

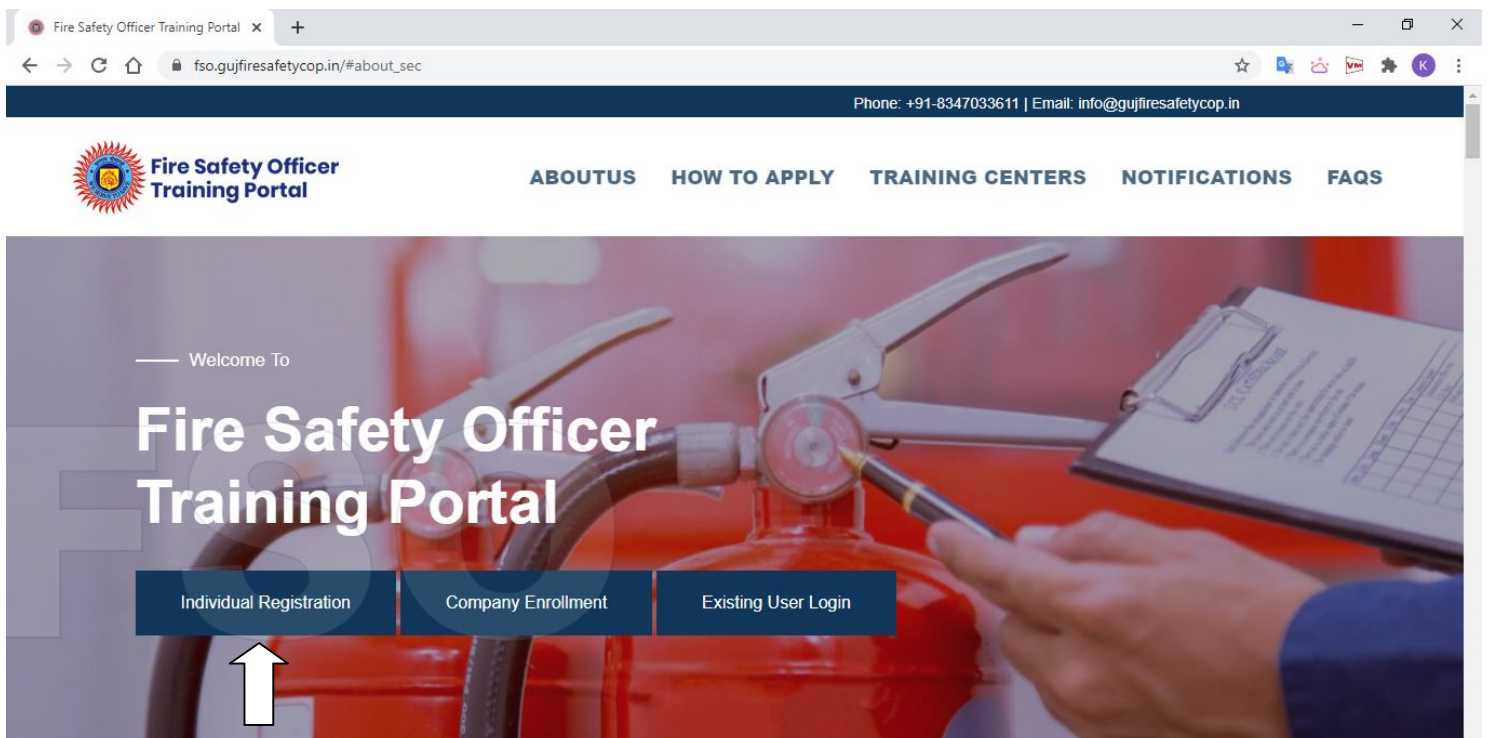
[This user manual is prepared for the applicant](#)

Prerequisites to use FSO Training Portal:

1. Desktop/ Laptop/ Mobile/ iPad with Internet Connectivity
2. Up-to-date browser
3. Following Documents must be kept ready in advance in PDF Format (size limit 2MB per document)
 - 3.1 Current Residence Address Proof (Options: Aadhaar Card, Bank Statement, Driving License, Electricity Bill, Gas Connection Bill, Passbook (Bank/Post), Ration Card, Rent Agreement, Telephone Bill),
 - 3.2 ID Proof (Options: Aadhaar Card, Driving License, PAN Card, Passport, Ration Card),
 - 3.3 Photograph & Signature in JPEG or PNG Format only
 - 3.4 Mark-sheet / Degree Certificate

Step:1

FSO Aspirant can access the FSO Training Portal through URL: <https://fso.gujfiresafetycop.in> in any of the browser. Below mentioned Home Page will be displayed.



Step: 2

While using the system first time, FSO Aspirant must have to do "Individual Registration" (mentioned in above screenshot) Once clicked on "Individual Registration", page will be opened as mentioned below. Fill the details, and then click on "Register"

The screenshot shows a web browser window with the URL `fso.gujfiresafetycop.in/Register.aspx`. The page title is "Basic Application". The form contains the following fields:

- Title *: Mr. (dropdown)
- First Name *: Ravi
- Middle Name: (empty)
- Last Name *: Patel
- Father/ Husband Name *: Mahesh
- Mother Name *: Sumita
- Date of Birth *: 17/07/1991
- Gender *: Male Female Other
- Email Id *: aedformad@gmail.com
- Mobile Number *: 7923275818
- Password *: (masked with dots)
- Confirm Password *: (masked with dots)
- Captcha *: 1 + 0 = 1

Below the form are two buttons: "Register" (red) and "Cancel" (grey). Red error messages are visible below the password fields: "Note: Password should be alphanumeric".

Step: 3

2 Step OTP Authentication & Verification will be processed. Kindly enter OTP received on Mobile Number & Email ID. And click on "**Verify**"

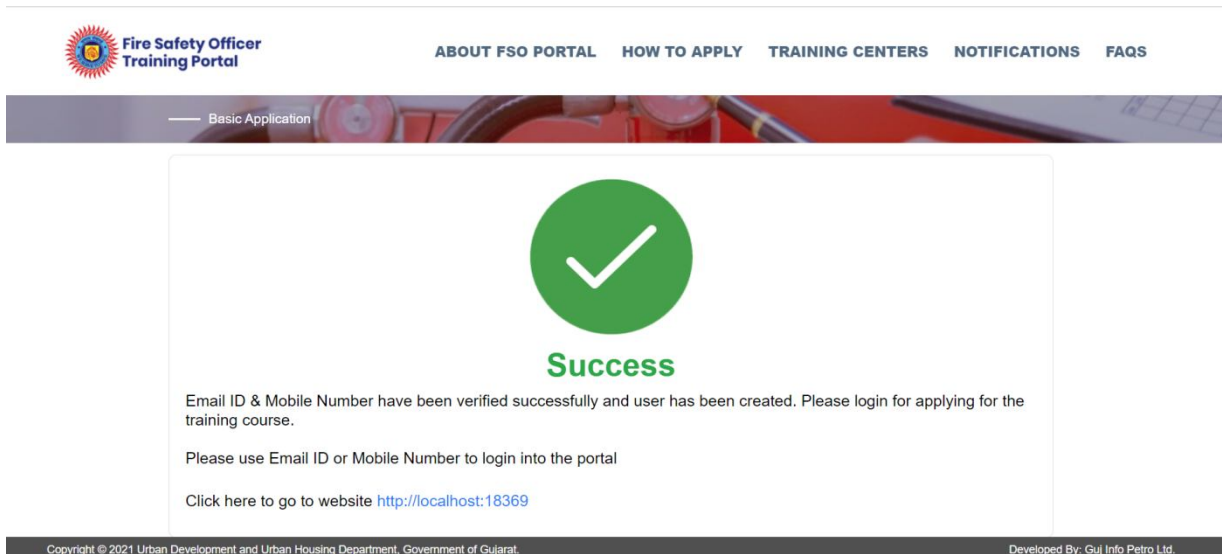
The screenshot shows a dialog box titled "Verification of Email and Mobile". It contains the following fields and buttons:

- Mobile OTP*: (input field)
- Mobile Reference ID: CFDAFGDIA | Mobile Number: 7405285832
- Resend Mobile OTP: (blue button)
- Email OTP*: (input field)
- Email Reference ID: IBCGGBBIB | Email ID: bhavik.s@gjpl.net
- Resend Email OTP: (blue button)
- Verify: (green button)

A note at the bottom reads: "Note: • Please wait 5 minutes for OTP in given Email ID and Mobile Number. • Please check your SPAM in case you didn't received mail in Inbox."

Step: 4

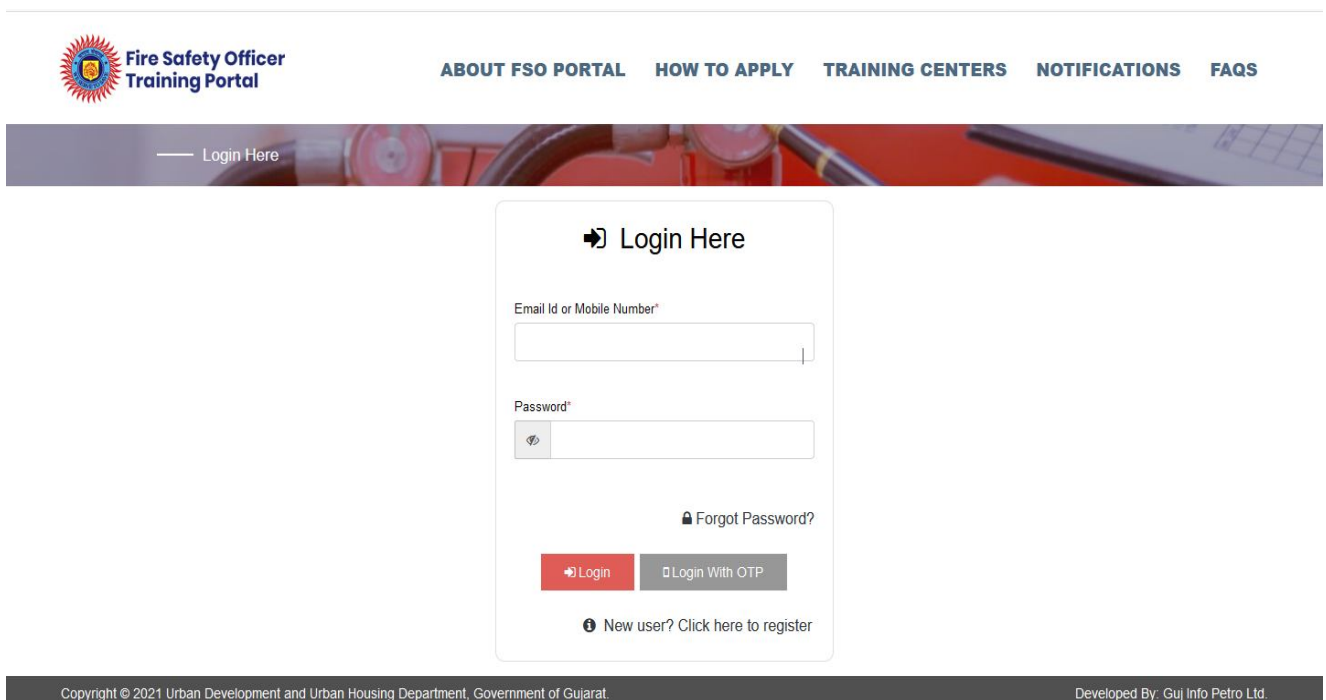
After 2 Step Authentication you will receive the message / notification regarding successful registration on FSO Training Portal. Please refer below mentioned screenshot.



The screenshot displays the 'Fire Safety Officer Training Portal' interface. The navigation menu includes 'ABOUT FSO PORTAL', 'HOW TO APPLY', 'TRAINING CENTERS', 'NOTIFICATIONS', and 'FAQS'. The main content area shows a 'Basic Application' section with a large green checkmark icon and the word 'Success' in green. Below the icon, the text reads: 'Email ID & Mobile Number have been verified successfully and user has been created. Please login for applying for the training course. Please use Email ID or Mobile Number to login into the portal. Click here to go to website <http://localhost:18369>'. The footer contains copyright information for 2021 Urban Development and Urban Housing Department, Government of Gujarat, and credits 'Developed By: Guj Info Petro Ltd.'.

Step: 5

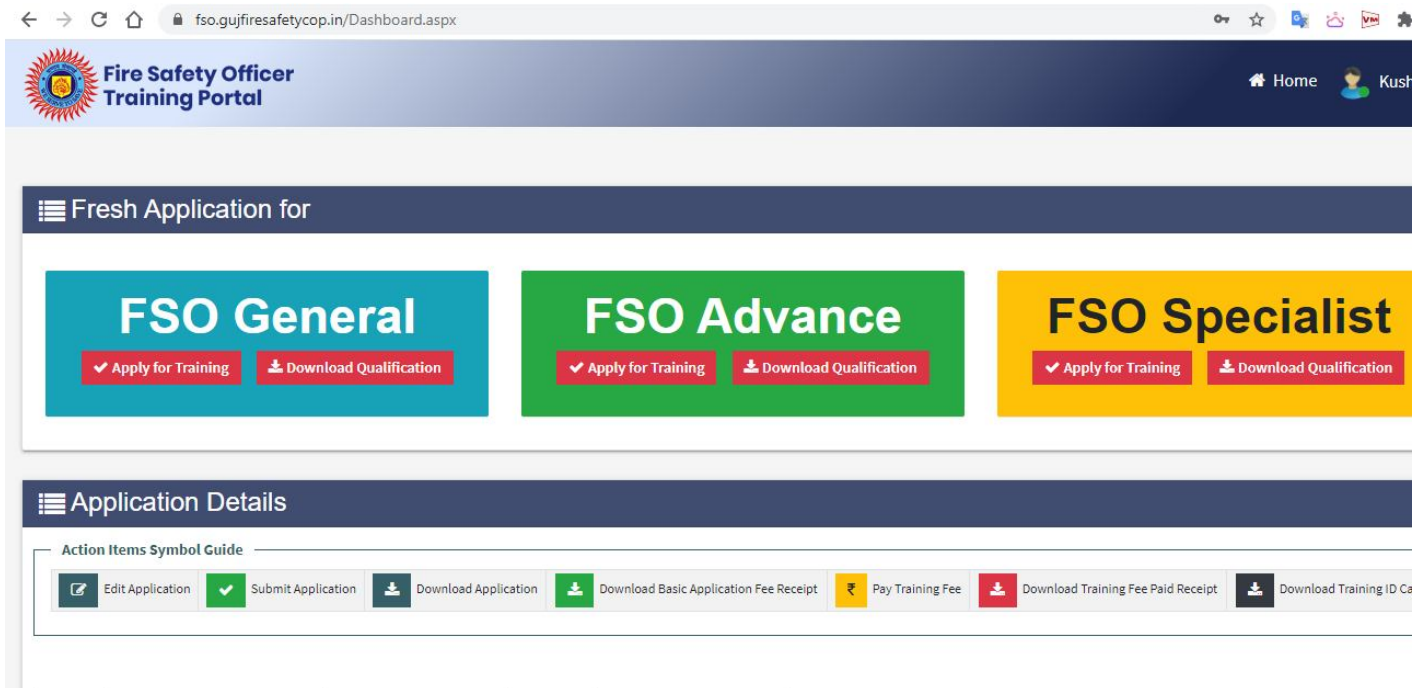
As you are now registered on FSO Training Portal, you can apply for FSO General or FSO Advance or FSO Specialist based on your eligibility against required criteria of 3 types of FSOs. You can log in by clicking on "Existing User Log-in"



The screenshot shows the 'Fire Safety Officer Training Portal' login page. The navigation menu is the same as in the previous screenshot. The main content area features a 'Login Here' section with a heading and a right-pointing arrow. Below the heading are two input fields: 'Email Id or Mobile Number*' and 'Password*'. The password field has an eye icon for toggling visibility. A 'Forgot Password?' link is located below the password field. At the bottom of the login form are two buttons: a red 'Login' button and a grey 'Login With OTP' button. Below the buttons is a link: 'New user? Click here to register'. The footer is identical to the previous screenshot.

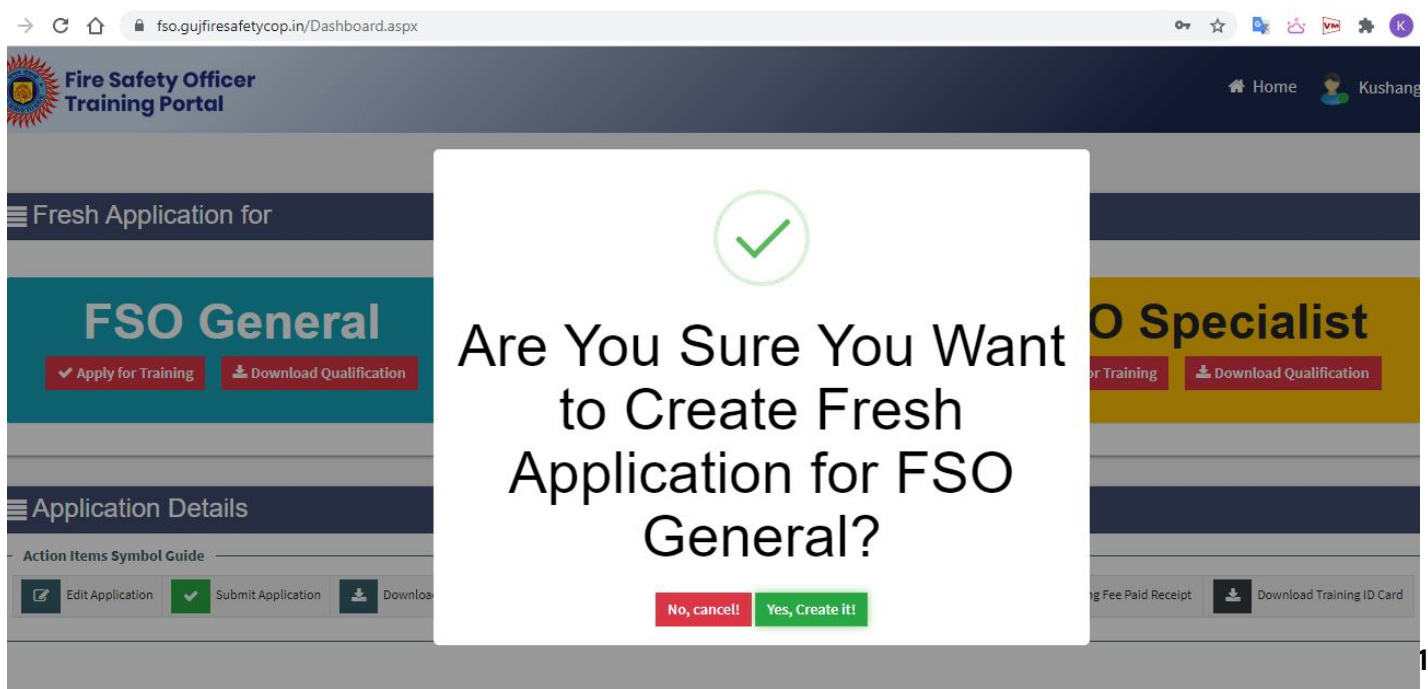
Step: 6

Enter your email ID or Mobile Number and Password. In case you don't remember your password you can also log in using "Login with OTP" option. Once you logged in below mentioned screen will be opened.



Step: 7

Based on your eligibility you can apply for FSO General/ FSO Advance / FSO Specialist. Here for test case, we have applied for FSO General. By clicking on "Apply for Training". After reading a message, please click on "Yes Create It!"



Step: 8

Please fill **Section: 1 Basic Details**, which includes Personal Details, Address of Current Residence and Address of Permeant Residence. Then click on **Save & Next**

Application Form for FSO Advance (2021/000076) Back

Progress: 1 Basic Details (Active), 2 Training Details, 3 Education Details, 4 Experience Details, 5 Document Details, 6 Review & Submit

Personal Details

Basic Details

Title* Mr. First Name* nirlok Middle Name m Last Name* parmar
 Father/Husband Name* m Mother Name* j Date of Birth* 28/12/1999 Gender* Male Female Other
 Email Id* nirlok@gmail.com Mobile Number* 9898326498

Address of Current Residence

State* Gujarat District* Ahmedabad
 Taluka* Bavla City/Village* Ahmedabad
 Address* 10 - rushabh apartment Pincode* 380005

Address of Permanent Residence

Same as Address of Current Residence
 State* Gujarat District* Ahmedabad
 Taluka* Bavla City/Village* Ahmedabad
 Address* 10 - rushabh apartment Pincode* 380005

Save & Next

Step: 9

Please fill **Section: 2 Training Details** in which you have to select, 2.1 Course, 2.2 Training Center and 2.3 Training Slot (Number of vacant seats) from the drop-down options and click on **"Save & Next"**. Screenshot is attached below.

Application Form for FSO General (010000057) Back

Progress: 1 Basic Details, 2 Training Details (Active), 3 Education Details, 4 Experience Details, 5 Document Details, 6 Review & Submit

Training Details (Please Select Course, Training Center & Training Slot)

Note:

- Please note that - training slot once chosen, cannot be changed. Please select carefully. However, in case of unforeseen circumstances, the chosen training institute may change this slot if situation demands so. In case of such change, you will get intimation on your registered mobile number and e-mail ID.
- Please also note that, for this type of fire-safety training and slot, requisite training fee needs to be separately paid on the first day of reporting on training over which is over and above the basic application fee you will pay after completion of this application.

Course* Basic Course in Fire Prevention, Life Safety...
 Training Center* Gujarat State Institute for Fire Safety Traini...
 Training Slot (Number of Vacant Seats)* March-April, 2021:01/03/2021 to 08/04/202...

Previous Save & Next

Step: 10

Section: 3 Education Details: Please fill all the mandatory fields such as Details of 10th Standard, Details of Graduation. And click on **"Save & Next"**

Application Form for FSO General (010000057) Back

Progress: Basic Details (✓), Training Details (✓), **Education Details (3)**, Experience Details (✓), Document Details (✓), Review & Submit (6)

Sr No.	Degree Type	Degree	Name of Board/University	Year of Passing	Percentage/CGPA
1	Std. 10 *	Standard 10th (SSC)	GSHSEB	2007	91.23
2	Graduation *	BE/Btech - Civil Engineering	GTU	2013	72.40
3	Post Graduation	-Please Select-		-Please Select-	
4	Other	-Please Select-		-Please Select-	

Previous Save & Next

Step: 11

Section: 4 Experience Details: There is no minimum experience criteria in case of FSO- General. However the applicant has to provide necessary details in case of FSO- Advance and FSO Specialist in section 4. Fill the details and click on **"Save & Next"**

Progress: Basic Details (✓), Training Details (✓), Education Details (✓), **Experience Details (4)**, Document Details (5), Review & Submit (6)

Experience

Note:

- There is no minimum experience criteria for this FSO training type, but in case you want to provide additional details regarding relevant fire-safety related experience, then you can add here. Please note, add only fire-safety related experience only, no other type of experience should be added here.
- Enter experience details (from the oldest to the recent most)

Sr No.	Name of Organization* Address*	Nature of Work*	State Where Worked or Experience Taken*	Designation*	Date of Joining*	Date of Leaving*	Remove
1	Name of Organization Address	-Please Select-	-Please Select-		DD/MM/YYYY	DD/MM/YYYY	

Step: 12

Section: 5 Document Upload : Applicant has to upload documents such as 5.1 Current Residence Address Proof, 5.2 Identity Proof, 5.3 Photograph, 5.4 Signature , 5.5 Degree Certificate, 5.6 10th Std. Mark-sheet/ Certificate .

Note: Except photograph and signature all the documents must be in PDF format (Max file size 2MB per document)

Photograph and Signature must be in JPEG or PNG

Sr No.	Document Type*	Document*	Document Certificate*
1	Current Residence Address Proof	Aadhar Card	View Document Delete Document
2	Identity Proof	Driving Licence	View Document Delete Document
3	Photograph	Photograph	View Document Delete Document
4	Signature	Signature	View Document Delete Document
5	Marksheet / Degree Certificate	BE/Btech - Civil Engineering	View Document Delete Document
6	Marksheet / Degree Certificate	Standard 10th (SSC)	View Document Delete Document

Step: 13

Section: 6 Review & Submit: Applicant can again go through the details and can submit after checking "Yes" in the declaration.

Application Preview

Application Details

Application Number: 010000057 Designation: FSO General


Personal Details

Basic Details

Title: Mr. First Name: Kushang Middle Name: Last Name: Jani

Father/Husband Name: Mother Name: Date of Birth: Gender:

→ ↻ 🏠 🔒 fso.gujfiresafetycop.in/Applicant/ReviewNSubmit.aspx?id=SmKn4xptScDztEFDfeSsrA== ☆ 🗨️ 📄 🏠

 **Fire Safety Officer Training Portal** 🏠 Home 👤 Kush

Experience Details

Document Upload

Sr No.	Document Type	Document Name	Document Certificate
1	Current Residence Address Proof	Aadhar Card	View Document
2	Identity Proof	Driving Licence	View Document
3	Photograph	Photograph	View Document
4	Signature	Signature	View Document
5	Marksheet / Degree Certificate	BE/Btech - Civil Engineering	View Document
6	Marksheet / Degree Certificate	Standard 10th (SSC)	View Document

Declaration

* I Kushang Jani, hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of information being found false or incorrect at any stage, my application/enrollment shall be liable to cancellation/termination without notice or any compensation

Step: 14

Registration Fee Payment: After clicking on “Submit” the summary of the application will be shown including Registration Fee Online Payment Option”

 **Fire Safety Officer Training Portal** 🏠 Home 👤 nstrik -



Fee Details for FSO-General (2021/000128) Basic Application

Application Number	2021/000128
Course	Basic Course in Fire Prevention, Life Safety and Fire Protection
Training Center	Gujarat State Institute for Fire Safety Training (GSFST), Gandhinagar
Slot	Feb-April,2021.22/02/2021 to 01/04/2021
Name	*****
Gender	Male
Mobile Number	*****
Email ID	*****
Registration Fee Amount **	₹ 1.00/-

Training Fee for FSO-General : ₹ 1.00

Note:

- Fee once paid will not be refundable under any circumstances
- ** Please note, this fee payment is for basic application only. For actual training, there will be a separate nominal fee – amount of which shall depend upon the type of fire-safety training you have chosen to undergo in this application. Please read carefully FAQs on this portable/mobile application as well as instructions which shall be shared in PDF and on email, after payment of basic application fee in this stage.

**Fire Safety Officer Training Portal**Home  nirlok

Fee Details for **FSO-General (2021/000128)** Basic Application **

Application Number	2021/000128
Course	Basic Course in Fire Prevention, Life Safety and Fire Protection
Training Center	Gujarat State Institute for Fire Safety Training (GSIFST), Gandhinagar
Slot	Feb-April,2021:22/02/2021 to 01/04/2021
Name	
Gender	
Mobile Number	
Email ID	
Registration Fee Amount **	

Once you make payment, please wait as it may take upto 30 (thirty) minutes for confirmation. So, please DO NOT attempt payment again for next 60 (sixty) minutes. If your payment is successful, it will be reflected in your login against your application number. In case it is not reflected in your login, you can attempt again after 60 (sixty) minutes in case of payment failure.

No, cancel! Yes, Confirm!

₹ Pay Now

i Training Fee for **FSO-General** : ₹ 1.00

Note:

- Fee once paid will not be refundable under any circumstances
- ** Please note, this fee payment is for basic application only. For actual training, there will be a separate nominal fee – amount of which shall depend upon the type of fire-safety training you have chosen to undergo in this application. Please read carefully FAQs on this portal/mobile application as well as instructions which shall be shared in PDF and on email, after payment of basic application fee in this stage.



Payment Gateway Response



Alert

Your payment is still under process. Please visit your application dashboard or click on the HOME button below to know payment & application submission status. Sometimes, it may take upto 30 (thirty) minutes for confirmation. So, please DO NOT attempt payment again for next 60 (sixty) minutes.

Home

Step: 15

You can pay using available options for Online Payment. The SBI ePay Payment gateway will process your payment.

Step: 16

After successful Registration Fee Payment, Payment Receipt will be generated, which you can view/download in your system. You will also receive email and SMS for the same.

Step: 17

After successful online payment, your application will be submitted in FSO Training Portal. Status of the same can be seen from the Home Page. Screenshot is attached below.

The screenshot displays the Fire Safety Officer Training Portal interface. At the top, there are navigation links for 'Home' and a user profile 'nirlok'. Below this, there are three main application categories: 'FSO General', 'FSO Advance', and 'FSO Specialist'. Each category has 'Apply for Training' and 'Download Qualification' buttons. Underneath, there is an 'Application Details' section with an 'Action Items Symbol Guide' and a table of application records.

Sr. No.	Action	Training Applied For	Application Number	Application Status	Note
1	[Edit] [Checkmark]	FSO Advance	2021/00076	Submission Pending	Your application has been created. Please complete the application and submit it.
2	[Download] [Checkmark]	FSO General	2021/00075	Submitted	Your application has been successfully submitted and application fees been paid and application has been submitted for review.

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: Prepared by:

Gujarat State Institute of Fire Safety Training (GSIFST)

Besides Gujarat Institute of Disaster Management (GIDM),

Raisan Village, Gandhinagar 382007

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