Guidelines for filling up Online Application Form for Internship

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

For Students:

STEP I: NEW USER REGISTRATION.

The students who apply for the INSPIRE Internship should register before Log in to the website. During registration, the student is expected to fill in the following details.

(i) Email: The student has to enter a **valid email address** which will be used for

the application process and subsequent communications upon

registration.

(ii) Name: Please enter your name as mentioned in your Class X Mark Sheet.

(iii) Date of Birth: The student 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): Student 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 **<u>SUBMIT</u>** 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 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.

Sl. No.	Name of the Document	File Type	Maximum Size
1.	Passport size photograph	JPEG	50 KB
2.	Community/Caste Certificate (*only if the applicant belongs to OBC/SC/ST*)	PDF	1 MB
3.	Marksheets for educational qualification	PDF	1 MB
4.	Class X Mark sheet	PDF	1 MB
5.	Endorsement certificate from the Principal for pursuing science in class XI	PDF	1 MB

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 'INSPIRE **Internship**' link.

Step 3. After clicking on '**Internship**' link, please click the button '**Apply for INSPIRE Internship**'

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

Personal Particulars (Fields marked * are mandatory)

Click **EDIT** Button

Upload Photograph*:	Upload the scanned and saved passport size photograph. (JPEG format, maximum size - 50KB)
Father's Name* and Mother's Name*:	Please enter your NAME as mentioned in the Class X Mark Sheet.
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 OBC/SC/ST community. (PDF format, maximum size – 1 MB)

Please **SAVE** your application before proceeding to the next section in application form.

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 section in application form.

Educational Qualification (Fields marked * are mandatory)

Click **EDIT** Button

Certificate Degree*:   Choose the passout course

Upload Marksheet*:   Upload the scanned and saved <u>degree marksheet</u>

(PDF format, maximum size – 1 MB)

Class 10th Board Name*:   Please choose the Board Name from the drop down menu. (If the name of your board does not feature in the list, kindly call support or email)

Please **SAVE** your application before proceeding to the next section in application form.

School Address: (Fields marked * are mandatory)

Click **EDIT** Button

Fill school address where pursuing class 11th

Upload Endorsement certificate*:   Upload the color scanned and ink signed Endorsement certificate (PDF format, maximum size – 1 MB)

Please **SAVE** your application before proceeding to the next section in application form.

Please Check the **Declaration** Button.

Enter Place, Date and <u>Verification Code (CAPTCHA).</u>

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

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, it will be rejected as incomplete application.

Step 6 (*IMPORTANT!*):   Take a print out of the submitted application and send the same with Ink signature (Hard copy) to the INSPIRE Internship Camp Organiser from where you got the call for participation in the INSPIRE Internship Science Camp.

One can view the status of the application by entering the Application Reference Number in the portal. All applicants selected for the INSPIRE Internship shall be informed by an Email notification sent to the registered Email id.