

## **Guidelines for filling online application**

### **New Registration**

1. It is mandatory for a person to register himself/herself for the first time. Follow the steps given below to register.
  - a) Click on the link '**Don't have an account? Click to Register**'.
  - b) Enter the First Name, Last Name and mobile number. Then click on '**Proceed**'.
  - c) Enter OTP received on your mobile and then click on '**Submit**'.
  - d) Fill the rest of the registration form.
  - e) **Note down your Login ID and Password for further use.**

### **New Nomination**

2. Login with your login ID and password. Choose any one of the following options:-
  - a) Nominate yourself.
  - b) Nominate someone else.
  - c) Nominate Institution.
3. Some fields would be automatically filled up with details provided earlier during registration.

### **Nominating yourself**

4. The application has three parts. Fill details asked in all the three parts.
  - a) **Nominee (Potential Awardees)**
    - Date of Birth – enter date of birth in dd/mm/yyyy format
    - Father/Spouse – Enter name of father/spouse.
    - Area of Expertise- Select the given area of expertise.
    - Earlier Awards- Enter details of maximum two most important awards received earlier.
    - Click on '**Save & Next**'

**b) Citation, Written by Nominator.** On the next screen fill the details for each subsection, adhering to the prescribed word limit.

- **Citation**
- **Significant Contribution of the Nominee/Applicant Achievement**
- **Awards/Recognition Received by the Applicant/Nominee**
  - State
  - National
  - International
- **Impact of the work done by the Nominee/Applicant Contribution to the Field**
- **Contribution to the Society**
- Click on **'Save & Next'**

**c) Upload Document and Photo**

- Upload the Nominee Photo (max 300kb)
- Upload supporting documents in a single pdf file (max 5 MB).
- Click on **'Save as draft'**.

## **Nominating Someone Else**

5. Select this option, to nominate someone other than yourself. Remaining steps are same as above.

## **Nominating Institution**

6. This options should be used to nominate institutions. Remaining steps are same as above. Photograph of Head of Institution should be uploaded in the **'Upload photo'** option.

## **Edit Your Nomination**

7. Please save your work frequently to avoid losing filled details by clicking on **'Save Draft'**. Saved draft application can be edited till final submission. To edit any previously filled details before final submission , click **'Edit Your Nomination'**

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