Already Logged in Candidate to Login to perform following actionsto complete the process of filling online application form ACTION 1: Fill application form ACTION 2: Uploading Photo/Signature ACTION 2.1: Uploading Documents ACTION 3.1: Make Payment/SubmitApplication ACTION 3.2: Enter Details of Payment made through SBI Collect ACTION 4: Print application

## STEP 1: New Candidate to Create Log In

#### Login to Apply Online

Fresh Candidate (CLICK HERE) to Create Log In

Already Logged In Candidate(CLICK HERE) to Complete Process

- New Candidate to visit the GRSE website<u>https://jobapply.in/APEDA2022</u>and click: <u>Fresh</u> <u>Candidate (CLICK HERE) to Create Log In</u>
- You must have a <u>valid email ID</u> for applying online. Remember the password filled here for creating Log In for future use.
- Press the button "Submit". Acknowledgement Email will be sent on the email id filled by you. Kindly check the same and keep a record of that.
- **Note:** Once the information filled here will not be changed.
- The confirmation for the registration will also be sent on your email entered.
- Now click: <u>Already Registered (Logged In) Candidate (CLICK HERE) to Apply</u> to log in to fill the application form. Here to log in you have to fill the following:
  - Email ID

candidates for the written test will be available for download from website: <u>https://jobapply.in/APEDA2022</u> as per schedule given on the website. Keep checking the website regularly for any updates.

**Download Admit Card –** On the due date for Admit Card, re-login to the website: <u>https://jobapply.in/APEDA2022</u> for downloading Admit Card for written test, containing the detailsof the time schedule, venue.

**Print Admit Card -** Take a printout of the Admit Card. Candidates will not be allowed to appear in the writtentest without a valid Admit Card.

NOTE: Candidates are advised to regularly check the website for updates.