Netaji Subhas

ICAR International Fellowship

USER MANUAL

https://education.icar.gov.in/NetajiSubhasNotification

Design and Developed by
ICAR-Indian Agricultural Statistics Research Institute, New Delhi
Under the guidance of
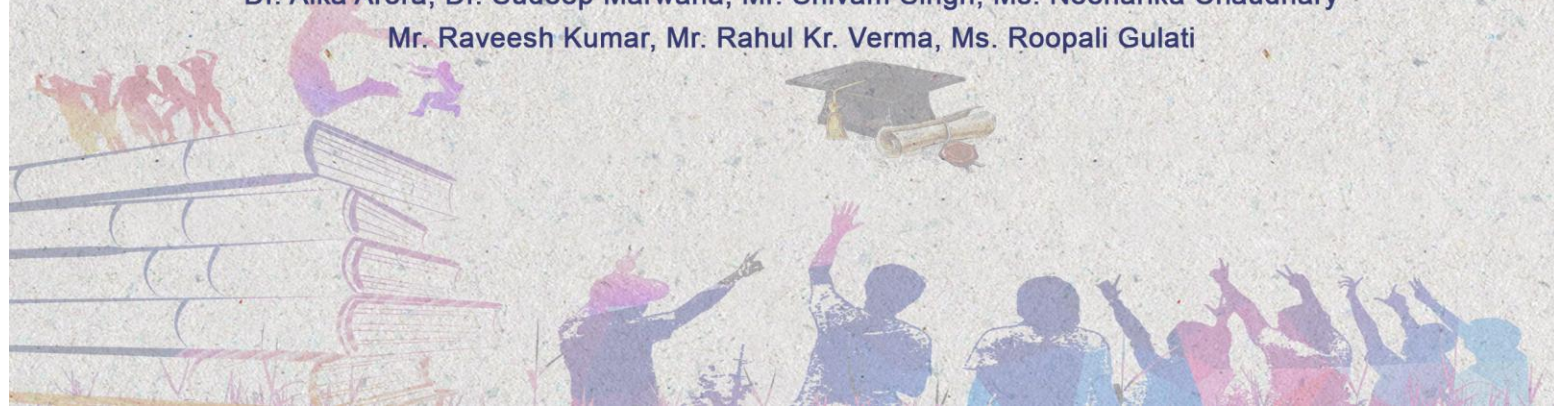**Agricultural Education Division ICAR, New Delhi**

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1. Introduction

Indian Council of Agricultural Research (ICAR) in its continued efforts towards enhancing and sustaining the standards, quality and relevance of higher agricultural education in the country has instituted International Fellowships with dual purpose of:

(i)   Human resource development in cutting edge technologies, and

(ii)   Demonstrating the strength of Indian agricultural system in the world. The objective is to develop competent human resource that are trained in the identified best laboratories in the world (for Indian candidates) and similarly expose overseas candidates to the best Indian Agricultural Universities (AUs) in the ICAR-AU system (comprising of State Agricultural Universities, Central Agricultural Universities (CAUs), ICAR-Deemed Universities, Allahabad Agricultural Institute-DU, Central Universities having agricultural faculty) for creating a pool of scientist-envoys for enhanced future co-operation.

2. Registration Form

- Fill in the Fellowship Registration Form (Figure 1&2) by entering Userr Personal and Contact information, Address details.

Figure 1. Fellowship Registration Form (Part-1)

Figure 2. Fellowship Registration Form (Part-2)

After completely filling the Fellowship Registration Form & Successful Registration, user will be redirected to the Login Page as shown in Figure 3.
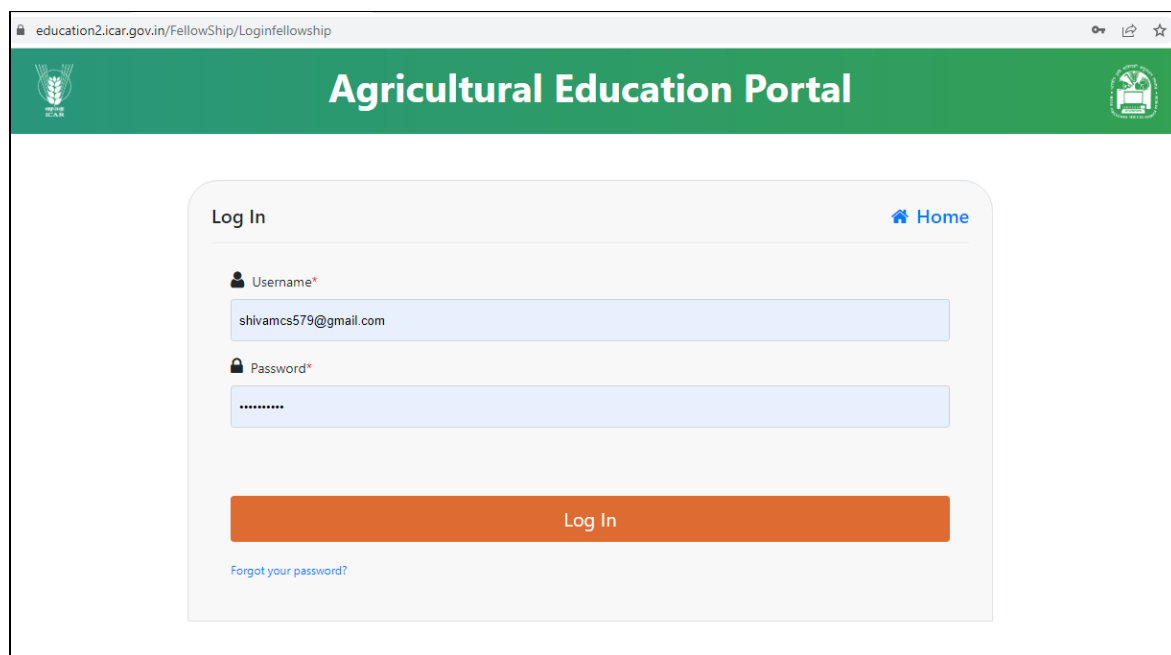
3. Login Page

Figure 3. Login Page

- For login into the portal ,enter the E-Mail Id used for registration in Username textbox and its Password

- Now click on Log In button.
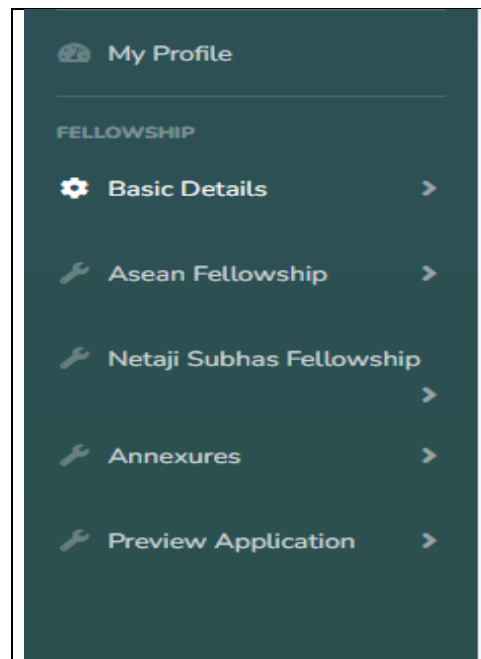
4. Options after Login

Figure 4. Menu Options after Login

- After Login User has following Menu options for filling Application:

  o Basic Details – This Module is common for all fellowship applications
  o Netaji Subhas Fellowship –This module has web forms related to Information required to fill Netaji Subhas Fellowship
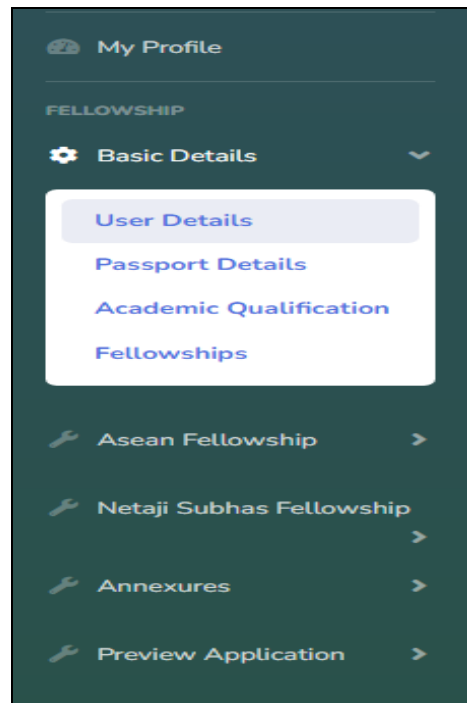 o Annexure
  o Preview Application

5. Basic Details

Figure 5. Options under Basic Details

- After clicking on the Menu option "Basic Details", various menu options will open as shown in Figure 5.

5.1 User Details
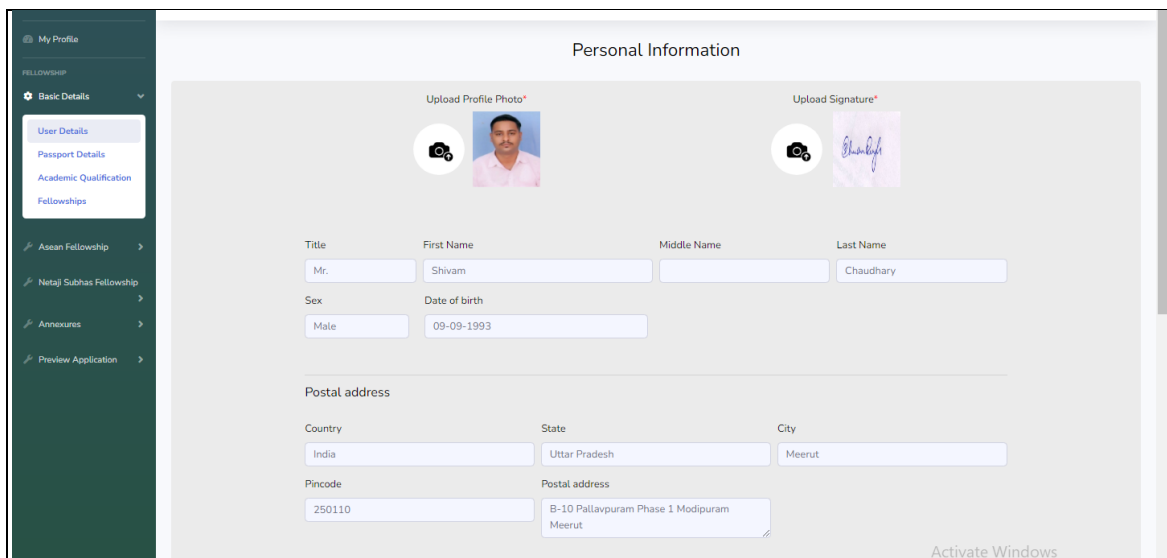
●Click on the option "User Details" from menu option.

Figure 6.1. User Details Part 1

Figure 6.2. User Details Part 2

- After clicking on "User Details", a page as shown in Figure 6.1 and 6.2 will open.

- Information will come pre filled from "Fellowship Registration Form".

- Also, **upload the photo and signature** in the form.

- These details are common for all the fellowship schemes.

5.2 Passport Details

•Click on the option "Passport Details" from menu option.

Figure 7. Passport Details

- Fill in the details of Passport like passport details, place of issue, date of issue, date of expiry etc.

- Upload a copy of passport.

- User can also edit the details if there is any change or if anything is wrongly filled.

- After completely filling click on the submit button.

5.3 Academic Qualification

Figure 8. Education Qualification

- In this section, User fills Educational Qualification details like High School, Intermediate, Bachelor's, Master's or any other qualification.

- User needs to upload documents of the educational qualification.

- After filling all the details click on the submit button and move further to next category that is "Fellowships".
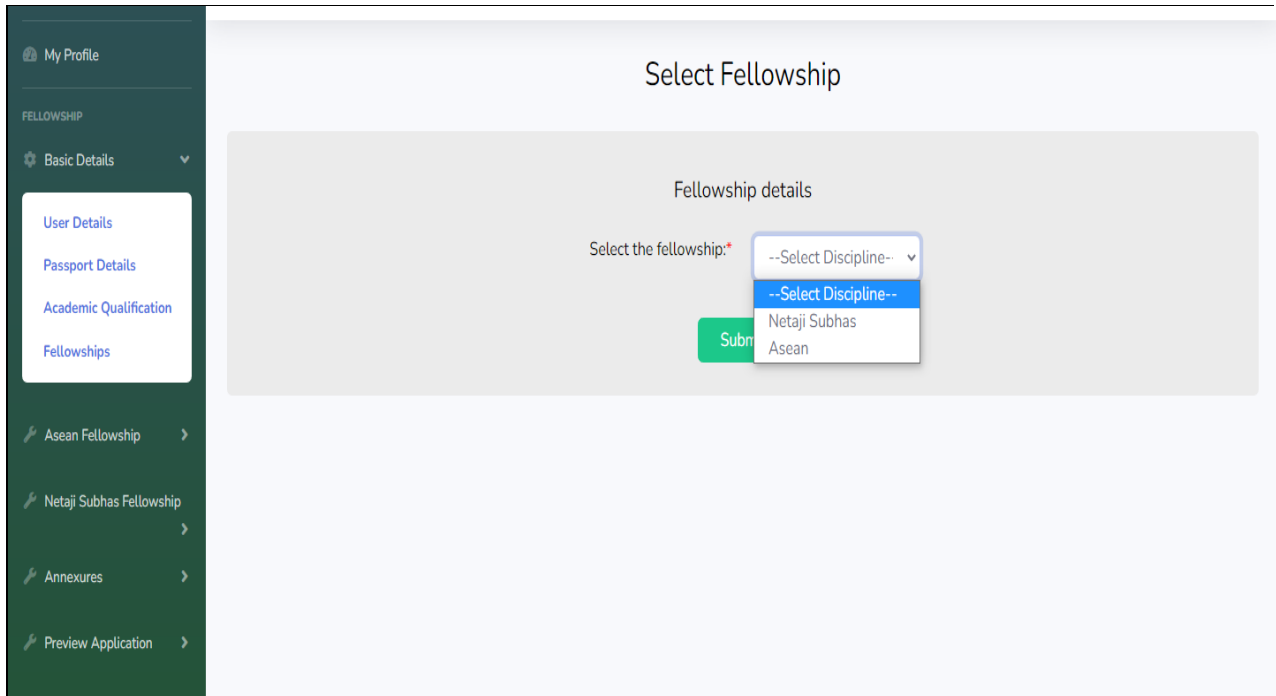
5.4 Fellowships

Figure 9. Choose Fellowship

- From the Fellowship dropdown, User selects the fellowship for which he is applying ("Netaji subhas" or "Asean").

- Depending upon the Fellowship option user selects, the corresponding options for filling Application form will open up.
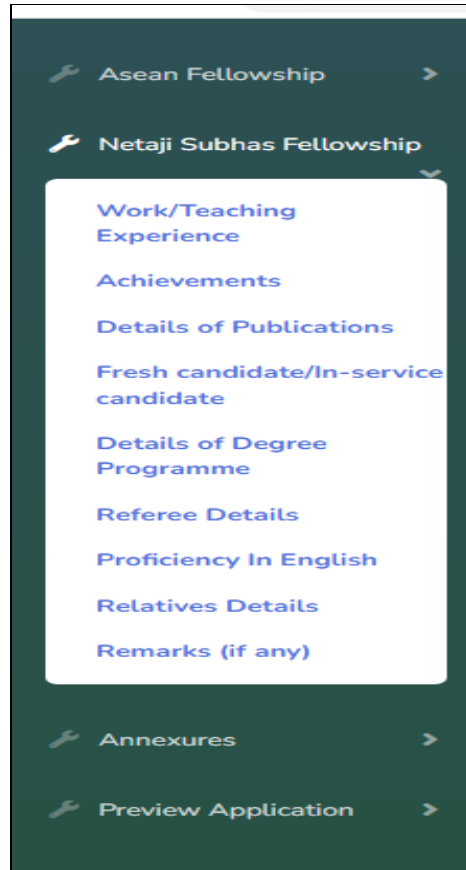
6. Netaji Subhas Fellowship

Figure10. Menu Options under Netaji Subhas Fellowship

- After clicking on the option "Netaji Subhas Fellowship" available menu options will open as shown in Figure 9.

6.1 Work/Teaching Experience

- Click on Work/Teaching Experience from the menu.

Figure 11. Work/Teaching Experience

- In this form kindly fill all the details regarding your Work Experience and Teaching Experience like Name of Organization, Designation, Address, Duration etc.

- Also, upload the proof of experience.

- After filling, all the details submit the form.

6.2 Achievements

Figure 12. Achievements

- Enter the details of your achievements till date like Type of Achievements, Name, and Year etc.

- Also, upload the proof of User achievements as well if any.

- User uploaded achievements will be displayed in the table below the form and User will have the option to delete and view the document uploaded.

- Click on the submit button and move forward to the next category that is "Details of Publications".

6.3 Details of Publications

- In this page, User enters the details of the publications like Year of publication, Authors, Name of Journal, year etc.

- Upload the publication documents

Figure 13. Details of Publications

- User uploaded publications will be displayed in the table below the form and User will have the option to delete and view the document uploaded.

- After filling the entire form, click on the Submit button to move forward to next page, that is "Fresh Candidate/In-Service Candidate".

6.4 Fresh Candidate/In-Service Candidate

Figure 14. Fresh Candidate/In-Service Candidate

- After selecting, the desired option (Yes/No), move on to next page that is "Details of Degree Programme".

6.5 Details of Degree Programme

Figure 15. Details of Degree Programme

- Now enter the details of Degree Programme pursued like year of submission, name of degree programme, stream, subject, name of university etc. and then click on the submit button.

- After filling the entire details move on to next category, that is "Referee Details".

6.6 Referee Details

Figure 16. Referee Details

- Now enter the details like name, address, phone number and email id in this page.

- After entering the details press on the submit button and move forward to next category "Proficiency in Language".

6.7 Proficiency in Language

Figure 17. Proficiency in Languages

- Fill the Language and how proficient you are in the language and click on the submit bottom.

- User will be able to view the details at the bottom of the page.

- After this page, user needs to move to the next page, which is "Relatives Details".

6.8 Relatives Details

Figure 18. Relative Details

- Here enter the details like Name, Address, Contact Number and Email of the Close Relatives or Friends if any in the country.

- Click on the submit button and move further to "Remarks" category.

6.9 Remarks

Figure 19. Remarks

- This is the last category under "Netaji Subhas Fellowship" and if users have any kind of information to share regarding the details can mention here.

- Finally click on the submit button for further process.

- After completing the "Netaji Subhas Fellowship" category move on to the next category, that is "Annexures.
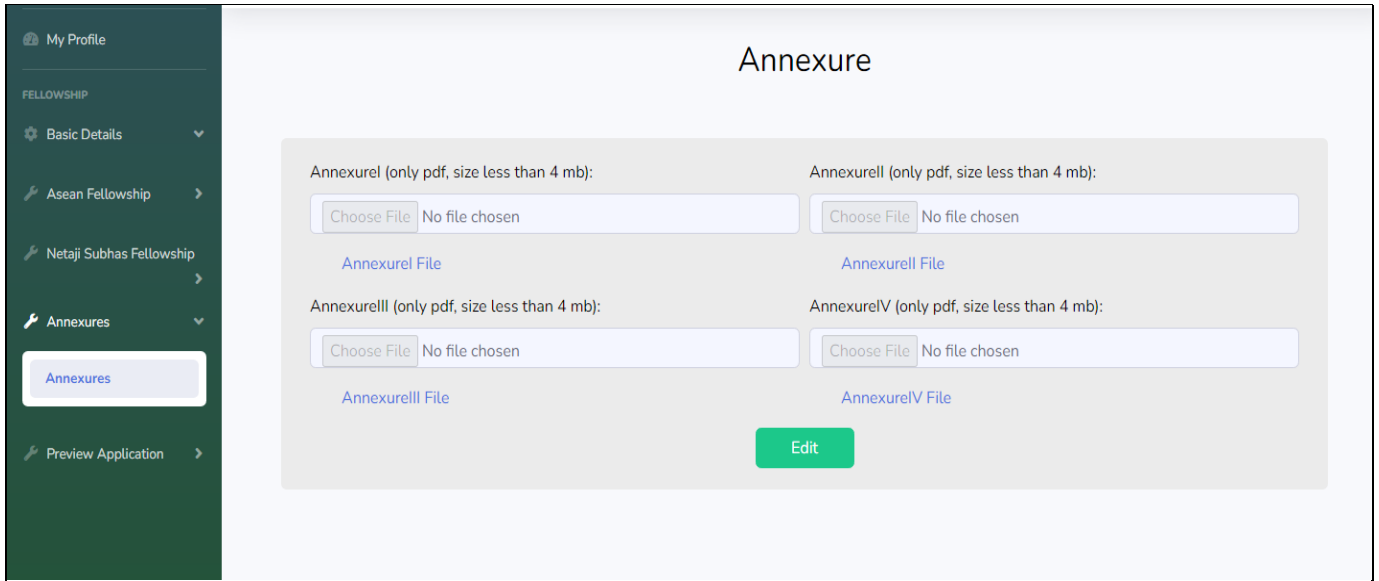
7. Annexures

Figure 20. Annexure

- In this menu option users will have to upload the Annexure in pdf format.

- User can also edit the form if there is any change in the annexure.
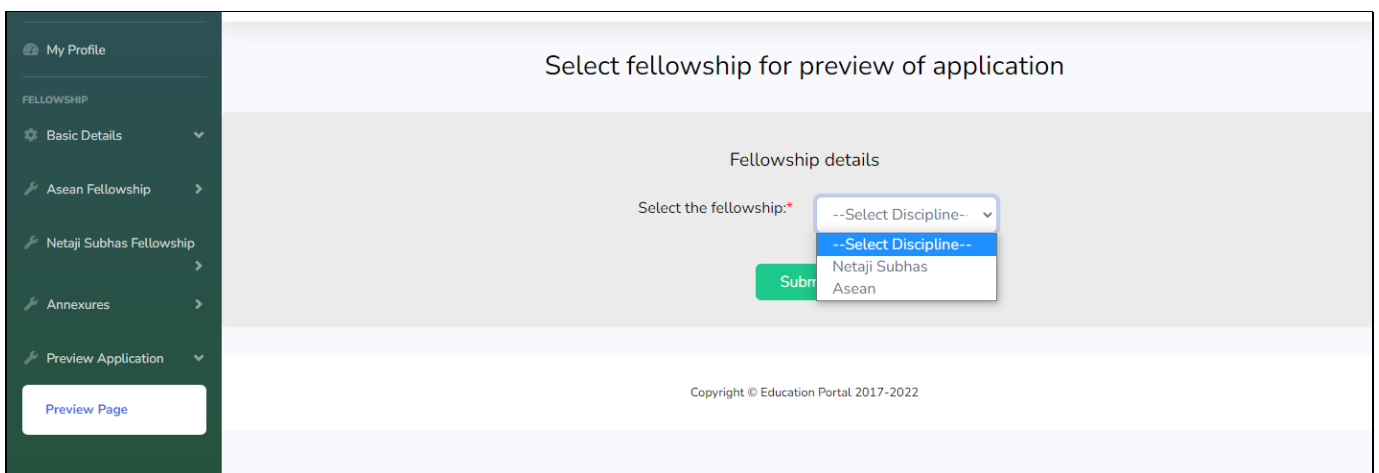
8. Preview Application

Figure 21. Print Application

- In this section, users will have option to preview the Completely filled Application by selecting the fellowship scheme("Netaji Subhas" or "ASEAN").

- Fellowship option("Netaji Subhas Fellowship" or "Asean") will be visible as per the availability during that time period.

- User can view the complete application as shown in figure 22 (Part 1, 2, 3).

- User can also print the complete application in the end by clicking on the "Print Form" button.

Figure 22. Preview Application (Part 1)

Figure 23. Preview Application (Part 2)

11. In-Service candidate: Yes

Name of organization	Address	Head of organization	Deputation permission from parent organization	NOC file
111	B-10 Pallavpuram Phase 1 Modipuram Meerut	Mukesh Kumar	True	View

12. Details of Ph. D degree programme applied for:
   a. Stream:
   b. Discipline/subject:
   c. Name of degree:
   d. Academic session and year of admission
   e. Prescribed duration of the degree programme in years:
   f. Proposed area of study:
   g. Title of proposed research plan:
   h. HostUniversity, name, address and contact person details:

   i. Acceptance letter for admission from Host University:
   j. Copy of research plan enclosed:

13. Names, address, phone number and e-mail address of two referees (one of the two referees should preferably be his/her supervisor in the current occupation (if employed) and one who is an expert in the area and well acquainted with the candidate's work):

14. Proficiency in languages:

Sr.No	Name of Language	Good	Fair	Poor
1	English (Written)	True	False	False
2	English (Spoken)	True	False	False

15. Name and address of close relatives or friends:
16. General remark:

Annexure: AnnexureI File   AnnexureII File   AnnexureIII File   AnnexureIV File

Print form

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Activate Windows
Go to Settings to activate Windows.

Figure 24. Preview Application (Part 3)

- After completely viewing the information user can print the form and also download it.

  Important: - After completely going through the application, User have to click on "Submit" button so that the application is submitted. If user will not click on "Submit" button the application will not be considered as submit.