



**GOVERNMENT OF MEGHALAYA
DIRECTORATE OF FOOD PROCESSING
MEGHALAYA::SHILLONG**

No.DOFP-20/2021-22/179

Dated Shillong, the 27th January, 2022

Instructions to Candidates

Steps to complete the Application Process

Application Form may be submitted in **four simple steps**:

- Step 1 Visit the websites of DOFP and click on the application form link on the homepage
- Step 2 Fill in the online form as completely as possible and upload all documents
- Step 3 Click submit if complete or save if you want to complete it later.


An acknowledgement email will come with the application number in case of the former and a link to edit the form in case of the latter. The application number given in the mail will be the roll number to be used during the exam.

- Step 4 Print out the acknowledgement email and paste your photo in the top right hand corner before the exam. Bring the printout on the day of the exam.

All the 4 Steps can be done together or at separate times.

NOTE

- 1. The final submission of Online Application Form will remain incomplete if Step- 2 and step-3 are not complete. Such forms will stand rejected and no correspondence on this account will be entertained.*
- 2. The entire application process of applying is online, including uploading of scanned images and Printing of acknowledgement mail. Therefore, candidates are not required to send/submit any document(s) including Confirmation Page to DOFP through Post/ Fax/ E-mails /by Hand.*


**Officer on Special Duty (OSD),
Directorate of Food Processing
Meghalaya, Shillong.**