

# Guidelines for filling up Online Application Form for INSPIRE Faculty Award

**Please read this guideline before filling up your online application form.**

## ***STEP I: NEW USER REGISTRATION***

The applicant who wants to apply for the Faculty Award should register before Login to the website. During registration, the applicant is expected to fill in the following details.

- (i) Email: The applicant has to enter a for the **valid email address** which will be used application process and subsequent communications upon registration.
- (ii) Name: Please enter your name as mentioned in your Class XII Mark Sheet.
- (iii) Date of Birth: The applicant must enter correct Date of Birth. No modification can be made thereafter. During the application process, the student will be asked to upload his/her Class X Mark sheet or certificate as proof of date of birth.
- (iv) Verification Code (CAPTCHA): Applicant has to enter the verification code visible in the image. The verification code is case sensitive, so enter the verification code correctly. Applicant can change the verification code by clicking the **Refresh image**. Wrong entry of verification code will generate an error.

Please click **SUBMIT** button after entering all the details.

*After successful registration, a pop up shall appear with a message that the user id and password has been sent to your registered email id. Please open up your email, check all folders and click the activation link provided therein and activate your account.*

## **STEP II: SCAN AND SAVE THE FOLLOWING DOCUMENTS**

Before filling application form, please scan and store the following documents as separate files. The same needs to be uploaded as required during the „On-line Application“ process.

<b>Sl. No.</b>	<b>Name of the Document</b>	<b>File Type</b>	<b>Maximum Size</b>
1.	Passport size photograph	JPEG	50 KB
2.	Class X Mark sheet or Certificate ( <i>for proof of Date of Birth</i> )	PDF	1 MB
3.	Community/Caste Certificate ( <i>only if the applicant belongs to SC/ST</i> )	PDF	1 MB
4.	Letter of appointment (if employed)	PDF	1 MB
5.	Any other supporting documents	PDF	1 MB

Before filling application form, please keep the write-up of the following. The same needs to be filled during the „On-line Application“ process.

<b>Sl. No.</b>	<b>Name of the Document</b>
1.	Details of Professional Recognitions, Awards and Fellowships received.
2.	Proposed area of research and brief outline of proposal (Maximum allowed word count: 2500) under following sub-sections: Origin of the proposal, objectives, brief outline of methodology to be adopted, significance of the proposal in the context of current status in the field, prospects of this work for extending it as a long-term project beyond the tenure of the “INSPIRE Faculty” position
3.	Details of Professional Training and Research Experience, specifying period (Maximum allowed word count: 2000)
4.	Details of work done so far and significance of the scientific contribution. (Maximum allowed word count: 1000)
5.	List of publications in three categories viz. Published, Accepted for publication and Submitted. (Publication details should contain Authors Name, Title of the paper, Journal Name, Volume, Year, Page Numbers and Impact Factor)

### **STEP III: ONLINE APPLICATION**

**Step 1:** **LOG in** to the portal by entering the registered email id as user name and the registered password.

**Step 2:** A screen will appear where you have to click „**Faculty**“ link.

**Step 3:** After clicking on „Faculty“ link, please click the button „**Apply for Faculty**“

**Step 4:** Fill in the fields one by one by clicking the **EDIT button**.

# **Personal Particulars** (Fields marked \* are mandatory)

Click **EDIT** Button

*Upload Class X Mark sheet/Certificate\*:* Upload the scanned and saved Class X Mark sheet/Certificate (PDF format, maximum size – 1 MB)

*Social Community:* Upload Caste/Community Certificate\* if you belong to SC/ST community.

*Broad subject area:* Choose the broad subject area from drop down menu.

*Employed:* Upload letter of appointment\* if you are working.

*Details of Professional Recognitions, Awards and Fellowships received\**

*Expected date of initiation if 'INSPIRE Faculty' position is awarded.*

Please **SAVE** your application before proceeding to the next field.

# **Contact Details:** (Fields marked \* are mandatory)

Click **EDIT** Button

*Permanent Address\*:* Enter permanent address details by filling the respective fields. If the Communication address\* is same as the Permanent Address, check the relevant box.

Please **SAVE** your application before proceeding to the next field.

# **Academic Qualifications** (from class 12<sup>th</sup> standard onwards) (Fields marked \* are mandatory)

It is mandatory to enter details for 12<sup>th</sup>, UG, PG level Degree and PhD in order to complete your application.

Click **ADD** Button

*Name of the Degree\**: Choose the degree from the drop down menu.

*Year of Passing\**: Choose the year from the drop down menu.

*University/College Name\**: Please choose the University and College from the drop down menu. (If the name of University/College does not feature in the list, kindly call support or email)

*Board*: Please select your State/Central Board\* from the drop down menu.

*Title of Thesis\**: Both PhD awarded/ Thesis submitted applicant"s need to provide title of Thesis.

Please **SAVE** your application before proceeding to the next field.

# **Research Details** (Fields marked \* are mandatory)

*Proposed area of research and brief outline of proposal\**: Maximum allowed word count: 2500 (under following sub-sections: Origin of the proposal, objectives, brief outline of methodology to be adopted, significance of the proposal in the context of current status in the field, prospects of this work for extending it as a long-term project beyond the tenure of the "INSPIRE Faculty" position)

*Details of Professional Training and Research Experience, specifying period\**: Maximum allowed word count: 2000

*Details of work done so far and significance of the scientific contribution\**: Maximum allowed word count: 1000

# **Publication Details** (Fields marked \* are mandatory)

Click **EDIT** Button

*Paper Published*: Enter details by filling the respective fields

*Paper to be published:* Enter details by filling the respective fields

*Paper submitted for publication:* Enter details by filling the respective fields

Click **ADD MORE** Button to continue adding publication details.

*Note: Kindly send hard copy of best 5 papers mentioned above to INSA, New Delhi by post along with print out of the application form submitted.*

Please **SAVE** your application before proceeding to the next field.

# **Name and Addresses of three or more referee** (Fields marked \* are mandatory)

*Note: At least three referees are mandatory*

Click **ADD** Button

*Referee Details\*:* Enter referee details by filling the respective fields. The applicant has to enter a **valid email address** which will be used for communication with the referees for receiving the recommendations.

Please **SAVE** your application before proceeding to the next field.

# **Nominator Information**: (only if the applicant is applying through nomination mode)

*Note: Nominations shall be sent in a sealed envelope to INSA, New Delhi.*

*Nomination of the applicant\*:* From Vice-Chancellor of University/ Director of Institutions/ Head of Institutions/ President and Fellow of Science Academies from India and Abroad/ Eminent Scientists.

*Nominator Details\*:* Enter nominator details by filling the respective fields. The applicant has to enter a **valid email address** which will be used for communication with the nominator for receiving the nomination.

Please **SAVE** your application before proceeding to the next field.

# Please Check the **Declaration** Button.

# Enter Place, Date and Verification Code (CAPTCHA).

**IMPORTANT!** Please ensure that all the particulars you have provided are correct. You can click PRINT PREVIEW Button to view the details entered. Please note that you cannot Edit/Modify your application once you click **SUBMIT** Button.

**Step 5:**

Click **SUBMIT** Button.

Once you click the **SUBMIT** Button, a page will appear mentioning that your application has been submitted successfully. A *reference number* will also be mentioned which shall be used for any communication.

**If any applicant does not submit his/her application form within the due date, it will be considered as an incomplete application and will call for rejection.**

**Step 6 (IMPORTANT!):**

Take a print out of the submitted application and send the same to **The Executive Director, Indian National Science Academy (INSA), Bahadur Shah Zafar Marg, New Delhi - 110002** along with the hard copy of best 5 publications through Indian Postal Service only, on or before the due date (**28<sup>th</sup> February 2015**).

**# One can view the status of the application by entering the Application Reference Number in the portal. All applicants shortlisted for interview/presentation and finally selected for the INSPIRE Faculty Award shall be informed by an Email notification sent to the registered Email id.**

### **INSTRUCTIONS FOR PROVIDING RECOMMENDATIONS BY REFEREE.**

- You will get a LINK -- [Click here to give your recommendation](#) on your e-mail ID provided by the candidate applying for INSPIRE Faculty Award.
- On clicking the above link, a new browser window would open up.
- You are required to type in your recommendations within the '**Remarks**' section.
- Once completed, click on the '**SUBMIT**' button (on the bottom left side).

#### **Note:**

- Please do not respond to this e-mail or send any attachment for the recommendation.
- The link would be deactivated after 60 days from the date of receipt of this email.

### **INSTRUCTIONS FOR PROVIDING NOMINATIONS BY NOMINATORS.**

- You will get a LINK -- [Click here to give your recommendation](#) on your e-mail ID provided by the candidate applying for INSPIRE Faculty Award.
- On clicking the above link, a new browser window would open up.
- You are required to type in your recommendations within the '**Remarks**' section.
- Once completed, click on the '**SUBMIT**' button (on the bottom left side).

#### **Note:**

- Please do not respond to this e-mail or send any attachment for the recommendation.
- The link would be deactivated after 60 days from the date of receipt of this email.