

# Guidelines for filling up Online Application Form for INSPIRE Fellowship

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Please read these steps to be followed for online application before filling up your online application form. This will help you to fill required details online.

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

The applicant who wants to apply for the Fellowship should register before Log in to the Website. During registration, the applicant is expected to fill in the following details.

|   |  |
|---|--|
| (i) <u>Email</u> :                        | Please enter a <b>valid email address</b> , which will be used for the application process as well as subsequent communications after registration.  |
| (ii) <u>Name</u> :                        | Please enter your name as mentioned in your Class XII Mark Sheet.  |
| (iii) <u>Date of Birth</u> :              | The applicant must enter correct Date of Birth. No modification can be made thereafter. During the application process, the applicant will be asked to upload his/her Class X Mark sheet or certificate as proof of date of birth.   |
| (iv) <u>Verification Code (CAPTCHA)</u> : | 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 <b>Refresh image</b> . Wrong entry of verification code will generate an error. |

Please click **SUBMIT** button after entering all the above 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 save 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.                                     | Xth Class certificate   | PDF                      | 1 MB         |
| 3.                                     | Mark sheets for provided educational qualifications (12 <sup>th</sup> Std., UG & PG Program)*                   | PDF                      | 1 MB         |
| 4.                                     | First Rank Certificate for applicants who are not INSPIRE Scholars (Template provided at applicant's dashboard) | PDF                      | 1 MB         |
| 5.                                     | Appointment letter ( if employed)   | PDF                      | 1 MB         |
| 6.<br><br>(If already enrolled in PhD) | The curriculum vitae of the supervisor  | PDF                      | 1 MB         |
|  | PhD Admission Letter<br>(By which Host Institute administration confirmed you about your PhD admission)         | PDF                      | 1 MB         |
|  | Fee Receipt   | PDF                      | 1 MB         |
|  | Endorsement Letter (Template Provide at Template provided at applicant's dashboard)                             | PDF                      | 1 MB         |
|  | Detail Write up of research to be done  | To be filled in Text Box | -            |
| 7.<br><br>(If not enrolled in PhD)     | Three choices of University/Institute and supervisors   | To be filled in Text Box | -            |
|  | The curriculum vitae of the three supervisors.  | PDF                      | 1 MB         |
|  | Brief write up of research  | To be filled in Text Box |              |

\*In case of UG & PG: If last semester mark sheet has no previous year's Mark details please scan all separate year mark sheets and make one file to upload in online portal.

### **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 '**Fellowship**' link.
- Step 3:** After clicking on 'Fellowship' link, please click the button '**Apply for Fellowship**'
- Step 4:** Fill in the fields one by one by clicking the **EDIT button**.

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

Click **EDIT** Button

|  |  |
|--|--|
| <i>Upload Photograph*:</i>                     | Upload the scanned and saved passport size <u>photograph</u> . (JPEG format, maximum size - 50KB)    |
| <i>Marital Status*:</i>                        | Select your current marital status.  |
| <i>Aadhaar Card No.:</i>                       | Provide your Aadhar Card No. (If you have)   |
| <i>Upload Class X Mark sheet/Certificate*:</i> | Upload the scanned and saved <u>Class X Mark sheet/Certificate</u> (PDF format, maximum size – 1 MB) |
| <i>Father's Name* and Mother's Name*:</i>      | Please enter your Father's and Mother's Name   |
| <i>Guardian Name:</i>                          | Provide Guardian Name  |
| <i>Social Community:</i>                       | Provide your social community which you belong.  |
| <i>Physical ability:</i>                       | Please provide information about your physical ability.  |

Please **SAVE** your filed details 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, please check the relevant box.  
Please **SAVE** your filled details before proceeding to the next section in application form.

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

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

Click **EDIT** Button

|                                  |  |
|----------------------------------|--|
| <i>Certificate/ Degree*:</i>     | Choose the name of your course from the drop down menu   |
| <i>Board Examination Name:</i>   | Please select your School board name of 12 <sup>th</sup> class.  |
| <i>Major Subjects Taken:</i>     | Please enter your Subject taken in the Course  |
| <i>University/College Name*:</i> | Please choose the University and College Name from the drop down menu. (If the name of your University/Institution/College does not feature in the list, kindly call support or email on <a href="mailto:inspireprog-dst@nic.in">inspireprog-dst@nic.in</a> so that it could be added) |

*Enter all other required details [12 std., UG and PG Level Degree Course]*

*Upload Mark sheet\*:* Upload the mark sheet of the respective course (PDF format, maximum size – 1 MB each)

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

**#Eligibility Criteria:** (Fields marked \* are mandatory)

Click **EDIT** Button

*Are you INSPIRE Scholar\*:* Please answer by clicking on checkbox provided- Yes/No  
*If Yes\*:* Please provide your INSPIRE Scholar Registration Number [e.g. 200/2008 No./Year] (This will be applicable for all INSPIRE Scholars including INSPIRE Scholars at IITs, IISERs, IISc, NIISER & other Academic Institutions) only, not KVPY scholars. For valid INSPIRE Scholars, 1<sup>st</sup> Rank Certificate is not mandatory.  
*If No\*:* 1<sup>st</sup> Rank Certificate is mandatory. You need to upload the first Rank certificate (Template provided at applicant's dashboard). Provisional Rank is not acceptable.

*Have you applied for INSPIRE Fellowship in any previous advertisement? \*:* Please answer by clicking on checkbox provided- Yes/No

*If Yes\*:* Please provide your Application Reference Number corresponding to the advertisement.

*Have you qualified any competitive exam?\* :* Please answer by clicking on checkbox provided- Yes/No

*If Yes\*:* Please provide the names of all competitive exams separated by comma(,).

**# Enrolment in PhD:** (Fields marked \* are mandatory)

Click **EDIT** Button

If already enrolled in PhD, select 'Yes' and provide all required details

*Date of Admission\*:* Provide the date of PhD admission

*Supervisor's Name:* Please provide the name of supervisor (*if not allotted please leave it blank*)

*Supervisor CV:* Upload the scan copy of the curriculum vitae of the supervisor(PDF format, maximum size – 1 MB)

*Host Institution Name and address:* Please give complete detail of host institution and department name

*Topic:* Topic of the research (Word count limit is 500)

*Detailed Research Proposal:* Please fill the detailed proposal (Word count limit is 2000)

*Upload PhD admission letter\*:* Upload the scan copy of PhD admission letter, duly signed by administrative authority of Host Institute (PDF format, maximum size – 1 MB)

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

*Upload Fee Receipt:* Upload the scan copy of Fee Receipt (If deposited) (PDF format, maximum size – 1 MB)

*Currently availing any Fellowship\**: Please provide information if you currently availing any fellowship

If not enrolled in PhD, select 'No' and

Please provide priority wise three choices of Host Institutions and name of three Supervisors and Supervisor CVs where you want to pursue your PhD.

Please provide the information about your National competitive level examination qualification

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

**# Current Employment details:**

Click **EDIT** Button

If currently having any job assignment then select 'Yes' and

*Upload Appointment letter:* Upload Appointment Letter (PDF format, maximum size – 1 MB)

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

# Please Check the **Declaration** Button.

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

**IMPORTANT!** Please note that you cannot Edit/Modify 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 treated as incomplete application and will call for automatic rejection and no further communication will be entertained in this regard.**

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