

INSTRUCTIONS TO CANDIDATES

1. Before filling up the Online Application, the candidates must go through the detailed Advertisement available on the OFDC's website. Please proceed to fill the online application only if you are satisfied that you possess the minimum Essential Qualifications, age and required experience stipulated for the post in the details of the advertisement, otherwise, submitted application(s) shall be outrightly rejected.
2. The date for determining the eligibility of age of the candidates shall be as on **01.01.2023**
3. The applicants are advised to fill in all their particulars in the Online Application carefully as submission of wrong information may lead to rejection of the Application by OFDC Ltd.
4. The candidates are advised to fill their correct and active e-mail address and mobile number in the online application as any correspondence/intimation will be made by the OFDC Ltd. through e-mail/SMS only.
5. **Please note that mobile number and email of each application must be unique.**
6. The candidates are **not required** to send the printouts of their online applications to the OFDC Ltd. Please retain a printout of your finally submitted online application as a proof of submission of your application to the OFDC Ltd, whenever required.
7. The prescribed Essential Qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview.
8. The candidates must upload only relevant documents wherever required in the online application. The uploading of irrelevant/ illegible/ fabricated or password-protected documents may lead to rejection of their application apart from other appropriate action at the discretion of the OFDC Ltd.
9. Candidates in their own interest are advised to apply & submit application promptly and not to wait till the last date/time for applying online. OFDC Ltd. shall not be responsible if candidates are not able to submit their application in time.

IMPORTANT DATES	
Opening Date for On-line Application	20.07.2023 at 10.00 a.m.
Closing Date of submission of Application	14.08.2023 at 5.00 p.m.

INSTRUCTIONS FOR SUBMISSION OF ON-LINE APPLICATION

1. Read the Instructions carefully and Proceed accordingly.
2. Before start of filling-up of application through on-line mode, the Candidates should keep ready, the following details/ documents:
 - a. Valid E-mail ID & Mobile Number.
 - b. Scanned copy of the recent passport size colour Photograph (not older than 3 months) in jpg/jpeg format (File size between 50 KB to 100 KB). Candidates should ensure that the same photograph is used throughout the selection process.
 - c. Scanned signature in jpg/jpeg format (File size between 20 KB to 50 KB).
 - d. Scanned Copy in pdf format of following certificates and documents as applicable. (File size between 100 KB to 200 KB).
 - Photo Identity Proof (i.e Aadhar, PAN, Voter ID, Driving License or Passport.)
 - HSC or Equivalent (10th Std) Certificate towards proof of your Date of Birth
 - Pass Certificate of Bachelor Degree in Food Processing/ Food Technology or Diploma in Food Processing/ Food Technology
 - Certificates in support of relevant Post Qualification Experiences.
3. The filling of online application contains two steps. In First step, you need to fill your basic details. In second step you need to upload your relevant documents along with educational and experience details. Application to the post advertisement is not complete unless both the steps are completed.

4. **Step 1 :**

Candidate will have to fill following basic information :

- a. **Name of the Candidate :** The Candidate is required to fill his/her full name.
- b. **Father's Name :** The Candidate is required to fill his/her full Name of his/her Father
- c. **Gender:** A candidate is required to specify his/her gender from the drop down combo.
- d. **Date Of Birth:** Date of Birth as entered in the HSC (10th) Certificate in the Format DD-MM-YYYY is to be entered. Eligibility with regard to Age shall be calculated on the basis of date of birth mentioned in the HSC (10th) Certificate.
- e. **Email :** Candidates are required to submit their correct and active Email Address which will be verified by the system through OTP.

OTP sent to the email ID is to be entered in the appropriate text box within 1.5 minutes and submit button is to be clicked for verification. Please note that all official communications will be through this Email address only.

- f. Mobile No and Alternate Mobile Number:** Candidates are required to submit one Mobile Number which will be verified through OTP. OTP sent to the Mobile Number is to be entered in the appropriate text box within 1.5 minutes and submit button is to be clicked for verification. All official intimation will be through this Mobile Number. Another alternative mobile number if any may also be submitted.
- g. Marital Status:** Specify your Marital Status as on qualifying date.
- h. Language Known :** Need to tick mark the check box near language names that you know (i.e. English, Odia, Hindi). If you know any other language, click the Other option and enter the language names in text box separated by comma.
- i. Identification Proof Type:** Select any Identification Proof Type from the combo box i.e. Aadhar, PAN, Voter ID, Driving License or Passport. Please note that the same ID Proof as submitted in this process has to be carried by the candidate when called for any selection process.
- j. Identification Proof Number:** Specify your Aadhar/ PAN/ Voter ID/ Driving License/ Passport Number as per your selection in Identification Proof Type combo box.
- k. Communication Address:** Enter your Communication Address details. Correspondence, if any, will be sent to this Address.
- l. Permanent Address:** Enter Your Permanent Address details. (If permanent address of a candidate is same as its communication address, then click the check box, else he/she has to fill the details of permanent Address)
- m. Nationality :** Indian to be selected.
- n. Minimum Qualification and Experience :** You need to select your Minimum Qualification and Experience from Combo Box I.e. Bachelor Degree in Food Processing/Food Technology with Minimum 5 Years Experience **or** Diploma in Food Processing/ Food Technology with Minimum 10 Years Experience.

You are required to check the details prior to submission and If anything is wrong, you should not confirm the details. If everything is correct then he/she needs to click to '**PROCEED TO NEXT STEP**' Button upon which candidate will be redirected to next step.

Step 2 :

The candidate can view the details as defined in step 1 and is required to upload scanned copy of the following documents for completion of his/her profile .

a. Scanned photograph should be in jpg format and must be uploaded first on clicking Upload Photo Button in the page. Following should be ensured while uploading the photograph :



- i. Photograph must be a recent passport size colour picture.
- ii. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- iii. Caps, hats and dark glasses are not acceptable.
- iv. Allowed Photo Size → 3.5 cm x 4.5 cm (preferred)
- v. Size of file should be between 50kb to 100 kb. Ensure that the size of the scanned image is not more than 100KB.

b. After uploading your photograph then upload your scanned signature in jpg format. Following should be ensured while uploading the photograph:

- 1.The applicant has to sign on white paper with Black/Blue Ink/jel pen.
- 2.The signature must be signed only by the applicant and not by any other person.
- 3.Dimensions of signature → 3.5 cm x 1.5cm (preferred)
- 4.The Signature should be saved in Jpg/Jpeg format and the size of file should be between 20KB to 50KB. Ensure that the size of the scanned image is not more than 50KB.

c. Next upload your photo identity card document (i.e. Aadhar/ PAN/ Voter ID/ Driving License/ Passport as defined in step 1) in pdf format only. The digital size of pdf file should not exceed 200 KB and must not be less than 100 KB.

d. Candidate is required to furnish Details towards proof of Date of Birth and Educational Qualification (i.e. HSC or Equivalent (10th Std) details in support of Date of Birth and Bachelor Degree in Food Processing/ Food Technology or Diploma in Food Processing/ Food Technology in support of Educational Qualification) viz Name of the Examination Passed, Board/Council/University Name, School/ College/ Institution Name, % of Marks, Month of Passing (Month of Passing is the Month of Declaration of Result as mentioned in your certificate), Year of Passing (Year of Passing is the Year of Declaration of Result as mentioned in your certificate) and required to upload the Certificate in pdf format. The digital size of pdf file should not exceed 200 KB and must not be less than 100 KB.

e. A Candidate is required to furnish post qualification Experience details. Multiple Experience details can be added using the  Button. The last experience details row can be removed using the  Button.

f. Provision to verify the uploaded files using the VIEW Button against each section is available in the page. Candidate can DELETE if the uploaded file is wrong and can again upload the correct file. Please ensure that you have

uploaded all the correct and required documents, photo, signature and certificates.

g. On clicking the check box, a candidate declares with regard to the truthfulness and genuineness of the information furnished by him/her.

h. If there is any wrong information, provision to Modify the details using MODIFY Button.

i. If everything is correct then he/she needs to click to '**PREVIEW APPLICATION**' Button upon which candidate will be able to view the details as filled. If anything is wrong, candidate can click the **BACK** button to return to previous step and can modify the desired details.

j. On clicking the **confirm submission of Details** Button the process will be completed. One confirmation email and SMS will also be forwarded to the candidate's registered email ID and Mobile Number regarding successful submission of application with provision to take printout of the application form.

k. After completion of Step 1, if a candidate is unable to complete step 2, they can proceed to step 2 directly by clicking the button **CLICK HERE TO GO TO NEXT STEP** available at Step 1 page. Candidate needs to fill Registered Email ID, Mobile Number and Date Of Birth. If these details are OK, OTP will be forwarded to Email ID and Mobile. On entering OTP, candidate will be redirected to step 2.

l. Candidates are required to take the printout of the application submitted online and should bring the same when called for interview along with other original documents in support of their application for verification.

m. In case of any difficulties in submission of Online application please contact the Technical Help Desk at Number **8114973720** (From **20.07.2023** to **14.08.2023** within 10 AM to 5 PM).