



कृषि और प्रसंस्कृत खाद्य उत्पाद निर्यात विकास प्राधिकरण

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

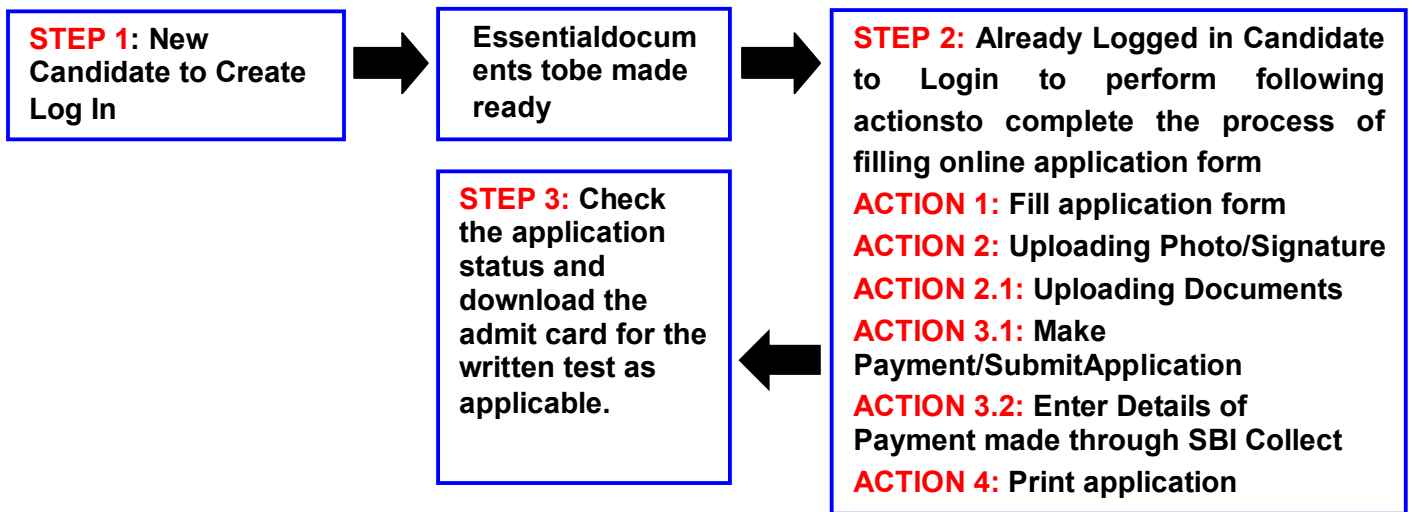
Agricultural & Processed Food Products Export Development Authority

(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/apeda2023am>
- 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

#### 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 <https://jobapply.in/apeda2023am> 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



The image shows a login form titled "Registered Candidate Login". It has a green header. Below the header, there are three input fields: "Email ID\*\*" with a text box, "Position Applying for\*\*" with a dropdown menu showing "--Select Post--", and "Password\*\*" with a text box. A blue "Submit" button is located below the password field.

### 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 10<sup>th</sup> / 12<sup>th</sup> standard and 12<sup>th</sup> 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 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
- Action 4 ➔ Verify Payment Receipt Status/Print application

- ➔ Already Logged In Candidate to visit the [website:https://jobapply.in/apeda2023am](https://jobapply.in/apeda2023am) 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 4actions which are to be completed for submission of online application form:

Action	Status
Click on the buttons given below	
Action-1: Fill Application	To be Completed
Action-2: Uploading of Photograph/ Signature	To be Completed
Action-2.1: Uploading of Qualification Document/ Caste/ PwD Documents/ Experience	To be Completed
<a href="#">Click here to Preview Application</a>	
Action-3: Submit Application	To be Completed
Action-4: Print Application	To be Completed

### ▶ 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:

- Documentary proof of Date of Birth (Matriculation/10th Certificate).
- Marksheets for 10<sup>th</sup> / 12<sup>th</sup> standard and 12<sup>th</sup> 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 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.

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/Women	NIL
02	All other categories	INR300/- (plus applicable bank charges, if any)

- ⇒ 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 category candidate is required to make the payment of INR300/- (Rupees Three Hundred only) 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. Click on the check box "I have read and accepted the terms and conditions stated above".
3. Click on proceed.



- [Terms Used](#)
- > Corporate Customer: Firm/Company/Institution (F/C/I) collecting payment from their beneficiaries.
  - > User: The beneficiary making a payment to F/C/I for the services/goods availed.
  - > Bank shall not be responsible, in any way, for the quality or merchantability of any product/merchandise or any of the services related thereto, whatsoever, offered to the User by the Corporate Customer. Any disputes regarding the same or delivery of the Service or otherwise will be settled between Corporate Customer and the User and Bank shall not be a party to any such dispute. Any request for refund by the User on any grounds whatsoever should be taken up directly with the Corporate Customer and the Bank will not be concerned with such a request.
  - > Bank takes no responsibility in respect of the services provided and User shall not be entitled to make any claim against the Bank for deficiency in the services provided by the Corporate Customer.
  - > The User shall not publish, display, upload or transmit any information prohibited under Rule 3(2) of the Information Technology (Intermediaries guidelines) Rules, 2011.
  - > In case of non-compliance of the terms and conditions of usage by the User, the Bank has the right to immediately terminate the access or usage rights of the User to the computer resource of the Bank and remove the non-compliant information.

I have read and accepted the terms and conditions stated above.  
(Click Check Box to proceed for payment.)

4. In Select Payment category, select Application Fee.

The screenshot shows the SBI State Bank Collect payment interface. At the top, there is a header with the SBI logo and 'State Bank Collect'. Below this, there is a navigation bar with 'State Bank Collect' and 'State Bank Mops'. The main content area displays the APEDA logo and address: 'APEDA, 3RD FLOOR NCUI BUILDING 3 SIRI INSTITUTIONAL AREA AUGUST KRANTI MARG NEW DELHI, New Delhi-110016'. A section titled 'Provide details of payment' contains a dropdown menu for 'Select Payment Category' which is currently set to 'APPLICATION FEE'. Below this, there are several red text boxes providing instructions: 'Mandatory fields are marked with an asterisk (\*)', 'The payment structure document if available will contain detailed instructions about the online payment process.', and 'Date specified (if any) should be in the format of 'ddmm/yyyy'. Eg., 02082008'. At the bottom, there are links for 'Privacy Statement', 'Disclosure', and 'Terms of Use'.

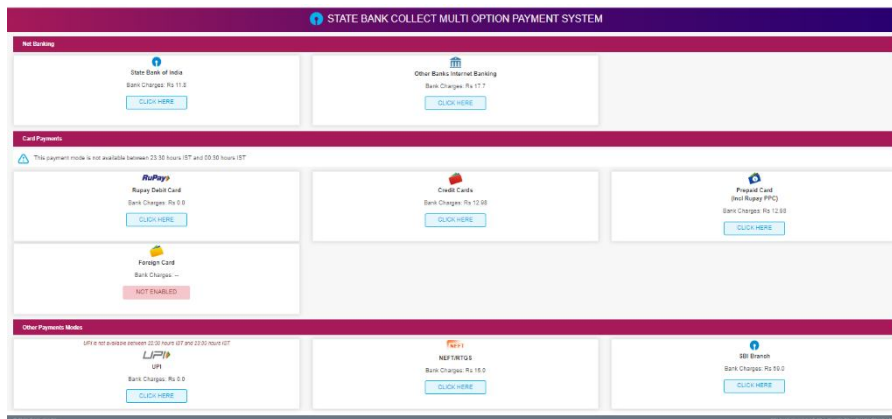
5. Fill the details and click on submit button. (fields with\* mark are to be filled compulsorily)

The screenshot shows the SBI State Bank Collect payment interface with the form fields filled out. The 'Select Payment Category' dropdown is set to 'APPLICATION FEE'. The form fields are: 'NAME \*' (empty), 'MOBILE NUMBER \*' (empty), 'EMAIL \*' (empty), 'AMOUNT \*' (empty), and 'Remarks' (empty). Below the form fields, there is a section titled 'Please enter your Name, Date of Birth (For Personal Banking) / Incorporation (For Corporate Banking) & Mobile Number. This is required to reprint your e-receipt / remittance(PAP) form, if the need arises.' This section contains fields for 'Name \*', 'Date Of Birth / Incorporation \*', 'Mobile Number \*', and 'Email Id'. Below these fields is a Captcha section with the text 'Enter the text as shown in the image \*' and a Captcha image showing the text 'd7pfp'. There are radio buttons for 'Image Captcha' (selected) and 'Audio Captcha'. At the bottom, there are buttons for 'Submit', 'Reset', and 'Back'. Below the form fields, there are several red text boxes providing instructions: 'Mandatory fields are marked with an asterisk (\*)', 'The payment structure document if available will contain detailed instructions about the online payment process.', 'Date specified (if any) should be in the format of 'ddmm/yyyy'. Eg., 02082008', and 'For Amount Field, only numbers are allowed and for Date field, only digits following special characters are allowed. Eg., 02/08/2008'. At the bottom, there are links for 'Privacy Statement', 'Disclosure', and 'Terms of Use'.

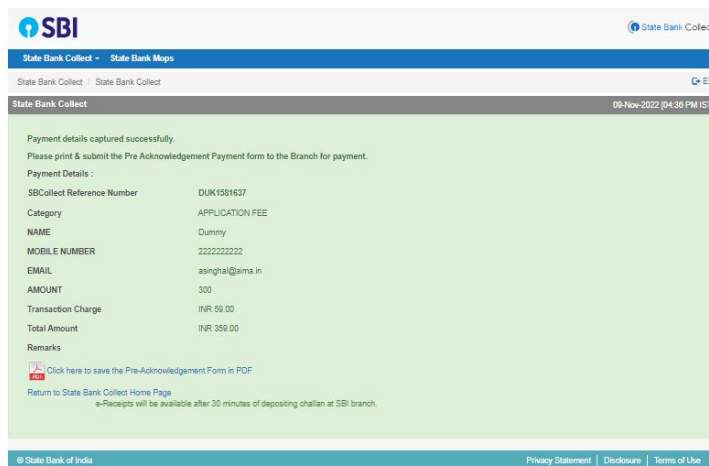
6. Check the details and press the confirm button.

The screenshot shows the SBI State Bank Collect payment interface with the transaction details displayed. The 'Verify details and confirm this transaction' section contains a table with the following details: 'Category: APPLICATION FEE', 'NAME: Dummy', 'MOBILE NUMBER: 222222222', 'EMAIL: asinghal@aima.in', 'AMOUNT: 300', 'Total Amount: INR 300.00', and 'Remarks'. Below the table, there is a red text box with the instruction: 'Please ensure that you are making the payment to the correct payee.' At the bottom, there are buttons for 'Confirm' and 'Cancel'. At the very bottom, there are links for 'Privacy Statement', 'Disclosure', and 'Terms of Use'.

- Select any one of the mode of payments, i.e. "net banking" or "card payments" or "other payment modes" as applicable and then proceed for making the fee payment. Download the receipt after successful completion of the payment and keep the same for your records.



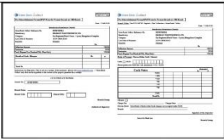
- In case, candidate selects "SBI branch" as payment mode, candidate is required to download the pre-printed challan and deposit the fee amount (including applicable bank commission) in any of the **SBIBranches** and obtain seal and signature of the bank official on the challan (depositor copy) before leaving the bank counter and retain the same for your records. Sample copy of the pre-printed challan.



(Note: SBI Collect Reference Number (sample number shown above) generated after successful completion of payment has to be entered by the candidate in online application form in **SBI CollectReference No.** field).

- After making the payment, candidate has to upload the SBI Collect Challan/Pay-in-Slip (E-Receipt) and submit the SBI collect reference no along with payment date on the website to complete the registration process or in order to take the print out of the application.

Choose File | No file chosen  
 Click here to Upload Challan/Pay-in-Slip  
 Document size should not exceed 250kb and format should be jpg only.



**Confirm Payment**

Payment Reference No. (SBI Collect Reference No.) DU99762904

Payment Date 25 Jun 2018

you want to Submit the Payment Reference No.?  Yes  No

[Submit Details and Complete Process](#)

Note: Upload Receipt image size should not be greater than 250KB and image type should be jpg/jpeg only.

Note: Modification/Editing of Application Form is not allowed after Submission. Please be sure before SUBMITTING.



**NOTE: Fee once paid will not be refunded under any circumstances.**

Fees paid by modes other than through Net Banking/Debit Card/Credit Card/SBI Collect 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.

**B. Making fees payment directly by logging on to onlinesbi.com**

1. Go to [www.onlinesbi.com](http://www.onlinesbi.com) and select: - State Bank Collect.
2. Accept terms and conditions and click on 'Proceed'.
3. Select Payment Category–Application Fee.
4. Complete the payment as explained above.

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

**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)

Now visit the **APEDA Registration Portal website:**<https://jobapply.in/apeda2023am>

- ⇒ Click on Enter Details of Payment through SBI Collect.
  - ⇒ Upload the soft copy of SBI Collect Challan/SBI Collect Pay-in-Slip (E-Receipt) in jpeg. format only 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.**

► **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/apeda2023am> 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/apeda2023am> 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.***