Standard Operating Procedure (SOP) for uploading of Trainer's Photo in Trainers' Profile In order to upload the Trainer's Photo trainer has to follow below mentioned steps: -Step 1: Log in with **Trainer** User ID and Password.



Step 2: Trainers profile dashboard will open. Now, Trainer should click on 'Update profile' tab.



Step 3: Now, in the 'Personnel Information'	section	Trainer should cl	lick on'	Choose File'	option.
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User Id	Title
TR22000019	Mr.
Aadhar Number	First Name
111122223333	Dummy
Date of Birth	Middle Name
1985-06-01	Middle Name
Male O Female	Last Name
Choose File: (Maximum size is 2 MB)/(JPG, JPEG, and PNG only)	Trainer
Choose File Chosen	Father's Name/Mother Name
Upload Photo	Dummy
Correspondence Address	
Correspondence Address Line 1	Tehsil/Taluka/City
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Correspondence Address Line 2	PIN Code:
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Step 4: Trainer should select his/her recent photograph (Not older than 3 months).

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Step 5: A preview of selected photograph will appear.

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	Choose File Issail8862.jpg	Trainer	
	Upload Photo	Father's Name/Mother Name	
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	Correspondence Address Line 2	PIN Code:	
	Training division	110002	
	© FSSA	2022. All Rights Reserved	

Step 6: After confirmation of the selected photo, trainer has to click on 'Upload photo' option.

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Welcome TR22000019	Home Update Profile Contact Us	o Heb? +	
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ainings	User Id	Title	
	1R2200019	Mr.	~
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	Date of Birth	Middle Name	
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		Father's Name/Mother Name	
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	FSSAI	DELHI CANTONMENT	~
	Correspondence Address Line 2	PIN Code:	
	Training division	110002	
	© FSSAI 2022. All Rigt	Its Reserved	

Step 7: A popup will appear asking for confirmation. If the photo selected is correct, then trainer has to click on 'OK' option.

	fostac.fssai.gov.in says Do you want to upload this photo?			Institute Association
TR22000019 Home Update Profile Contact Us		OK Cancel	O Help? -	
Personal Informationnn				
User Id		Title		
TR22000019		Mr.		~
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Choose File fssai8862 jpg		Father's Name/Mother Name		
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Step 8: The selected photo will appear in trainer's profile below 'Upload Photo' option.

Now, the process of uploading Trainer's photo is completed.

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User Id	Title
TR22000019	Mr.
Aadhar Number	First Name
111122223333	Dummy
Date of Birth	Middle Name
1985-06-01	Middle Name
Male Female	Last Name
Choose File: (Maximum size is 2 MB)/(JPG, JPEG, and PNG only)	Trainer
	Father's Name/Mother Name
Correspondence Address	
Correspondence Address Line 1	Tehsil/Taluka/City
FSSAI	DELHI CANTONMENT
Correspondence Address Line 2	PIN Code:
	110002
Training division	
Training division State	Email:
Taining division State Delh	Email: V prathksh v@fsaal.gov.in

Note: Trainers can upload their profile photo **only once**. Hence, Trainers should make sure that they upload correct and recent photo of them.