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 ONLINE APPLICATION FORM

1) Candidates are required to apply online through website: https://jobapply.in/APEDA2025
2) Entries in the application form shall be required to be filled only in English.

STEP BY STEP PROCESS TO FILL ONLINE APPLICATION FORM

STEP 1: New Candidate to Create Log In → **Essential documents to be made ready** → **STEP 2: Already Logged in Candidate to Login to perform following actions to 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/Submit Application
ACTION 3.2: Enter Details of Payment made through SBI Collect
ACTION 4: Print application

← **STEP 3: Check the application status and download the admit card for the written test as applicable.**

STEP 1: New Candidate to Create Log In

- New Candidate to visit the APEDA website **https://jobapply.in/APEDA2025** **and** click: **Fresh Candidate (CLICK HERE) to Create Log In**
- You must have a **valid email ID** 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: **Already Registered (Logged In) Candidate (CLICK HERE) to Apply** to log in to fill the application form. Here to log in you have to fill the following:
  - Email ID
  - Post Applied For
  - Password

Essential documents to be made ready

- Before starting to fill up the on-line application, keep ready with you the following details / documents / Information

a) E-Mail ID (valid at least for one year).
b) Mobile No (valid at least for one year).
c) Required details such as personal data, educational qualifications, experience and other information.
d) Details of Debit Card/Credit Card/Net banking for making fee payment (if applicable)
e) Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format). Size (50kb).
f) Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size (50kb).
g) Scanned Copies of following documents (in pdf format):
   i. Documentary proof of Date of Birth (Matriculation/10th Certificate).
   ii. Marksheets for 10th / 12th standard and 12th Certificate.
   iii. Final/Provisional Degree/ Graduation/ Post Graduation/Certificate/Diploma, etc., as applicable.
   iv. Experience Certificates / documents in support of experience, if applicable.
   v. PWD Certificate [in case of Persons with Benchmark Disability (PwD) candidates].
   vi. Discharge / Service Certificate in case of Ex-servicemen.
   vii. Caste Certificate in respect of reserved categories in the prescribed format in respect of SC/ST, EWS and OBC Non-Creamy Layer.
   viii. Declaration of Non-Creamy Layer Status in respect of OBC (NCL) candidates in prescribed format.
   ix. List of Publications.

STEP 2: Already Logged In candidate log in to complete the process of filling online application form

Action 1 ⇨ Fill Application form
Action 2 ⇨ Uploading of Photograph and Signature
Action 2.1 ⇨ Uploading of Documents
Action 3 ⇨ Make Payment/Submit Application
Action 3.1 ⇨ Enter Details of Payment made through SBI Collect

- Already Logged In Candidate to visit the **website:** https://jobapply.in/APEDA2025 and login by clicking **Already Registered (Logged In) Candidate (CLICK HERE) to Apply**

- On clicking **Already Registered (Logged In) Candidate (CLICK HERE) to Apply** page will appear which will have buttons indicating 4 actions which are to be completed for submission of online application form:

- **Action 1: Fill Application (Click on the button to fill application form)**

⇨ Fill the details on the online application form. Since your eligibility will be screened based on the information furnished by you, you are required to exercise sufficient care to correctly furnish the **Personal Details, Qualification Details, Experience Details and Additional Details** in the sequence

as given below:

- ⇨ While filling the Personal Details, Qualification Details Experience Details, please save the information by clicking the button "**SAVE**".
- ⇨ In case you wish to edit any information you can do that by log in again using Email-ID, Post Applied For and Password, after editing the information, make sure to save the information again by clicking the button "**SAVE**".
- ⇨ ***Note: The information filled will not be saved unless the button "SAVE" is clicked.***

Action 2 : Uploading Photograph and Signature

- ⇨ **Upload Photograph** - Photograph must be a recent passport size colour picture. Make sure that the picture is in colour, taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. **The image should only be in .jpg or .jpeg format. Size of file should not be more than 50 kb.**
- ⇨ **Upload Scan of Signature** - Sign on white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page and ensure that the size of the scanned image is not more than 50 kb. Please note that this signature would appear on the Admit Card, and if it does not match the signature on the answer sheet at the time of the written test and at the time of Interview, the candidature will be cancelled. **The image should only be in .jpg or .jpeg format. Size of file should not be more than 50 kb.**

Action 2A : Uploading of Documents

Candidate is required to upload the scanned copies of all the relevant documents with regard to age, qualification, work experience, scale, CTC, Disability (as applicable) and other documents as asked for. Scanned Copies of documents (in PDF format), as follows:

a) Documentary proof of Date of Birth (Matriculation/10th Certificate).
b) Marksheets for 10th / 12th standard and 12th Certificate.
c) Final/Provisional Degree/ Certificate/ Diploma/ Graduation/ Post Graduation, etc., as applicable.
d) Experience Certificates / documents in support of experience, if applicable.
e) PWD Certificate [in case of Persons with Benchmark Disability (PwD) candidates].
f) Discharge / Service Certificate in case of Ex-servicemen.
g) Caste Certificate in respect of reserved categories in the prescribed format in respect of SC/ST, EWS and OBC Non-Creamy Layer.
h) Declaration of Non-Creamy Layer Status in respect of OBC (NCL) candidates in prescribed format.
i) List of Publications.
j) PWD Certificates in case of Persons with Disability candidates in prescribed format.
k) Scribe certificate, if applicable.
l) Income and asset certificate in respect of EWS in prescribed format.
m) NOC in case of a permanent employee of organization(s) under Government Departments/ Statutory or Autonomous bodies/ Public Sector Undertakings, if applicable.
n) Offer letter and latest pay slip in case of a temporary employee of organization(s) under Government Departments/ Statutory or Autonomous bodies/ Public Sector Undertakings, if applicable.

Click on "Save & Proceed to Submit Application".

Action 3 : Make Payment and / or Submit Application

Amount of Application Fee:-

S. No.	Category	Fee Amount (In INR) (Application Fees + Bank Charges)
01	SC/ST/PWD/Female	NIL
02	AGM (Agriculture), AGM (Business Promotion), AGM (Finance), AGM (IT)	INR 500/- (plus applicable bank charges, if any)
03	AM (Agriculture), Asst. Manager, Jr. Hindi Translator	INR 300/- (plus applicable bank charges, if any)

1. **SC/ST/PWD/Female** are exempted from making the payment; Hence, all these candidates are required to SUBMIT application to complete the online registration process. On submitting online application number will be issued and candidate to take the printout of the Application Form having the Online Application Number.
2. **All other candidates are required to make the payment through SBI Collect Payment Gateway only. Keep the Debit Card/Credit Card/Internet Banking/UPI details handy.**

⇨ Candidate to read the undertaking and accept the same.
⇨ In case you wish to edit any information pertaining to Personal Details, Qualification Details, Experience Details and/or Additional Details; you can do that by log in again using Email-ID, Post Applied For, and Password after editing the information, make sure to save the information again by clicking the button "**SAVE**".
⇨ **Once the application is submitted at this step, you cannot edit the information after that.**
⇨ The candidates who are exempted from payment of application fee should submit application.
⇨ The candidates who are not exempted from payment of application fee should pay the requisite fee by the SBI Collect Bank Payment Gateway through online application.

General/OBC/EWS category candidate is required to make the payment of INR 500/- plus bank charges (as applicable) (for AGM (Agriculture), AGM (Business Promotion), AGM (Finance), AGM (IT)) and INR 300/- (AM (Agriculture), Asst. Manager, Jr. Hindi Translator) plus bank charges (as applicable) through State Bank Collect facility of SBI as per steps given below:

- Read the undertaking and accept the same.
- Now click on "**Proceed to SBI Collect Payment**".

A. Making Fees Payment by Clicking On "Proceed to SBI Collect Payment".

1. Click on the link which will direct the candidate to the SBI Collect payment page.
2. Select Category – PSU Public Sector Undertakings.
3. Select APEDA.
4. Fill in all the details and click on the NEXT button. *(fields with* mark is to be filled compulsorily)*
5. Check the details and press the confirm button.
6. Select any one of the modes of payment, i.e. "net banking" or "card payments" or "other payment modes" as applicable and then proceed to make the fee payment. **Download the E-Receipt after successful completion of the payment and keep the same for your records and for uploading on APEDA website.**
7. In case, candidate selects "SBI branch" as payment mode, he/she is required to download the pre-printed challan and deposit the fee amount (including applicable bank commission) in any of the **SBI Branches** and obtain seal and signature of the bank official on the challan (depositor copy) before leaving the bank counter and retain the same for your records and for uploading on APEDA website.
8. After making the payment, the candidate is required to upload the SBI Challan/e-Pay-in-Slip (E-Receipt) in jpg. Format of less than 250 KB, fill the SBI collect reference no. along with payment date on the

APEDA website to complete the registration process to get the application number and to take the printout of the application.

(Note: SBI Collect Reference Number generated after successful completion of payment must be entered by the candidate in online application form in ***SBI Collect* Payment *Reference No.*** field).

(**Note: SBI Collect Reference Number generated after successful completion of payment along with the payment date and soft copy of the E-receipt / Bank Challan must be entered/uploaded by the candidate in online application form, failing which your registration process stands incomplete, and the candidate will not be able to go for further selection process**.)

NOTE: Fee once paid will not be refunded under any circumstances.
Fees paid by modes other than through Debit Card/Credit Card/ Net Banking/UPI/SBI Challan as indicated above will not be accepted and the applications of such candidates will be rejected forthright, and the payment made shall stand forfeited.

While making the payment, please do not use back button (i.e. ←) at the browser unless specifically allowed at online SBI. In case the back button is operated, candidate must complete the payment as mentioned in "A" above.

Mere submission of application fee through SBI Collect payment Gateway will not mark your registration process as complete. Candidates must log on to the APEDA website again and complete the payment process using Action-3.2 as explained below.

NOTE: Once the payment has been made, you will not be allowed to change/modify any information.

- **Action 3.2: Enter Details of Payment through SBI Collect** (For All Candidates who paid fees through SBI Collect Payment Gateway)
  Now visit the **APEDA Registration Portal website.** Click on Enter Details of Payment through SBI Collect.
- ⇨ Upload the soft copy of SBI Challan/SBI Collect e-Pay-in-Slip (E-Receipt) in jpeg. format of less than 250 KB.
- ⇨ Enter the **SBI Collect Reference No. and Date of making the payment**.
- ⇨ On submitting the above information "**Application No**." will be generated along with Application Form. ***This "Application No." issued is subject to the reconciliation of the payment made by you with the State Bank of India. Keep checking the Status of Your Application.***

Candidates should keep note of the same as this will be used for downloading admit card.

Note: Omission of Action-3.2 will mark your registration process as incomplete. Hence, the candidate should take utmost care and not forget to complete Action-3.2 after making the payment of application fee through SBI Collect Payment Gateway.

- **Action 4: Print Application**
- ⇨ After successfully submitting the details as mentioned above, candidate can now be able to take the print out of the application form.
- ⇨ Candidates should also retain their copy of printed application form, Payment Receipt as they can be asked to produce it for future reference.
- ⇨ Candidates can take re- print of the Online application form by clicking **Already Logged In Candidate (Click Here) to Complete Process**

- **You are NOT required to send hardcopy of Application Form/any documents/receipt to APEDA.**
- **On correctly following the above steps, candidate would have completed the application process.**

Download the Admit Card

On the basis of information given in the Online Application Form, Admit Card of provisionally eligible candidates for the written test will be available for download from website: **https://jobapply.in/APEDA2025** 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: **https://jobapply.in/APEDA2025** for downloading Admit Card for written test, containing the details of the time schedule, venue.

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

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