USER MANUAL

OF

RECRUITMENT PROCESS

FOR

ASSISTANT PROFESSOR/ASSOCIATE PROFESSOR/PROFESSOR

CONFIDENTIAL – RESTRICTED ACCESS
This document is intended for authorized users of the CRSU Recruitment Portal. It contains procedural information for using the recruitment system and should be distributed only to persons who require access for official purposes.

USER MANUAL FOR RECRUITMENT PROCESS

Table of Contents

1. CRSU Recruitment Portal Login 1
2. Select Job Type 2
3. Selection of Recruitment Advertisement and Post 2
4. Steps for Registration: 3
4.1 Step 1 of 8 – Application Information 3
4.1.1 Post and Basic Details 3
4.1.1.1 Category Selection and Certificate Details 4
4.1.2 Personal Information 5
4.1.3 Correspondence Address 7
4.1.4 Permanent Address 7
4.1.5 Languages Known 8
4.1.6 Submit Application Information 8
4.2 Step 2 of 8 – Character and Antecedents 8
4.3 Step 3 of 8 – Educational Qualification 9
4.3.1 A. Educational Qualification Details 9
4.3.2 B. NET / SET / JRF / Equivalent Qualification 10
4.3.3 C. Research Degree (Ph.D. / M.Phil.) 11
4.4 Step 4 of 8 – Work Experience 11
4.4.1 Work Experience 11
4.5 Step 5 of 8 – Upload Photograph and Signature 13
4.6 Step 6 of 8 – Enclosure and Other Details 14
4.7 Step 7 of 8 – API Part 15
4.7.1 Published Research Papers in Peer-Reviewed or UGC Listed Journals 16
4.7.2 Publications (Other than Research Papers) – Books and Chapters 17
4.7.3 Translation Work in Indian and Foreign Languages 18
4.7.4 ICT Mediated Teaching Learning Pedagogy, Innovative Pedagogy and New Curricula 19
4.7.5 MOOCs 20
4.7.6 E-Content 21

4.7.7 Research Guidance 22
4.7.8 Research Projects Completed 23
4.7.9 Research Projects Ongoing 24
4.7.10 Consultancy 25
4.7.11 Patents 26
4.7.12 Policy Document 27
4.7.13 Award / Fellowship 28
4.7.14 Invited Lectures, Resource Person and Paper Presentation 29
4.8 Step 8 of 8 – References and Declaration **30**
5 Particulars of References & Declaration **30**
5.1 Particulars of References 30
5.2 Declaration of Undertaking 30
5.3 Final Submission: 31
6 Important Instructions for Candidates **32**

USER MANUAL FOR RECRUITMENT PROCESS

1. CRSU Recruitment Portal Login

Open the Recruitment Portal URL in any web browser (such as Google Chrome or Mozilla Firefox) to access the CRSU Recruitment Portal.

Portal URL: https://recruitment.crsuiums.com/

The Recruitment Portal Login screen will appear as shown below.

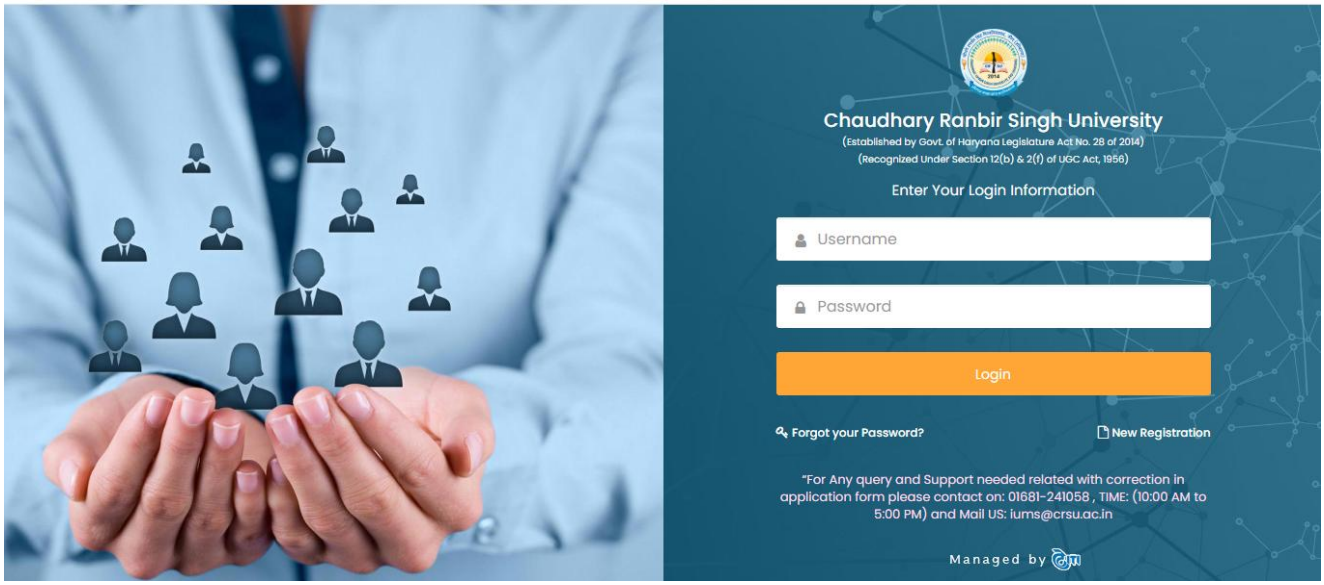


Figure 1: CRSU Recruitment Portal Login Screen

Enter your registered **Username** and **Password** in the respective fields and click on the **Login** button to access the Recruitment Portal.

Username: Enter your registered username.
Password: Enter your account password.
Login: Click on the Login button to proceed.

The following additional options are also available on the login screen:

Forgot your Password? – Use this option if you have forgotten your login password.
New Registration – Click on this option to initiate a new registration process.

After opening the Recruitment Portal, the candidate may initiate the registration process through the **New Registration** option. The registration interface displays the steps for registration.

2. Select Job Type

On the registration screen, the candidate is required to select the appropriate **Job Type** before proceeding further.

- **Teaching**: Select the Teaching radio button to proceed with the registration process for teaching positions.

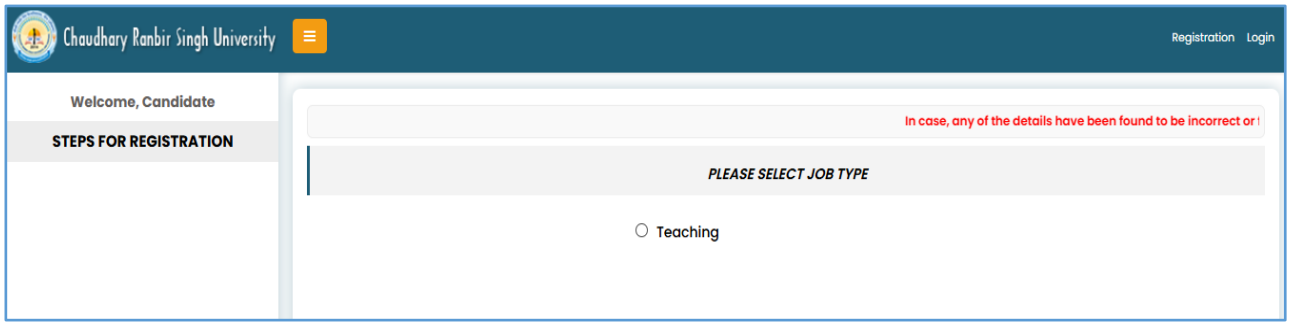


Figure 2: Candidate Registration – Job Type Selection

3. Selection of Recruitment Advertisement and Post

After selecting the Teaching option, the candidate will be redirected to the recruitment selection screen, where the available recruitment bulletins, departments and posts are displayed.

1. **Select Bulletin**: Choose the appropriate recruitment advertisement by selecting the relevant option (Bulletin1 or Bulletin2).
2. **Select Department**: Choose the concerned department from the Department dropdown list.
3. **Select Post**: Select the post for which the candidate wishes to apply from the available Post dropdown list.
4. **Next**: After selecting the required **Bulletin**, **Department** and **Post**, click on the **Next** button to proceed to the next stage of registration.

The screen also provides the following options:

- **Home**: Click on the Home button to return to the portal's home screen.
- **Click here for Login**: Use this option to access the login page for registered candidates.

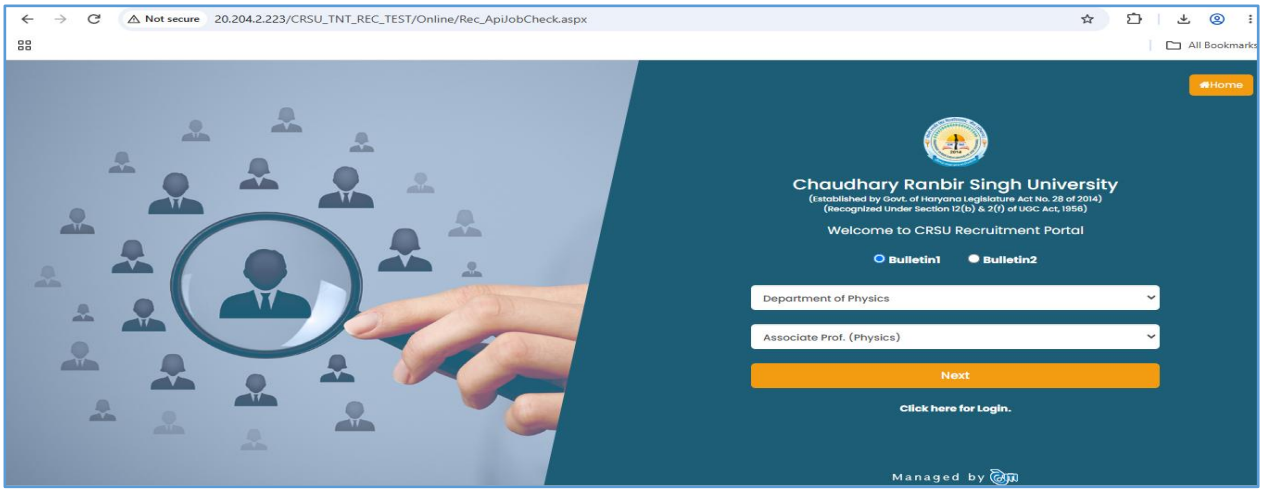


Figure 3: Recruitment Bulletin, Department and Post Selection

4. Steps for Registration:

4.1 Step 1 of 8 – Application Information

After selecting the required Bulletin, Department and Post, click on the Next button. The candidate will be redirected to the Application Information form.

The registration process consists of eight steps, and candidates are required to complete all eight steps for complete registration.

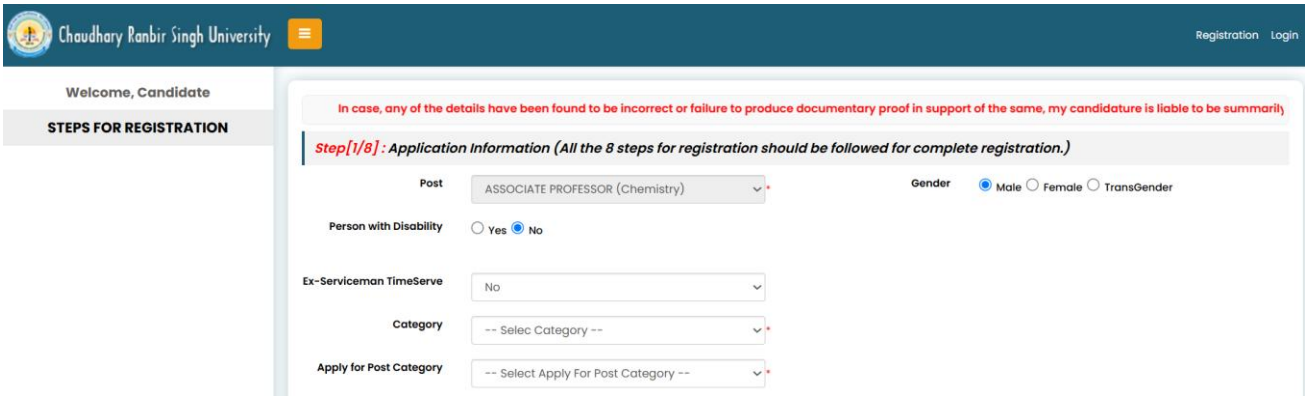


Figure 4: Recruitment Bulletin, Department and Post Selection

4.1.1 Post and Basic Details

The candidate is required to verify the selected post and enter the following details:

- **Post**: The selected post will be displayed automatically.
- **Gender**: Select the appropriate option from Male, Female or Transgender.
- **PersonwithDisability**: Select Yes or No, as applicable.
- **Category**: Select the applicable caste category from the dropdown list.
- **Applyfor Post Category**: Select the appropriate category under which the candidate wishes to apply.

Additional fields when Person with Disability = Yes

If the candidate selects **Yes** under **Person with Disability**, additional fields are displayed. The candidate is required to provide the following information:

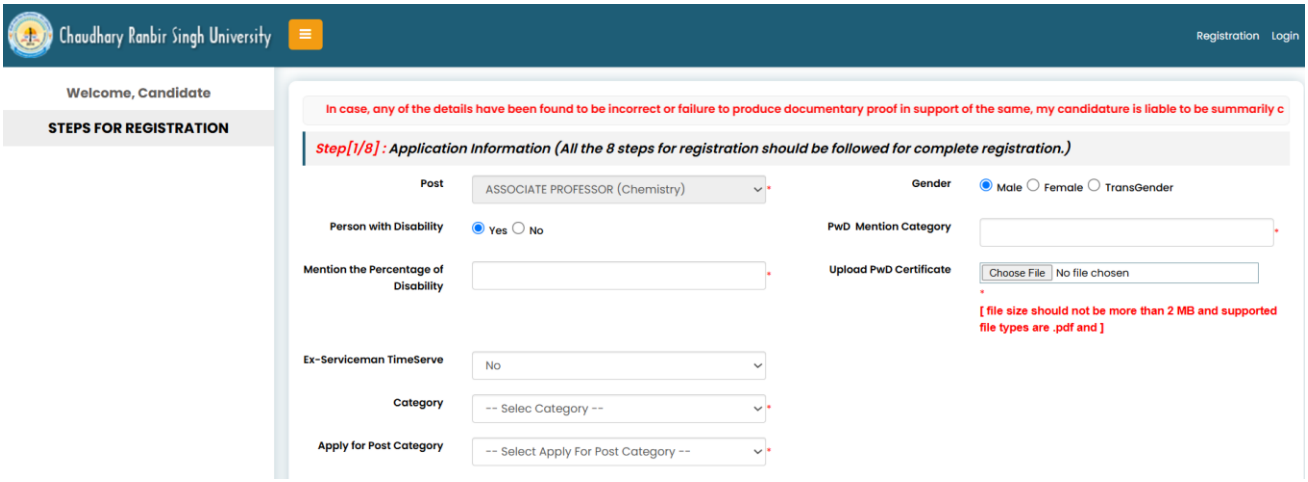


Figure 5: Additional Details for Candidates Selecting Person with Disability – Yes

- **PwD Mention Category**: Enter the applicable disability category.
- **Mention the Percentage of Disability**: Enter the percentage of disability.
- **Upload PwD Certificate**: Upload the relevant disability certificate in PDF format.

The portal indicates that the uploaded certificate file size should not exceed 2 MB and that PDF is the supported file format.

After providing the required disability-related information, proceed to select the applicable Category and Apply for Post Category.

4.1.1.1Category Selection and Certificate Details

The candidate is required to select the applicable category from the Category dropdown list. The available categories are:

BC-A	BC-B	DSC	EWS	GENERAL	OSC	ST

Display of Additional Fields Based on Category Selection

The portal displays additional category certificate fields depending on the category selected by the candidate.

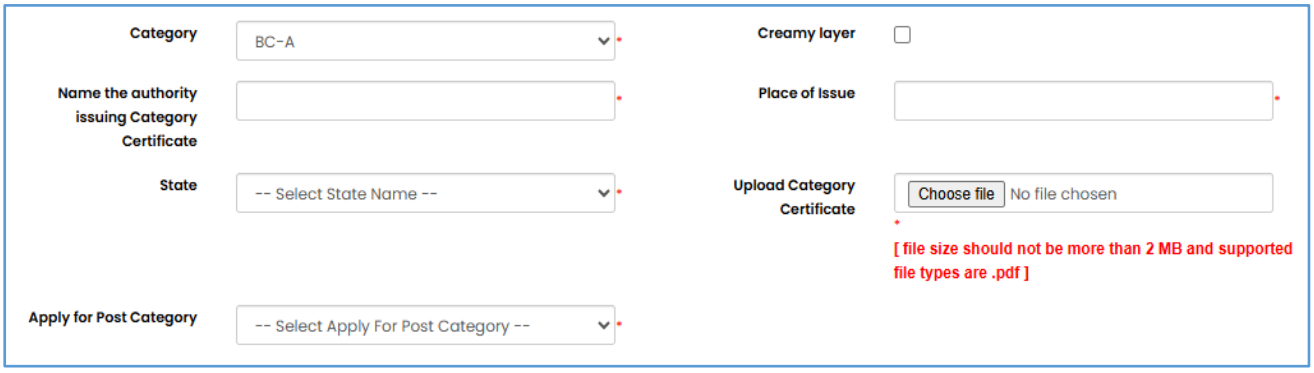


Figure 6: Category Selection & Certificate Details

1. BC-A and BC-B

On selecting BC-A or BC-B, the following fields are displayed:

- **Creamy Layer**: Select the checkbox, wherever applicable.
- **Name of the Authority Issuing Category Certificate**: Enter the name of the issuing authority.
- **Place of Issue**: Enter the place where the certificate was issued.
- **State**: Select the applicable state.
- **UploadCategoryCertificate**: Upload the category certificate in PDF format.

2. GENERAL

On selecting GENERAL, no additional category certificate details are displayed.

3. Other Categories (DSC, EWS, OSC and ST)

On selecting any of these categories, the following fields are displayed:

- **Name of the Authority Issuing Category Certificate**
- **Place of Issue**
- **State**
- **Upload Category Certificate**

Note:The Creamy Layer checkbox is not displayed for these categories.

Important Instructions:

- Fields marked with a red asterisk (*) are mandatory.
- The category certificate must be uploaded in PDF format.
- The maximum permitted file size is 2 MB.
- Ensure that the entered details match the uploaded certificate.

After completing the applicable category details, proceed with the remaining application information.

4.1.2 Personal Information

Enter the candidate's personal details in the respective fields:

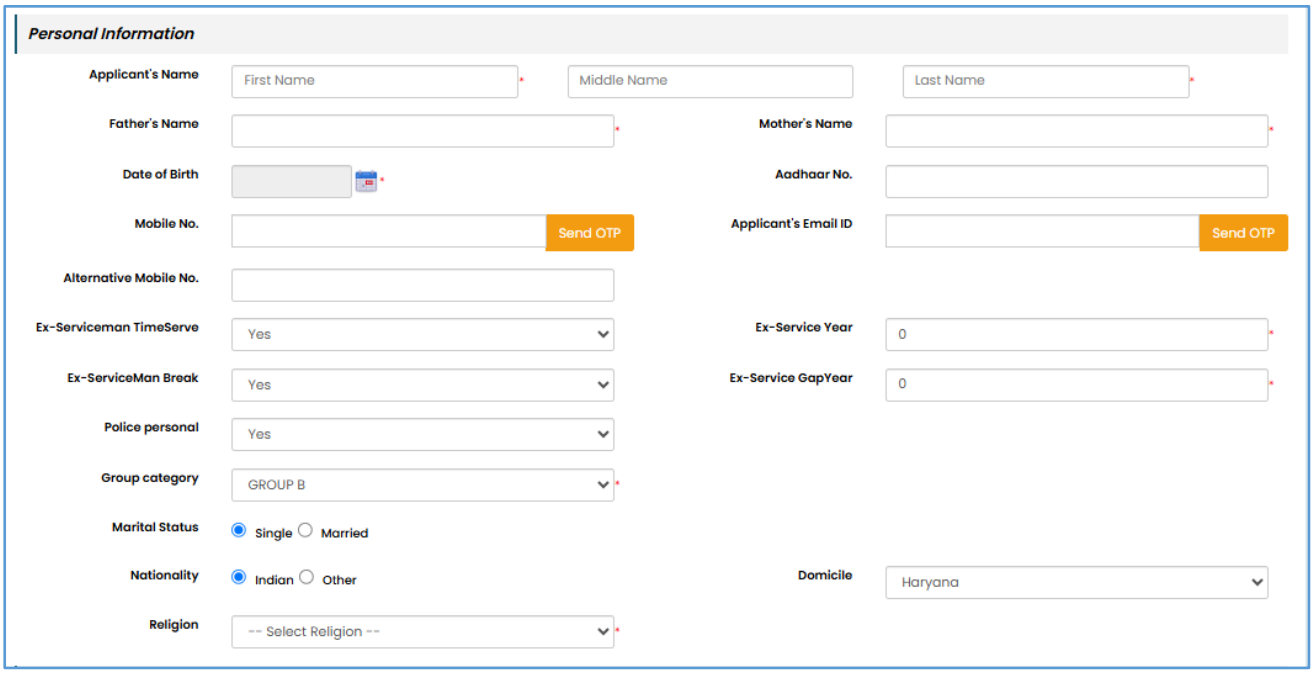


Figure 7: Personal Details

Enter the candidate's personal details in the respective fields:

- **Applicant's Name**: Enter First Name, Middle Name and Last Name.
- **Father's Name**: Enter the father's full name.
- **Mother's Name**: Enter the mother's full name.
- **Date of Birth**: Select the date of birth using the date picker.
- **Aadhaar No.**: Enter the candidate's Aadhaar number.
- **Mobile No.**: Enter the candidate's mobile number and click the Send OTP button to initiate mobile number verification.
- **Applicant's Email ID**: Enter a valid email address and click the Send OTP button to initiate email verification.
- **Alternative Mobile No.**: Enter an alternative contact number, if available.
- **Ex-Serviceman TimeServe**: Select Yes or No, as applicable.
- **Ex-Serviceman Break**: Select Yes or No, as applicable.
- **Ex-Service Year**: Enter the applicable number of years of ex-service.
- **Ex-Service GapYear**: Enter the applicable gap period in years.
- **Police Personal**: Select Yes or No, as applicable.
- **Group Category**: Select the applicable group category from the dropdown list:
    - Group A
    - Group B
    - Group C
    - Group D
- **Marital Status**: Select Single or Married.
- **Nationality**: Select Indian or Other.
- **Domicile**: Select the applicable domicile state.
- **Religion**: Select the appropriate religion from the dropdown list.

Important Instructions:

- Fields marked with a red asterisk (*) are mandatory.
- Mobile number and email address verification through OTP is required.
- Enter the correct ex-serviceman service and gap details, wherever applicable.
- Ensure that all information is accurate before proceeding to the next section.

4.1.3 Correspondence Address

Enter the candidate's current correspondence address in the respective fields:

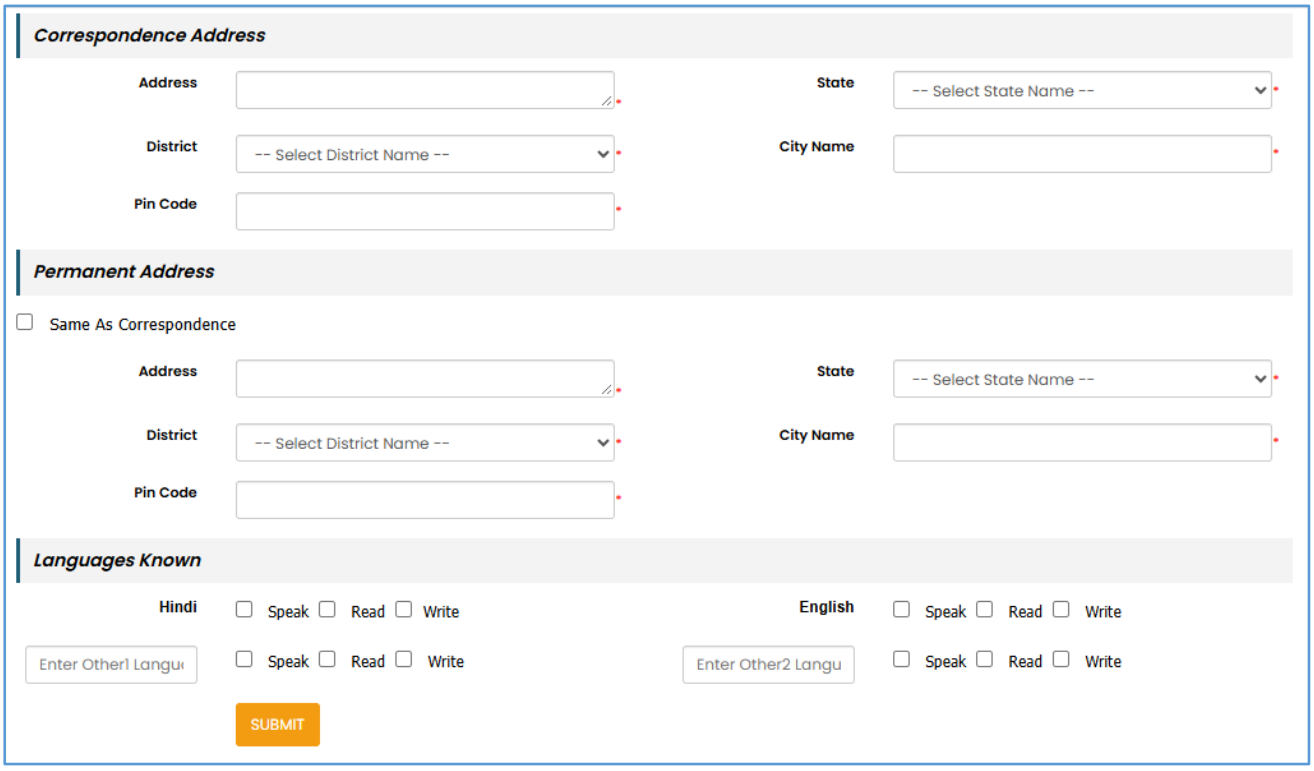


Figure 8: Address Details & Languages Known

Enter the candidate's current **correspondenceaddress** in the respective fields:

- **Address:** Enter the complete correspondence address.
- **State:** Select the applicable state from the dropdown list.
- **District:** Select the appropriate district from the dropdown list.
- **City Name:** Enter the name of the city.
- **Pin Code:** Enter the postal PIN code.

4.1.4 Permanent Address

Enter the candidate's permanent residential address in the respective fields:

- **Same as Correspondence:** Select this checkbox if the permanent address is the same as the correspondence address. The correspondence address details can then be used as the permanent address.
- **Address:** Enter the complete permanent residential address.

- **State:** Select the applicable state from the dropdown list.
- **District:** Select the appropriate district from the dropdown list.
- **City Name:** Enter the name of the city.
- **Pin Code:** Enter the postal PIN code.

4.1.5 Languages Known

In this section, the candidate is required to specify the languages known and the level of proficiency in each language.

- **Hindi**: Select the applicable proficiency options – Speak, Read and Write.
- **English**: Select the applicable proficiency options – Speak, Read and Write.
- **OtherLanguages**: Enter the names of other languages in the respective fields and select the applicable proficiency options – Speak, Read and Write.

4.1.6 Submit Application Information

After entering all the required details and selecting the applicable categories, review the information carefully and click on the **SUBMIT** button to submit the Application Information form and proceed with the registration process.

Important Notes:

- Red asterisks (*) indicate mandatory fields in the application form.
- Candidates should ensure that the information entered is correct before submission.
- The portal displays a declaration regarding incorrect information or failure to produce supporting documentary proof. Candidates should read the complete declaration displayed on the portal before submission.

4.2 Step 2 of 8 – Character and Antecedents

Open **Character & Antecedents** from the registration menu. This section collects information regarding the candidate's character, previous service record, criminal background, academic achievements and other relevant particulars.

The candidate is required to answer the following questions by selecting **Yes** or **No** from the respective dropdown lists:

1. **Disqualification:** Have you ever been disqualified from appearing in any University examination/assigning University work?
2. **Dismissal from Job:** Have you ever been dismissed from any job?
3. **Criminal Case:** Has any criminal case been registered against you?
4. **Charge-Sheet:** Have you ever been charge-sheeted for any criminal offence?
5. **Conviction:** Have you ever been convicted by any competent court of law for a criminal offence?
6. **Administrative Post:** Did you hold any administrative post?
7. **Academic Achievement:** Did you receive any distinction/gold medal in Academics?

8. **Other Achievements:** Did you hold any distinction (other than scholarship) in Games & Sport and/or other Social activities in College/University?

Time Required Before Joining

Joining Period (in Days): Enter the number of days you would require before joining the post, if appointed.

Saving the Information

After answering all the questions and entering the required joining period:

1. Click the **SAVE** button to save the entered information.
2. After saving, click **NEXT** to proceed to the next registration step.
3. Use **PREVIOUS** to return to the earlier registration step, if required.

Important Note: Ensure that all answers are accurate and based on the candidate's actual records and circumstances.

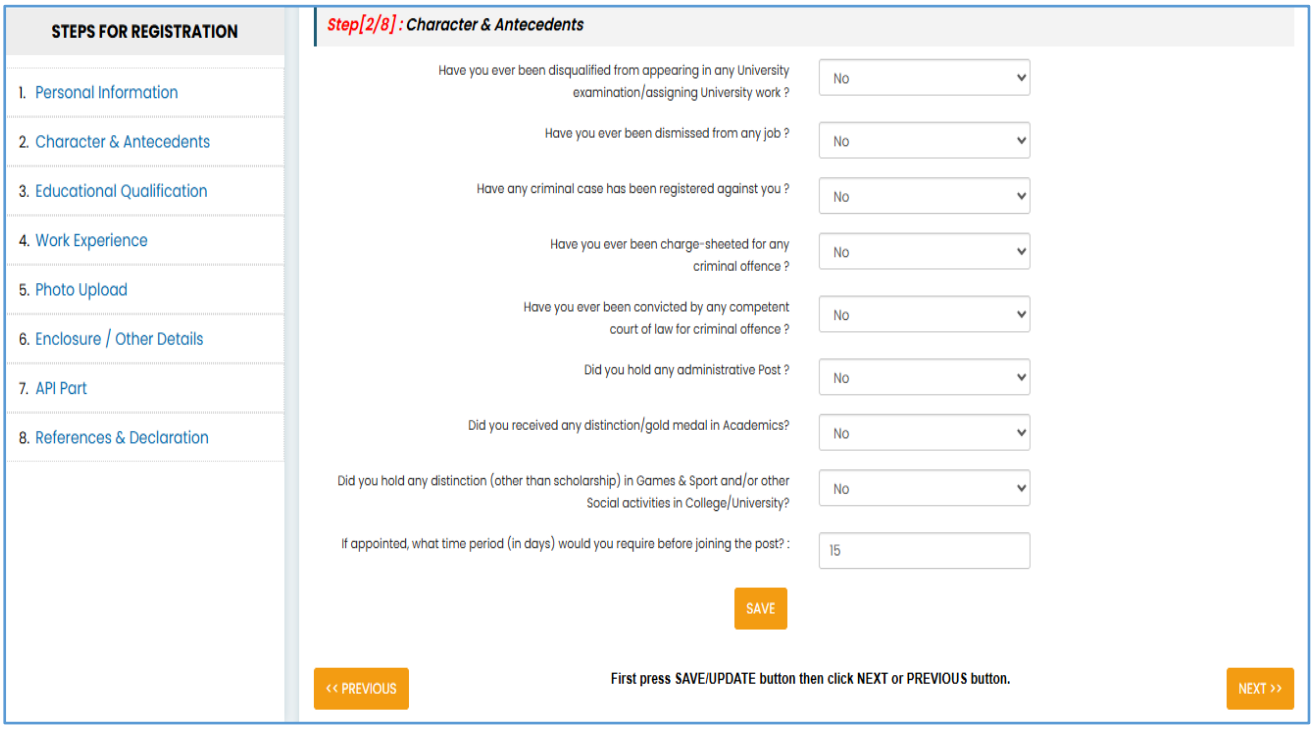


Figure 9: Character & Antecedents Details

4.3 Step 3 of 8 – Educational Qualification

Select "**EducationalQualification**" from the registration menu. This section is used to enter the candidate's academic qualifications and other relevant eligibility details.

4.3.1 A. Educational Qualification Details

Select the qualification and course from the respective dropdown lists. Enter the year, institution/university name, Board/University details, grading system, marks obtained, total marks, percentage, division/grade, subject and specialization, wherever the fields are displayed.

Use the Choose File control to attach the supporting document. The screen specifies PDF format and a maximum file size of **2 MB** for the upload shown.

Click **ADD** to save the qualification entry. Repeat the process for each additional qualification, as applicable. The portal displays the saved entries in the qualification list.

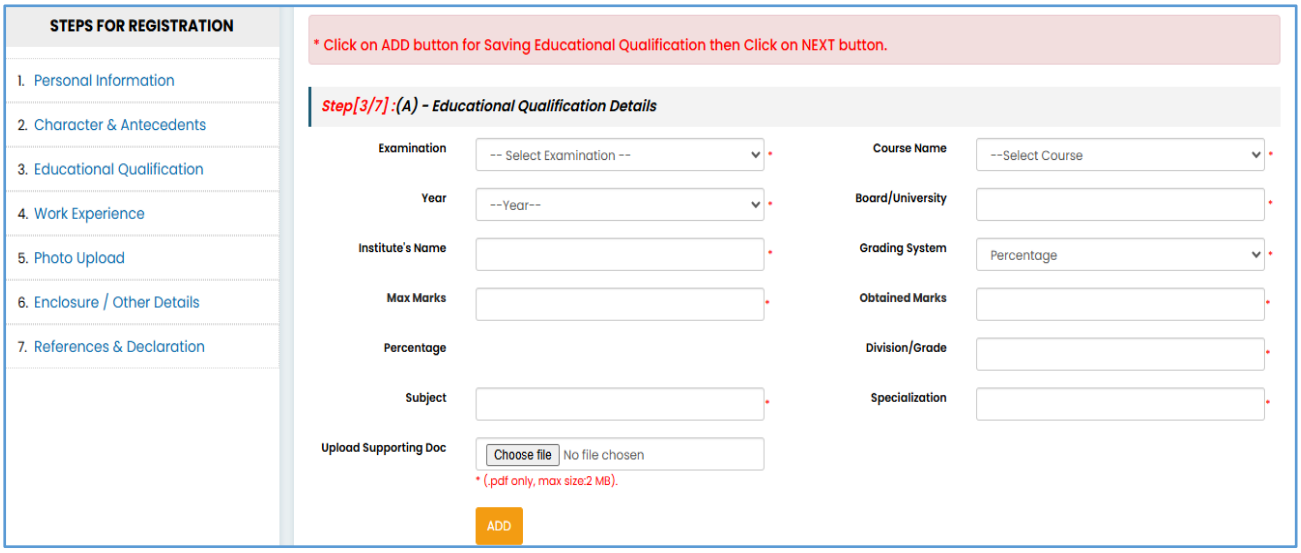


Figure 10: Educational Qualification Details

4.3.2 B. NET / SET / JRF / Equivalent Qualification

Candidates who have qualified JRF/NET/SET/SLET examinations are required to enter the relevant examination details in this section.

Fill in the following fields:

- **Level of Test:** Select the applicable examination or qualification level from the dropdown list.
- **Year:** Select the year in which the examination was qualified.
- **Exam Qualifying State:** Select the state in which the examination was qualified.
- **Agency Conducting the Test:** Enter the name of the agency that conducted the examination.
- **Upload Supporting Document/Certificate:** Upload the relevant supporting certificate in **PDF** format. The maximum permitted file size is **2 MB**.

After entering all the required details and uploading the supporting certificate, click the **ADD** button to save the examination details.

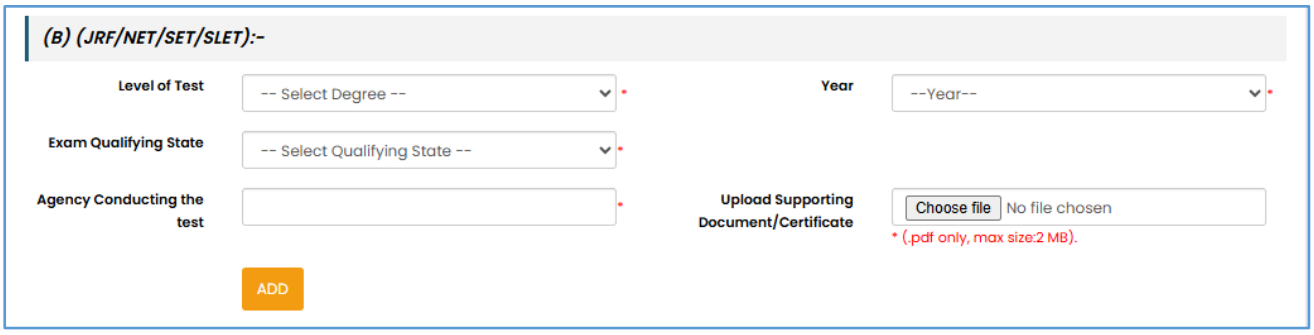


Figure 11: JRF/NET/SET/SLET Details

4.3.3 C. Research Degree (Ph.D. / M.Phil.)

Where applicable, select the research degree and enter the title, registration date, date of award and university/institute details. **Upload** the supporting document and click **ADD** to save the research-degree record.

After adding all applicable qualification records, verify the entries displayed in the list. Use **NEXT** to continue or **PREVIOUS** to return to the preceding section.

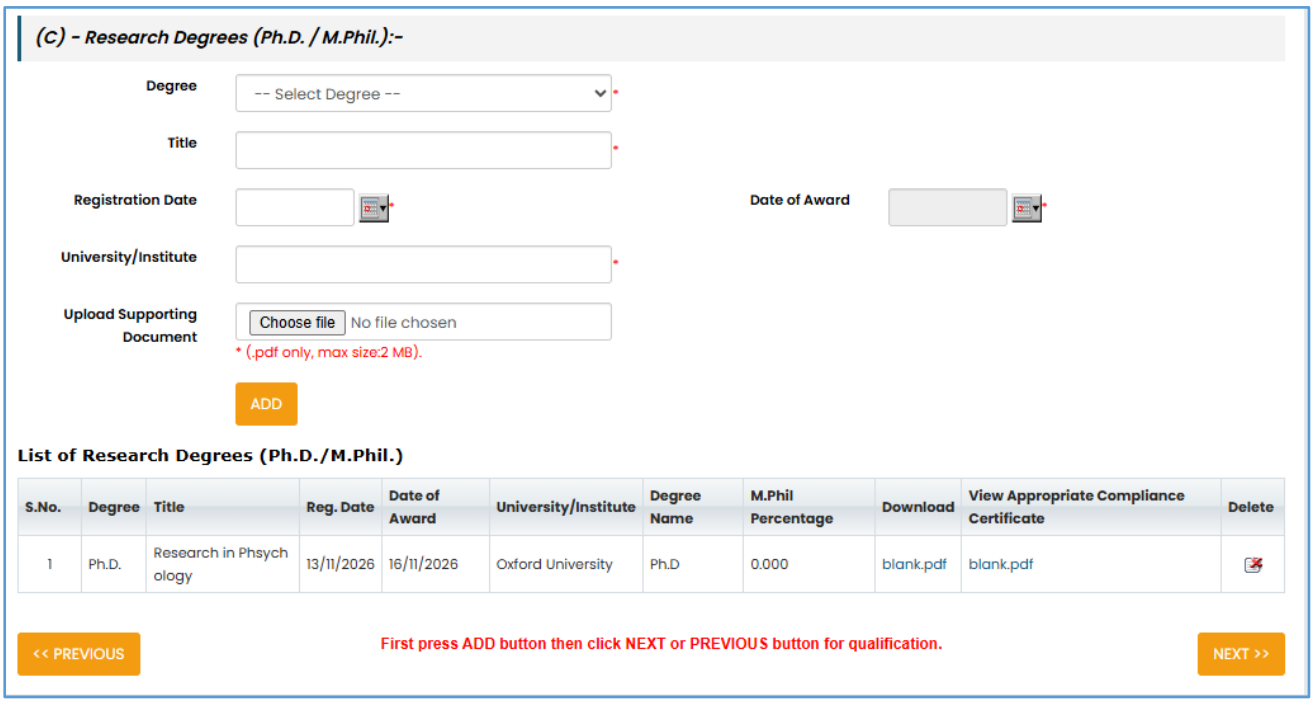


Figure 12: Research Degree (Ph.D. / M.Phil.) Details

4.4 Step 4 of 8 – Work Experience

4.4.1 Work Experience

Select "**WorkExperience**" from the registration menu. This section is used to provide details of the candidate's **previous** and/or **present** employment.

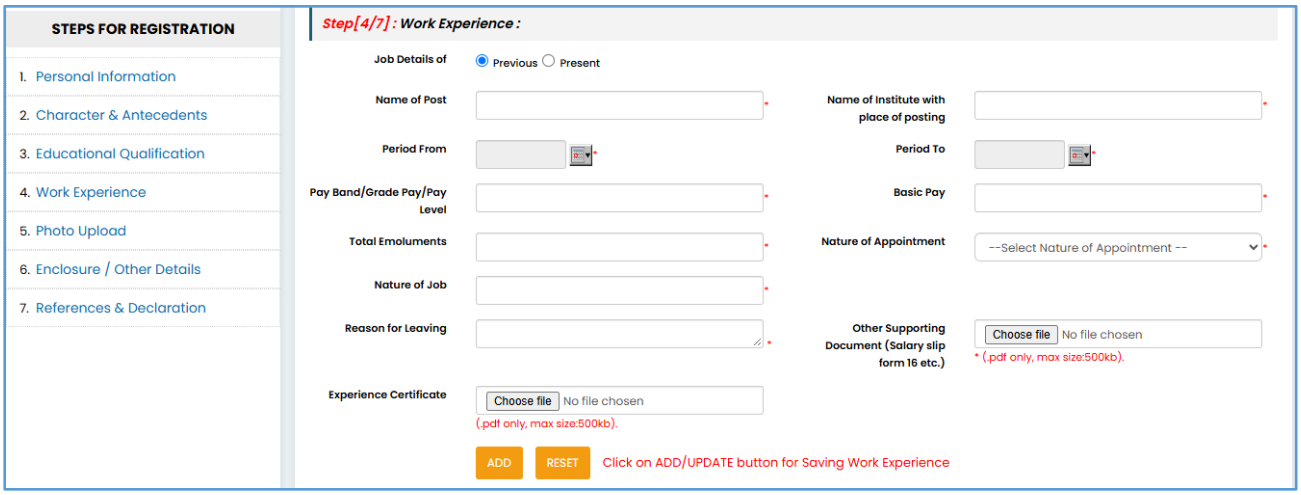


Figure 13: Work Experience Details

Enter the following employment details in the respective fields:

- **Job Details:** Select Previous or Present employment, as applicable.
- **Name of Post:** Enter the designation or post held by the candidate.
- **Name of Institute with Place of Posting:** Enter the name of the institution/organization along with the place of posting.
- **Period From:** Select the date on which the employment started.
- **Period To:** Select the date on which the employment ended. For present employment, enter the applicable details as permitted by the portal.
- **Pay Band/Grade Pay/Pay Level:** Enter the applicable pay band, grade pay or pay level.
- **Basic Pay:** Enter the basic salary drawn by the candidate.
- **Total Emoluments:** Enter the total salary/emoluments received.
- **Nature of Appointment:** Select the applicable nature of appointment from the dropdown list.
- **Nature of Job:** Enter the nature and type of duties performed.
- **Reason for Leaving:** Specify the reason for leaving the previous employment, wherever applicable.

Upload Supporting Documents:

- **Other Supporting Document:** Upload relevant supporting documents such as salary slips, Form 16 or other employment-related documents, wherever applicable.
- **Experience Certificate:** Upload the experience certificate issued by the concerned institution/organization.

The portal specifies PDF format only, with a maximum file size of **500 KB** for both the Experience Certificate and Other Supporting Document uploads.

ADD: Click the ADD button to save the entered work experience details.

RESET: Click RESET to clear the entered information, if required.

Candidates may add multiple employment records by repeating the process for each previous or present employment, as applicable. Verify that the saved records are displayed correctly.

Save and Proceed

After entering all applicable work experience details, carefully review the information entered in this section.

- Ensure that the required details have been entered correctly.
- Upload the relevant supporting documents in the specified PDF format and within the prescribed file-size limits.
- Click **ADD/UPDATE** in the respective section to save the entered information.
- Use the **RESET** button wherever required to clear the entered information before saving.
- After saving all applicable entries, click **NEXT** to proceed to the next registration step.
- Click **PREVIOUS** if you wish to return to the preceding registration step.

Important: Candidates must click the **ADD/UPDATE** button to save the details in each applicable section before clicking **NEXT** or **PREVIOUS**. Ensure that all saved records are displayed correctly before proceeding.

4.5 Step 5 of 8 – Upload Photograph and Signature

Use the respective Choose File controls to select the candidate's photograph and signature from the computer.

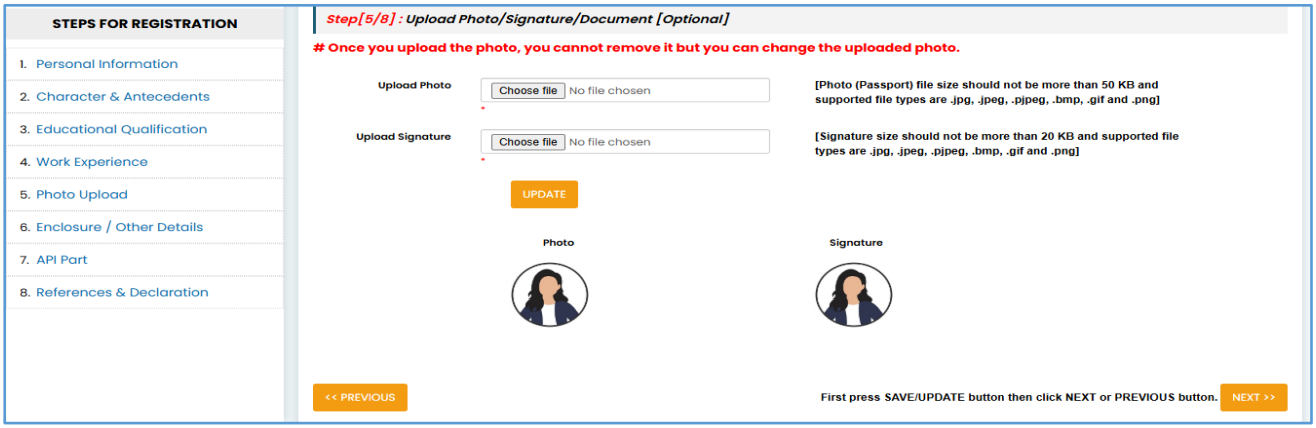


Figure 14: Upload Photo / Signature

Upload Photo: Select a recent passport-size photograph. The screen specifies a maximum file size of 50 KB and supports .jpg, .jpeg, .pjpeg, .bmp, .gif and .png formats.

Upload Signature: Select the candidate's scanned signature. The screen specifies a maximum file size of 20 KB and supports .jpg, .jpeg, .pjpeg, .bmp, .gif and .png formats.

Update: Click the **UPDATE** button to upload/save the selected photograph and signature.

The uploaded photograph and signature are displayed on the screen for reference. The portal displays a warning that once a photograph is uploaded, it cannot be removed, although it can be changed by uploading another photograph. Review the selected files carefully before proceeding.

Important: The screen instructs candidates to press **SAVE/UPDATE** first and then click **NEXT** or **PREVIOUS**.

4.6 Step 6 of 8 – Enclosure and Other Details

Select "**Enclosure / Other Details**" from the registration menu. This section is used to upload the supporting documents and other relevant documents required with the application.

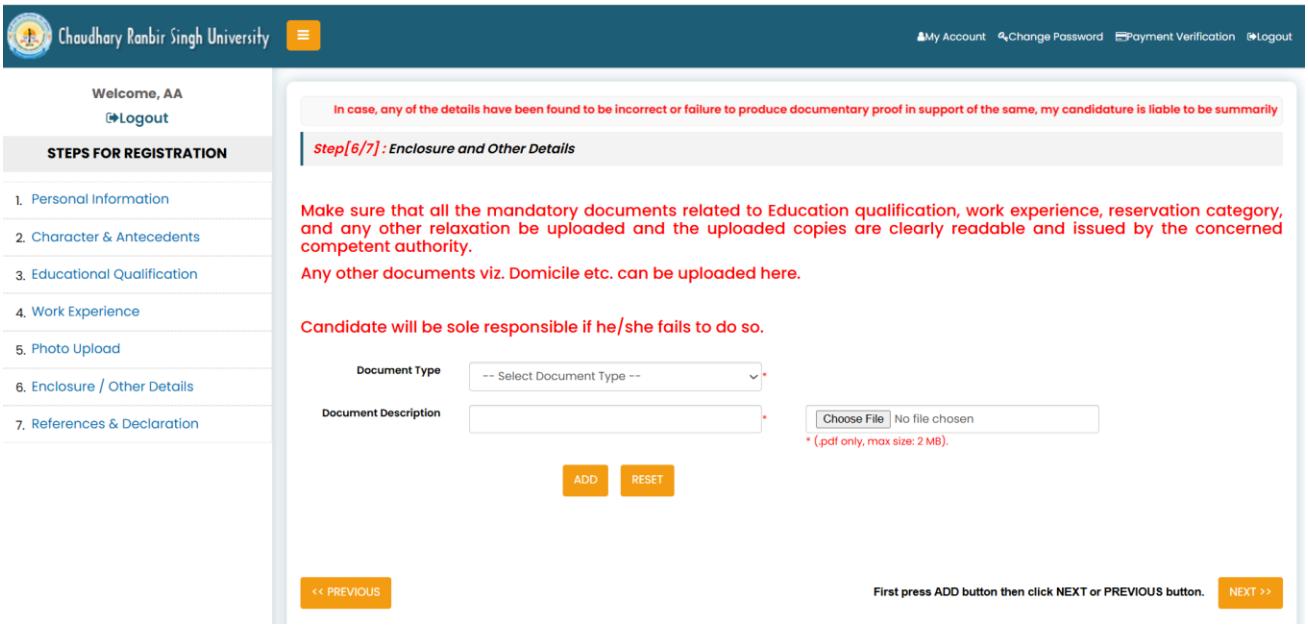


Figure 15: Enclosure and Other Details

Important Instructions:

Ensure that all mandatory documents, including **Education**, **Work Experience**, **PwD** and **OtherActivities** documents, are uploaded in the application form.

Other relevant documents, such as **Domicile** and applicable **Annexures (A, B, C, D or E)**, may also be uploaded in this section.

The portal states that the candidate will be solely responsible for failure to upload the required documents.

Add Enclosures:

Select the appropriate option from the **Document Type** dropdown list.

Enter the relevant details in the **Document Description** field.

Use **Choose File** to select the supporting document. The screen specifies **PDF** format only and a maximum file size of **2 MB**.

Click **ADD** to add the selected document to the application.

Repeat the process for each additional document, as applicable. Use **RESET** if you need to clear the entered details before adding.

The portal instructs candidates to click **ADD** before proceeding by using **NEXT** or **PREVIOUS**.

4.7 Step 7 of 8 – API Part

Select "**API Part**" from the registration menu. This step is used to provide the candidate's Academic Performance Indicator (API) details under the heading **Research and Academic Contributions**, together with the self-assessment score claimed for each activity and the relevant supporting document.

The API Part contains the following sections. Complete only the sections that are applicable to the candidate:

- Published Research Papers in Peer-Reviewed or UGC Listed Journals
- Publications (Other than Research Papers) – Books and Chapters
- Translation Work in Indian and Foreign Languages
- ICT Mediated Teaching Learning Pedagogy, Innovative Pedagogy and New Curricula
- MOOCs
- E-Content
- Research Guidance
- Research Projects Completed
- Research Projects Ongoing
- Consultancy
- Patents
- Policy Document
- Award / Fellowship
- Invited Lectures, Resource Person and Paper Presentation

4.7.1 Published Research Papers in Peer-Reviewed or UGC Listed Journals

Under Research and Academic Contributions, enter the details of research papers published in peer-reviewed or UGC-listed journals.

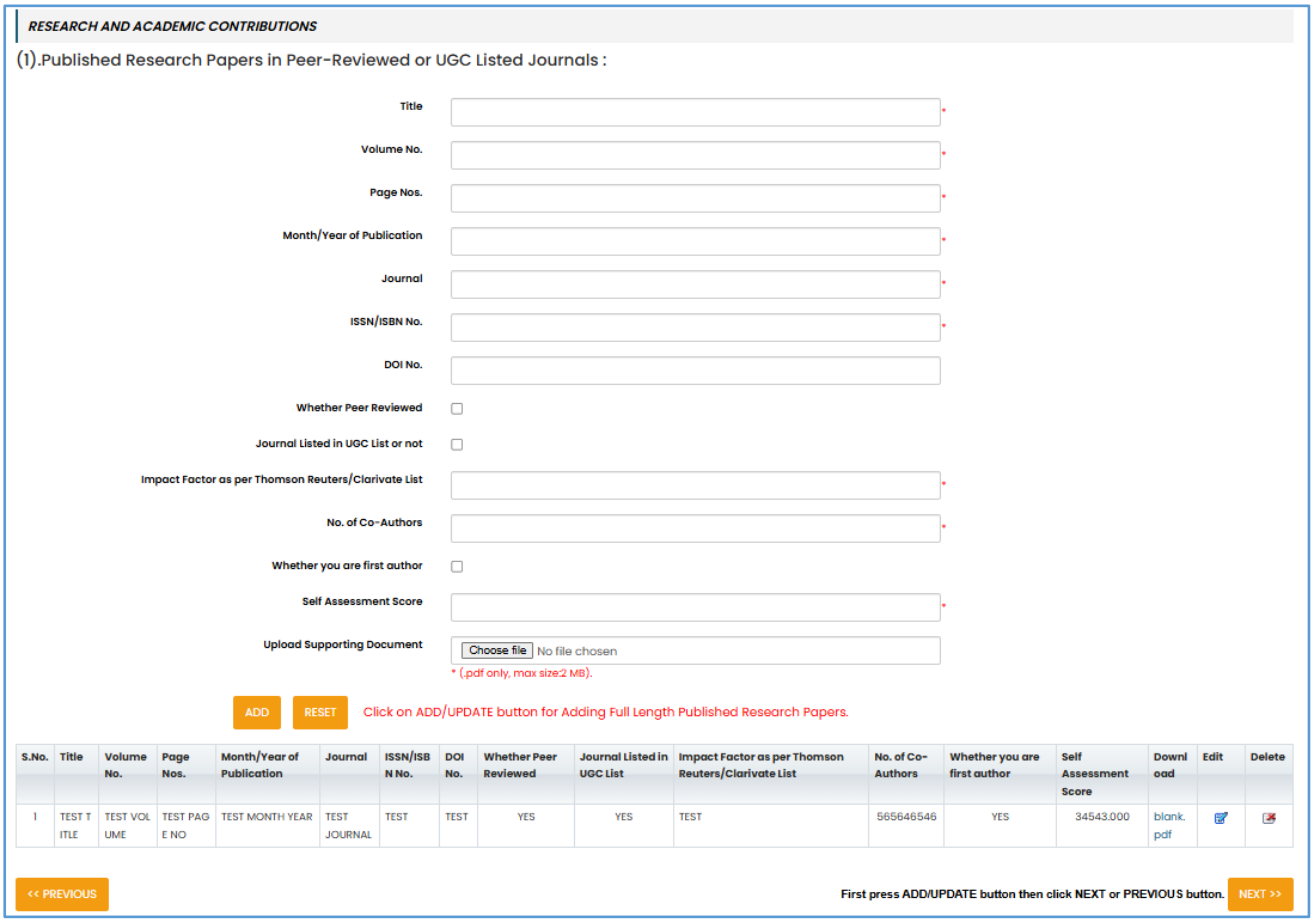


Figure 16: Published Research Papers in Peer-Reviewed or UGC Listed Journals

Enter the following details in the respective fields:

- **Title**: Enter the complete title of the research paper.
- **Volume No.**: Enter the volume number of the journal.
- **Page Nos.**: Enter the page number or page range of the paper.
- **Month/Year of Publication**: Enter the month and year of publication.
- **Journal**: Enter the name of the journal in which the paper was published.
- **ISSN/ISBN No.**: Enter the ISSN/ISBN number of the publication.
- **DOI No.**: Enter the Digital Object Identifier (DOI), if available.
- **Whether Peer Reviewed**: Select the checkbox if the journal is peer-reviewed.
- **Journal Listed in UGC List or Not**: Select the checkbox if the journal is listed in the UGC list.
- **Impact Factor as per Thomson Reuters List**: Enter the impact factor of the journal.
- **No. of Co-Authors**: Enter the total number of co-authors.
- **Whether You Are First Author**: Select the checkbox if the candidate is the first author.
- **Score (Self Assessment)**: Enter the score claimed as per the candidate's self-assessment and the prescribed API criteria.

- **Upload Supporting Doc**: Use the Choose File option to attach the supporting document. The portal specifies PDF format only, with a maximum file size of 2 MB.

ADD: Click ADD to save the entry. **RESET:** Click RESET to clear the entered information, if required.

4.7.2 Publications (Other than Research Papers) – Books and Chapters

Enter the details of text/reference books published by international/national publishers or State/Central Govt. publications, local publishers with ISBN/ISSN number, and chapters published in books/edited books with ISBN/ISSN number.

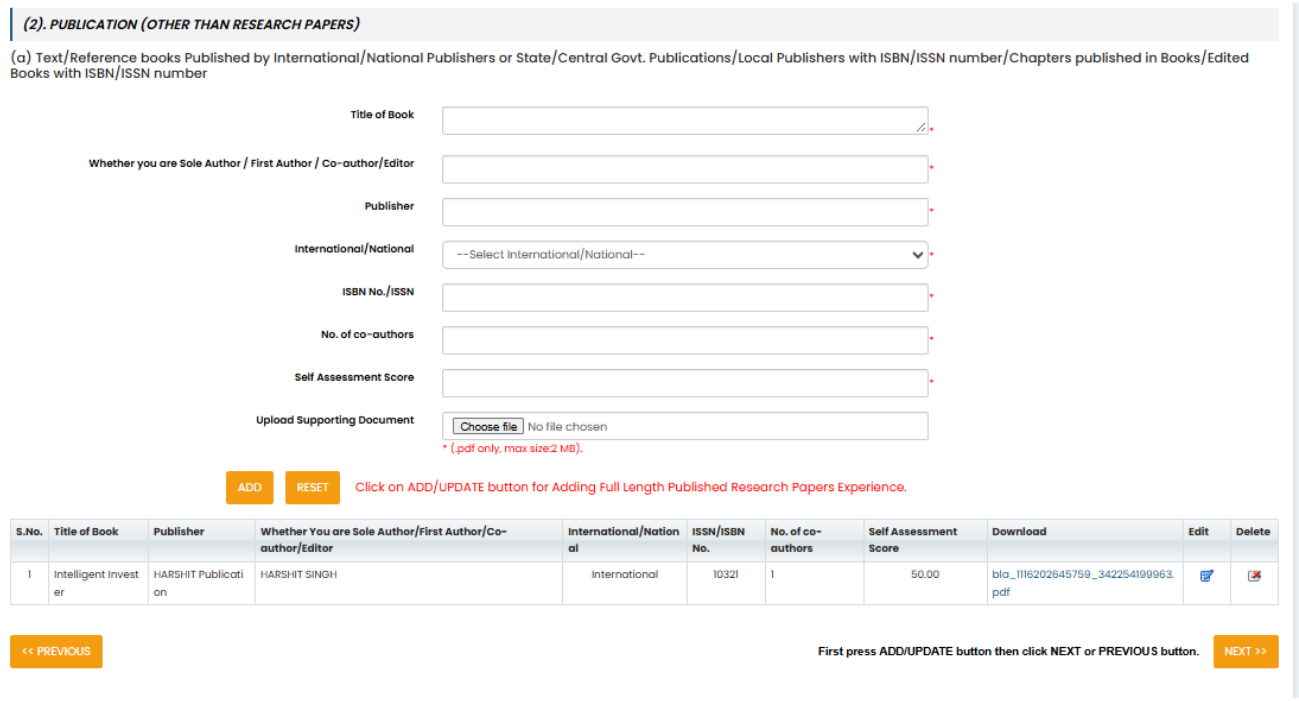


Figure 17: Publication (Other than Research Papers) – Text/Reference Books

Enter the following details in the respective fields:

- **Title of Book**: Enter the title of the book or chapter.
- **Whether you are Sole Author / First Author / Co-author / Editor**: Enter the role of the candidate in the publication.
- **Publisher**: Enter the name of the publisher.
- **International/National**: Select the applicable level from the dropdown list.
- **ISBN No./ISSN**: Enter the ISBN/ISSN number.
- **No. of co-authors**: Enter the total number of co-authors.
- **Score (Self Assessment)**: Enter the score claimed as per the candidate's self-assessment and the prescribed API criteria.
- **Upload Supporting Doc**: Use the Choose File option to attach the supporting document. The portal specifies PDF format only, with a maximum file size of 2 MB.

ADD: Click ADD to save the entry. **RESET:** Click RESET to clear the entered information, if required.

4.7.3 Translation Work in Indian and Foreign Languages

Enter the details of translation work in Indian and foreign languages done by qualified faculties.

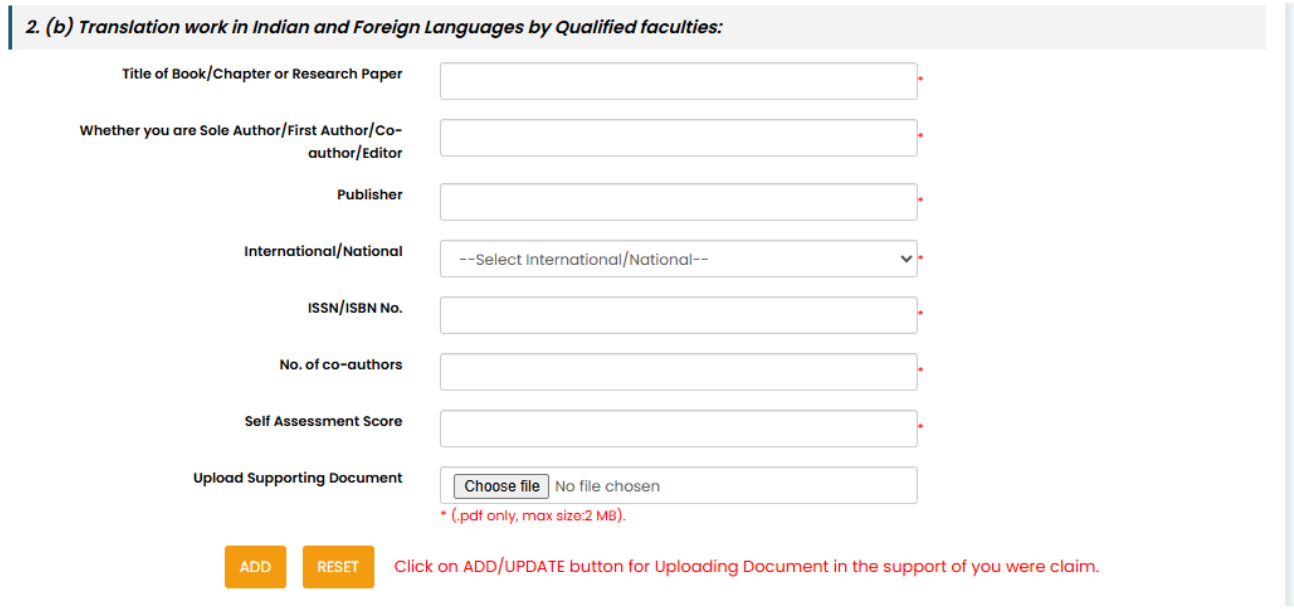


Figure 18: Translation Work in Indian and Foreign Languages

Enter the following details in the respective fields:

- **Title of Book/Chapter or Research Paper**: Enter the title of the translated work.
- **Whether you are Sole Author/First Author/Co-author/Editor**: Enter the role of the candidate.
- **Publisher**: Enter the name of the publisher.
- **International/National**: Select the applicable level from the dropdown list.
- **ISSN/ISBN No.**: Enter the ISSN/ISBN number.
- **No. of co-authors**: Enter the total number of co-authors.
- **Score (Self Assessment)**: Enter the score claimed as per the candidate's self-assessment and the prescribed API criteria.
- **Upload Supporting Doc**: Use the Choose File option to attach the supporting document. The portal specifies PDF format only, with a maximum file size of 2 MB.

ADD: Click ADD to save the entry. **RESET:** Click RESET to clear the entered information, if required.

4.7.4 ICT Mediated Teaching Learning Pedagogy, Innovative Pedagogy and New Curricula

Enter the details of creation of ICT-mediated teaching-learning pedagogy and content, development of innovative pedagogy, and design of new curricula and courses.

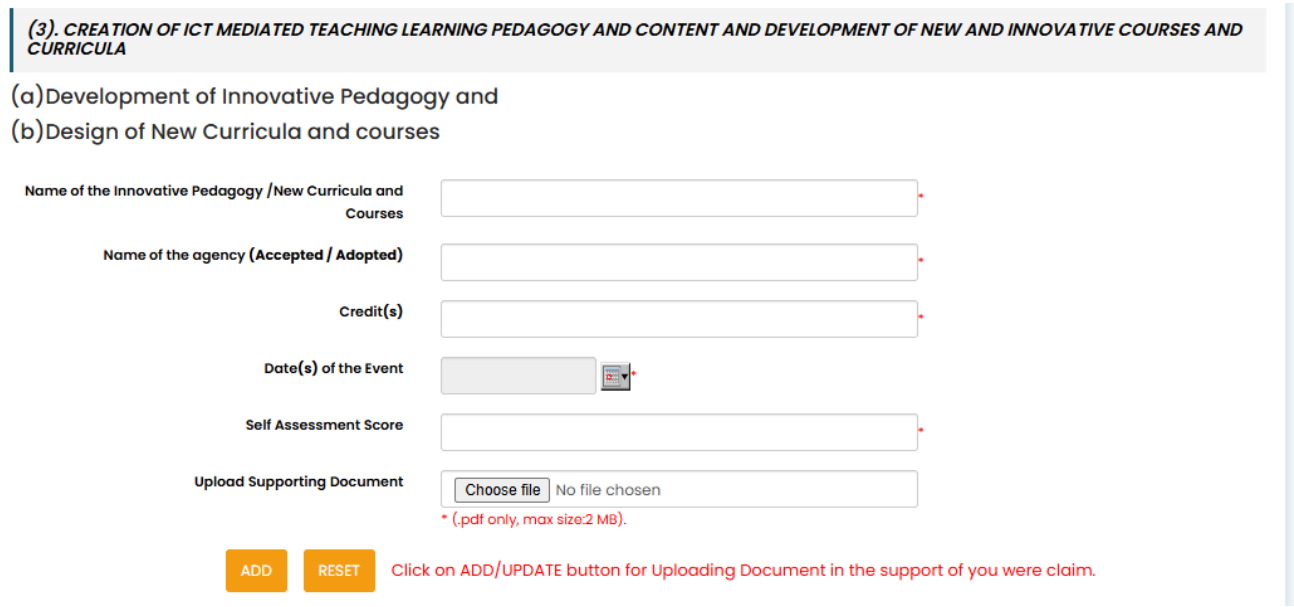


Figure 19: Creation of ICT Mediated Teaching Learning Pedagogy and Content

Enter the following details in the respective fields:

- **Name of the Innovative Pedagogy / New Curricula and Courses**: Enter the name of the pedagogy, curriculum or course developed.
- **Name of the agency (Accepted / Adopted)**: Enter the name of the agency that accepted or adopted it.
- **Credit(s)**: Enter the credit(s), as applicable.
- **Date(s) of the Event**: Select the date using the date picker.
- **Score (Self Assessment)**: Enter the score claimed as per the candidate's self-assessment and the prescribed API criteria.
- **Upload Supporting Doc**: Use the Choose File option to attach the supporting document. The portal specifies PDF format only, with a maximum file size of 2 MB.

ADD: Click ADD to save the entry. **RESET:** Click RESET to clear the entered information, if required.

4.7.5 MOOCs

Enter the details of MOOCs developed, including module development, content writing/subject matter expertise and course coordination.

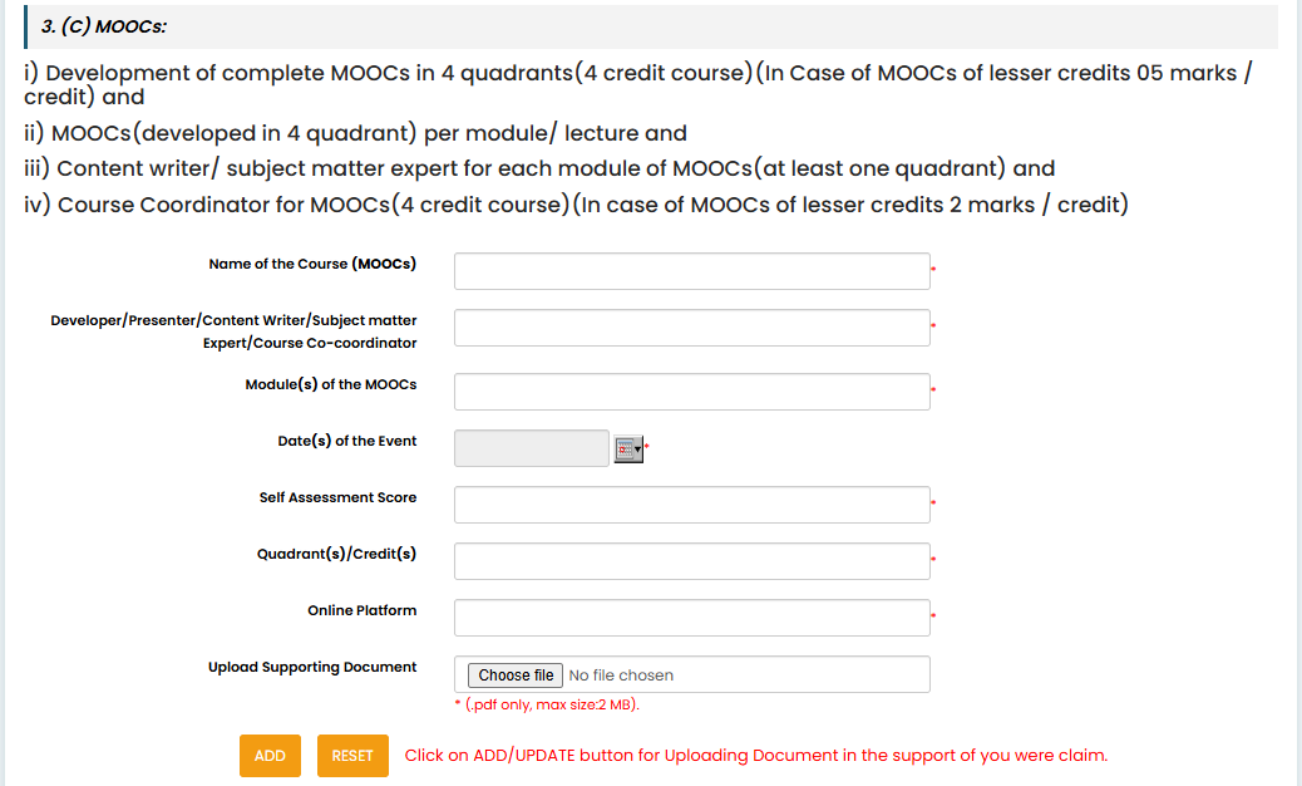


Figure 20: MOOCs

Enter the following details in the respective fields:

- **Name of the Course (MOOCs)**: Enter the name of the MOOC.
- **Developer/Presenter/Content Writer/Subject matter Expert/Course Co-coordinator**: Enter the role of the candidate.
- **Module(s) of the MOOCs**: Enter the module(s) in which the candidate contributed.
- **Date(s) of the Event**: Select the date using the date picker.
- **Score (Self Assessment)**: Enter the score claimed as per the candidate's self-assessment and the prescribed API criteria.
- **Quadrant(s)/Credit(s)**: Enter the quadrant(s) or credit(s) applicable.
- **Online Platform**: Enter the name of the online platform.
- **Upload Supporting Doc**: Use the Choose File option to attach the supporting document. The portal specifies PDF format only, with a maximum file size of 2 MB.

ADD: Click ADD to save the entry. **RESET:** Click RESET to clear the entered information, if required.

4.7.6 E-Content

Enter the details of e-content developed, contributed to or edited, for a complete course, paper or e-book.

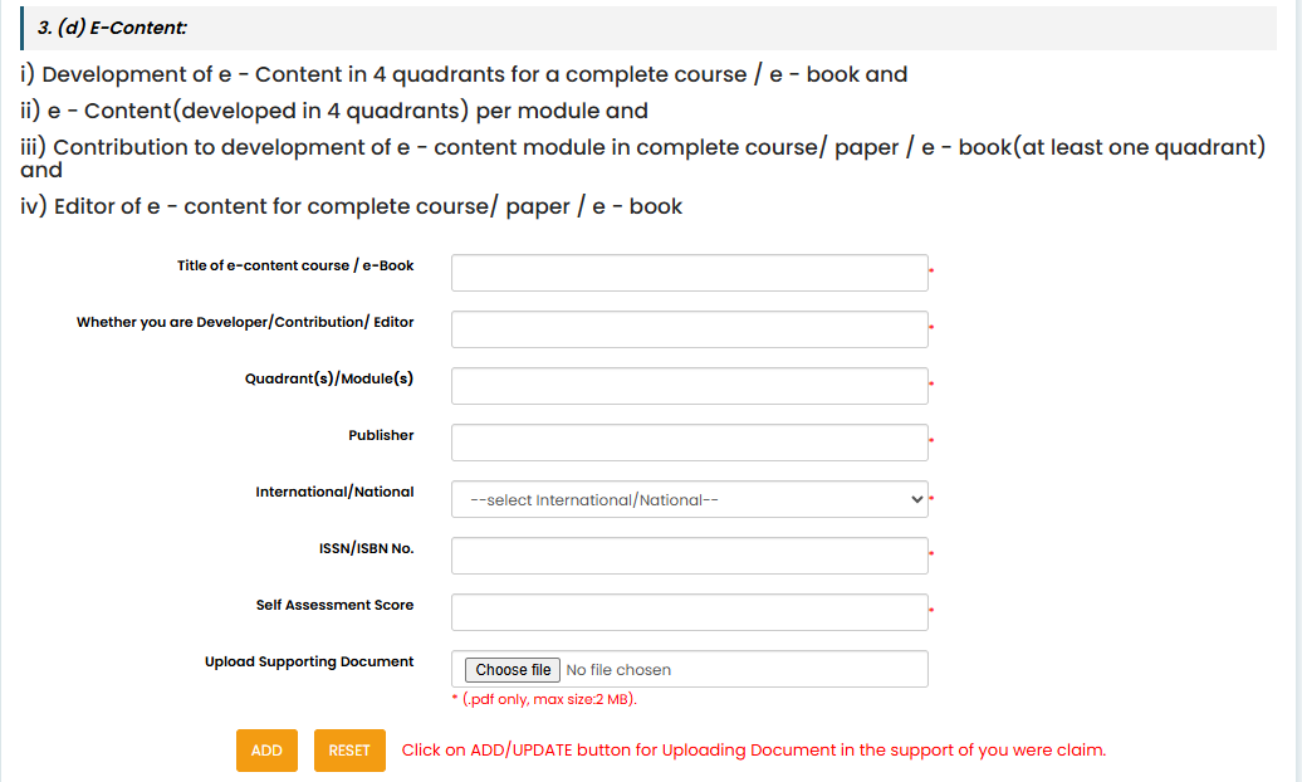


Figure 21: E-Content

Enter the following details in the respective fields:

- **Title of e-content course / e-Book**: Enter the title of the e-content.
- **Whether you are Developer/Contribution/Editor**: Enter the role of the candidate.
- **Quadrant(s)/Module(s)**: Enter the quadrant(s) or module(s) concerned.
- **Publisher**: Enter the name of the publisher.
- **International/National**: Select the applicable level from the dropdown list.
- **ISSN/ISBN No.**: Enter the ISSN/ISBN number.
- **Score (Self Assessment)**: Enter the score claimed as per the candidate's self-assessment and the prescribed API criteria.
- **Upload Supporting Doc**: Use the Choose File option to attach the supporting document. The portal specifies PDF format only, with a maximum file size of 2 MB.

ADD: Click ADD to save the entry. **RESET:** Click RESET to clear the entered information, if required.

4.7.7 Research Guidance

Enter the details of research guidance provided by the candidate.

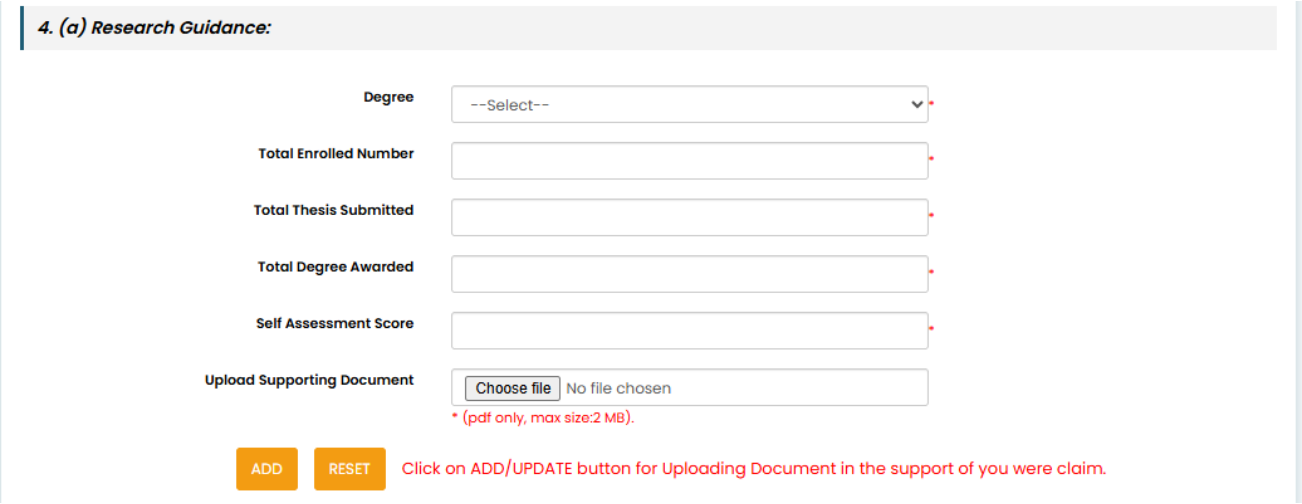


Figure 22: Research Guidance

Enter the following details in the respective fields:

- **Degree**: Select the applicable degree from the dropdown list.
- **Total Enrolled Number**: Enter the total number of scholars enrolled.
- **Total Thesis Submitted**: Enter the total number of theses submitted.
- **Total Degree Awarded**: Enter the total number of degrees awarded.
- **Score (Self Assessment)**: Enter the score claimed as per the candidate's self-assessment and the prescribed API criteria.
- **Upload Supporting Doc**: Use the Choose File option to attach the supporting document. The portal specifies PDF format only, with a maximum file size of 2 MB.

ADD: Click ADD to save the entry. **RESET:** Click RESET to clear the entered information, if required.

4.7.8 Research Projects Completed

Enter the details of research projects completed by the candidate.

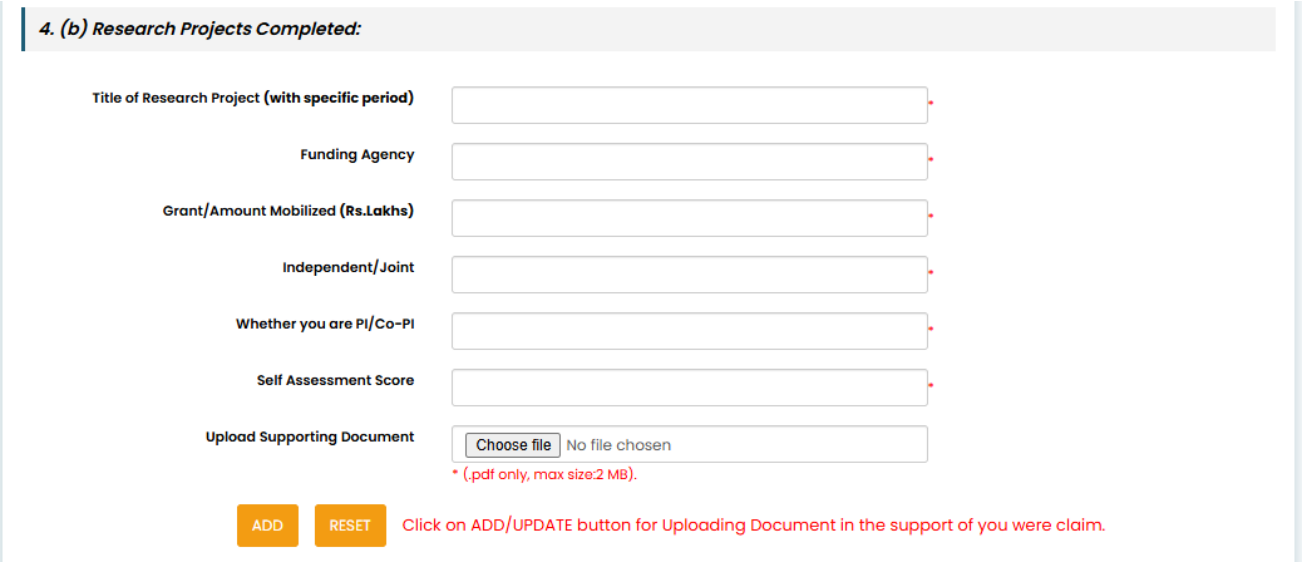


Figure 23: Research Projects Completed

Enter the following details in the respective fields:

- **Title of Research Project (with specific period)**: Enter the project title along with the project period.
- **Funding Agency**: Enter the name of the funding agency.
- **Grant/Amount Mobilized (Rs. Lakhs)**: Enter the grant amount in Rs. Lakhs.
- **Independent/Joint**: Enter whether the project was independent or joint.
- **Whether you are PI/Co-PI**: Enter the role of the candidate as PI or Co-PI.
- **Score (Self Assessment)**: Enter the score claimed as per the candidate's self-assessment and the prescribed API criteria.
- **Upload Supporting Doc**: Use the Choose File option to attach the supporting document. The portal specifies PDF format only, with a maximum file size of 2 MB.

ADD: Click ADD to save the entry. **RESET:** Click RESET to clear the entered information, if required.

4.7.9 Research Projects Ongoing

Enter the details of research projects that are currently ongoing.

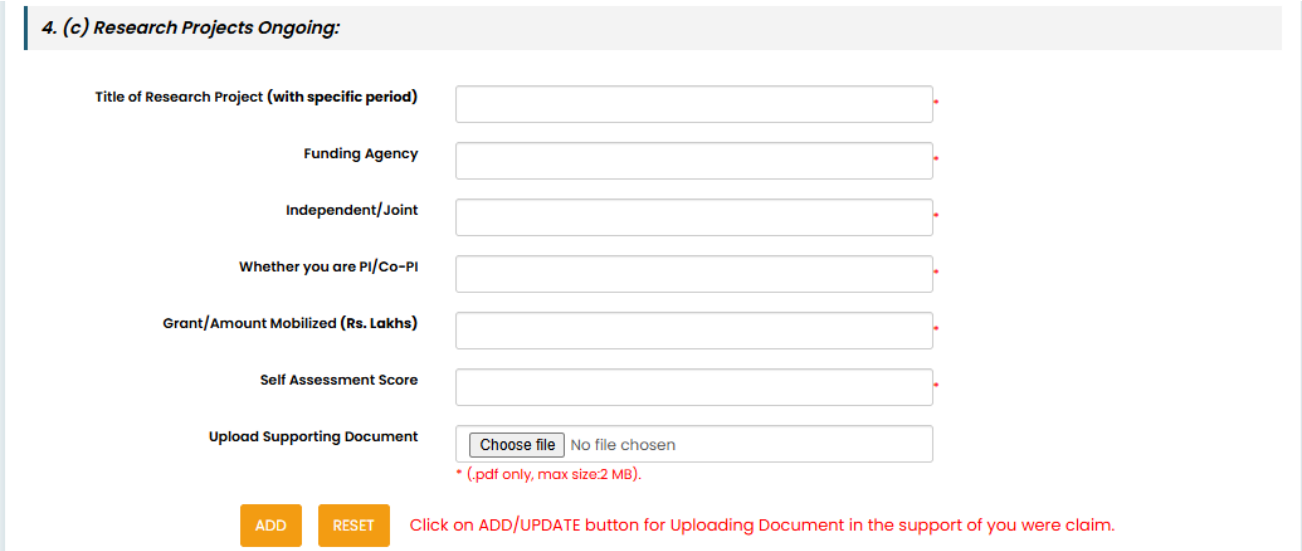


Figure 24: Research Projects Ongoing

Enter the following details in the respective fields:

- **Title of Research Project (with specific period)**: Enter the project title along with the project period.
- **Funding Agency**: Enter the name of the funding agency.
- **Independent/Joint**: Enter whether the project is independent or joint.
- **Whether you are PI/Co-PI**: Enter the role of the candidate as PI or Co-PI.
- **Grant/Amount Mobilized (Rs. Lakhs)**: Enter the grant amount in Rs. Lakhs.
- **Score (Self Assessment)**: Enter the score claimed as per the candidate's self-assessment and the prescribed API criteria.
- **Upload Supporting Doc**: Use the Choose File option to attach the supporting document. The portal specifies PDF format only, with a maximum file size of 2 MB.

ADD: Click ADD to save the entry. **RESET:** Click RESET to clear the entered information, if required.

4.7.10 Consultancy

Enter the details of consultancy projects undertaken by the candidate.

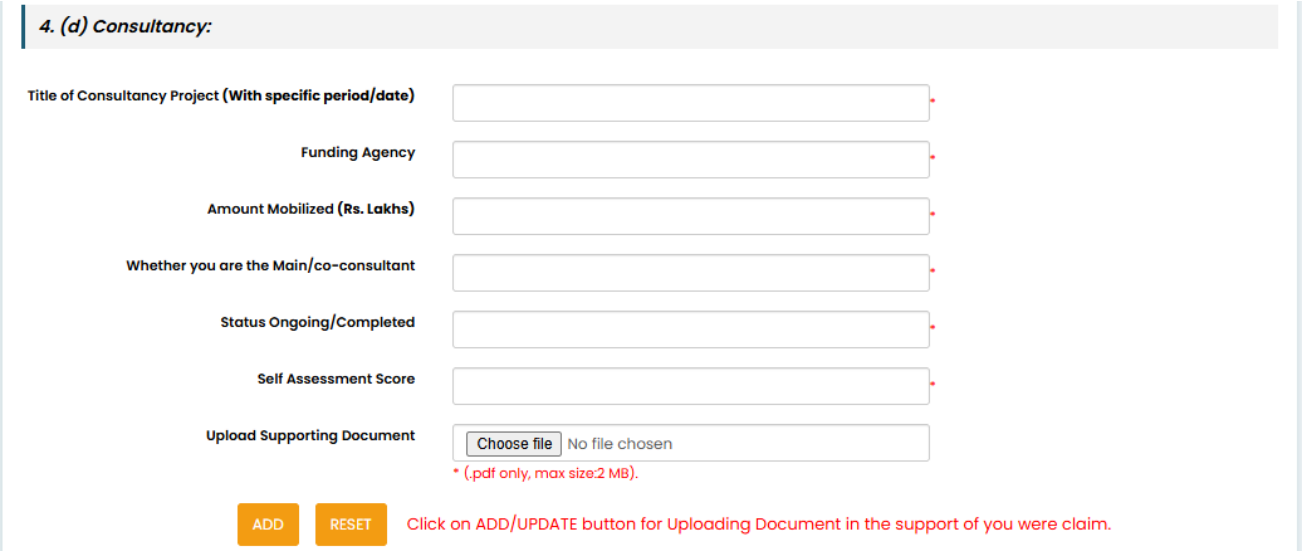


Figure 25: Consultancy

Enter the following details in the respective fields:

- **Title of Consultancy Project (With specific period/date)**: Enter the consultancy project title along with the period/date.
- **Funding Agency**: Enter the name of the funding agency.
- **Amount Mobilized (Rs. Lakhs)**: Enter the amount mobilized in Rs. Lakhs.
- **Whether you are the Main/co-consultant**: Enter the role of the candidate.
- **Status Ongoing/Completed**: Enter the current status of the consultancy.
- **Score (Self Assessment)**: Enter the score claimed as per the candidate's self-assessment and the prescribed API criteria.
- **Upload Supporting Doc**: Use the Choose File option to attach the supporting document. The portal specifies PDF format only, with a maximum file size of 2 MB.

ADD: Click ADD to save the entry. **RESET:** Click RESET to clear the entered information, if required.

4.7.11 Patents

Enter the details of international and national patents.

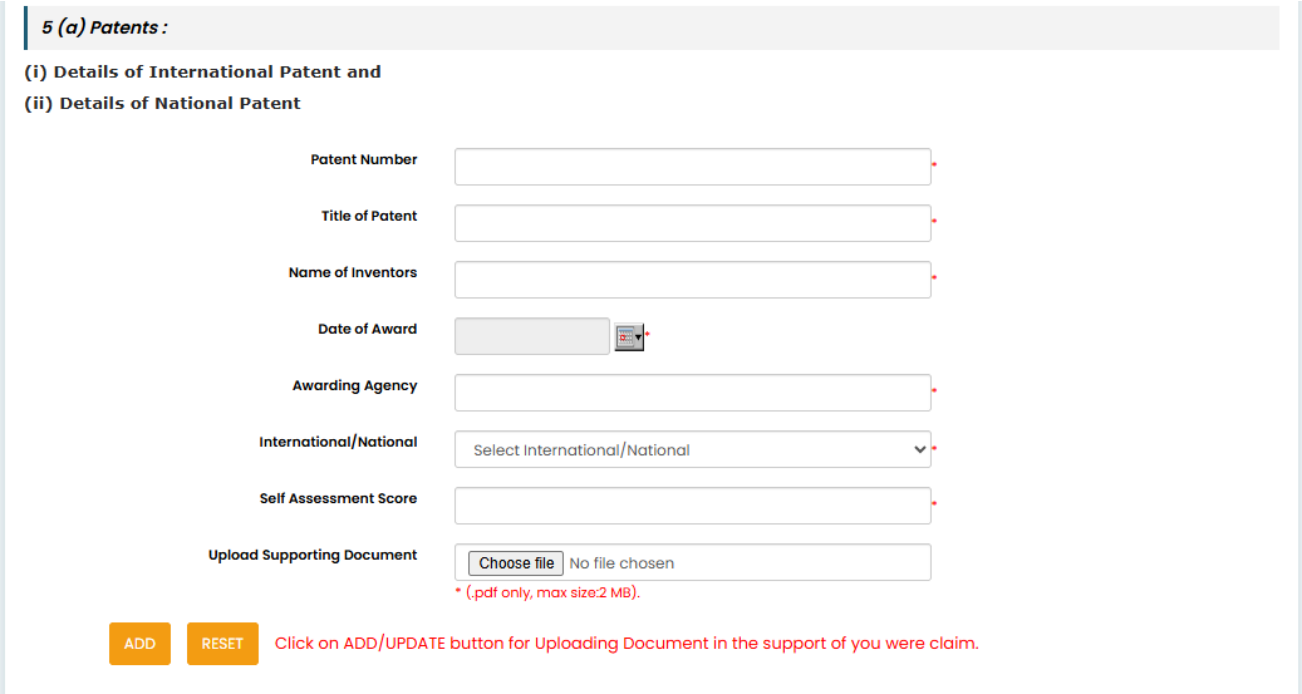


Figure 26: Patents

Enter the following details in the respective fields:

- **Patent Number**: Enter the patent number.
- **Title of Patent**: Enter the title of the patent.
- **Name of Inventors**: Enter the name(s) of the inventor(s).
- **Date of Award**: Select the date using the date picker.
- **Awarding Agency**: Enter the name of the awarding agency.
- **International/National**: Select the applicable level from the dropdown list.
- **Score (Self Assessment)**: Enter the score claimed as per the candidate's self-assessment and the prescribed API criteria.
- **Upload Supporting Doc**: Use the Choose File option to attach the supporting document. The portal specifies PDF format only, with a maximum file size of 2 MB.

ADD: Click ADD to save the entry. **RESET:** Click RESET to clear the entered information, if required.

4.7.12 Policy Document

Enter the details of policy documents submitted to an international body/organization such as UNO/UNESCO/World Bank/International Monetary Fund, or to the Central or State Government.

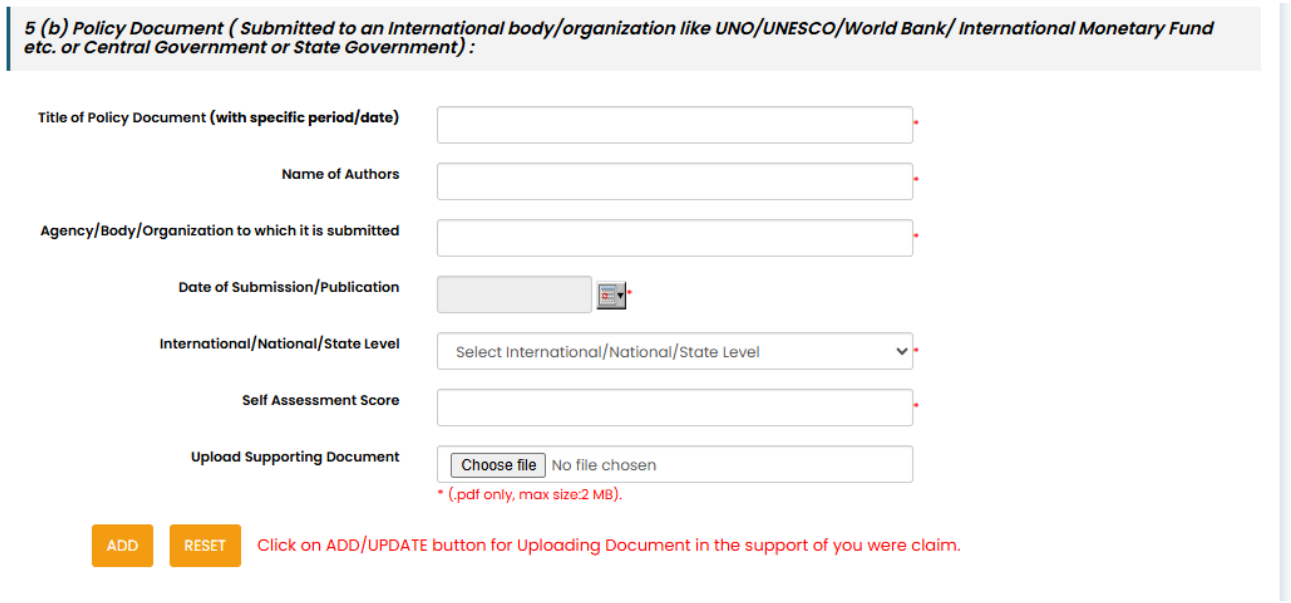


Figure 27: Policy Document

Enter the following details in the respective fields:

- **Title of Policy Document (with specific period/date)**: Enter the title of the policy document.
- **Name of Authors**: Enter the name(s) of the author(s).
- **Agency/Body/Organization to which it is submitted**: Enter the name of the agency, body or organization.
- **Date of Submission/Publication**: Select the date using the date picker.
- **International/National/State Level**: Select the applicable level from the dropdown list.
- **Score (Self Assessment)**: Enter the score claimed as per the candidate's self-assessment and the prescribed API criteria.
- **Upload Supporting Doc**: Use the Choose File option to attach the supporting document. The portal specifies PDF format only, with a maximum file size of 2 MB.

ADD: Click ADD to save the entry. **RESET:** Click RESET to clear the entered information, if required.

4.7.13 Award / Fellowship

Enter the details of awards and fellowships received by the candidate.

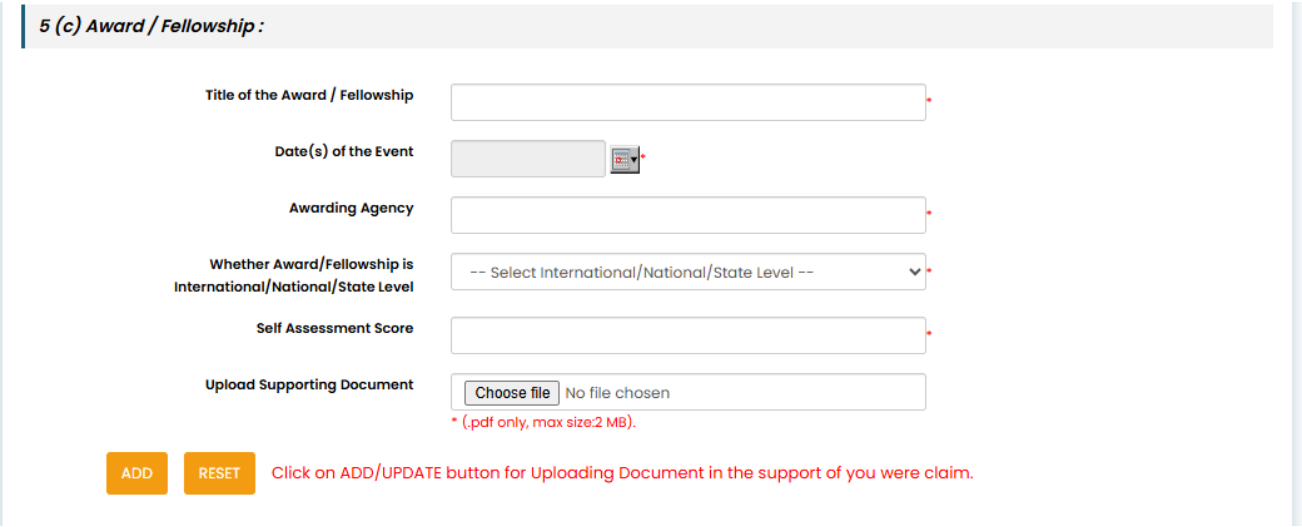


Figure 28: Award / Fellowship

Enter the following details in the respective fields:

- **Title of the Award / Fellowship**: Enter the title of the award or fellowship.
- **Date(s) of the Event**: Select the date using the date picker.
- **Awarding Agency**: Enter the name of the awarding agency.
- **Whether Award/Fellowship is International/National/State Level**: Select the applicable level from the dropdown list.
- **Score (Self Assessment)**: Enter the score claimed as per the candidate's self-assessment and the prescribed API criteria.
- **Upload Supporting Doc**: Use the Choose File option to attach the supporting document. The portal specifies PDF format only, with a maximum file size of 2 MB.

ADD: Click ADD to save the entry. **RESET:** Click RESET to clear the entered information, if required.

4.7.14 Invited Lectures, Resource Person and Paper Presentation

Enter the details of invited lectures, resource person assignments and paper presentations in seminars/conferences, including full papers published in conference proceedings. A paper presented in a seminar/conference and also published as a full paper in conference proceedings is counted only once.

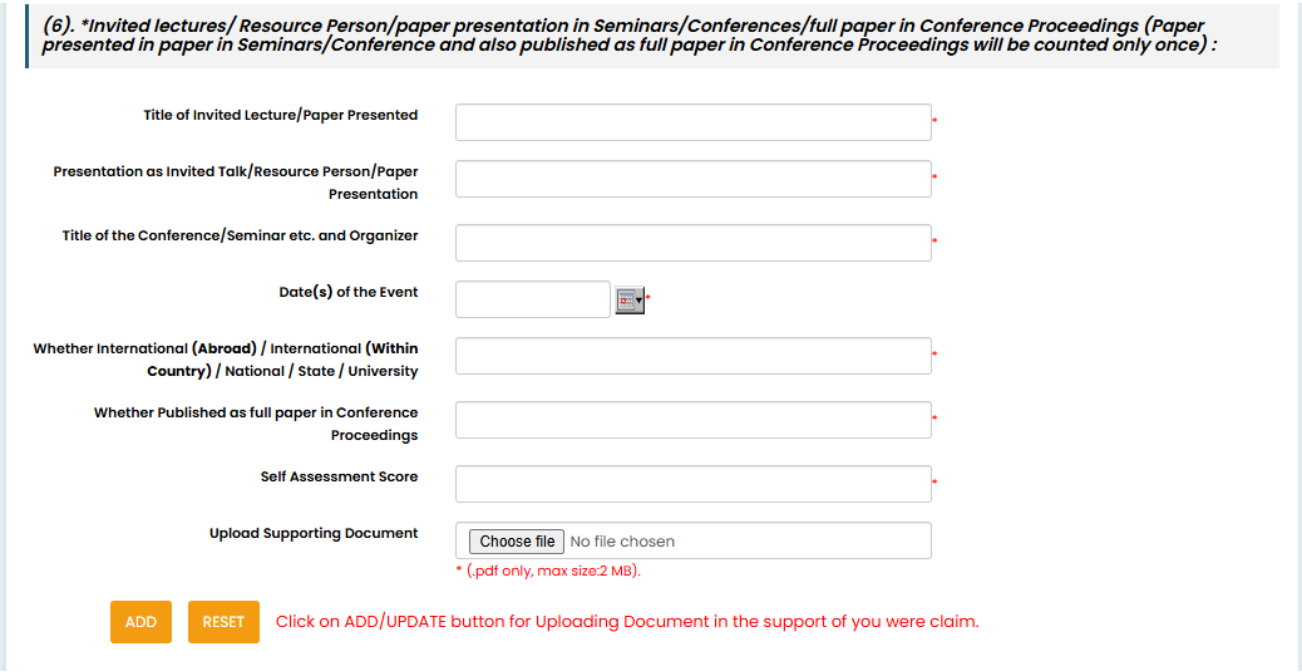


Figure 29: Invited Lectures / Resource Person / Paper Presentation

Enter the following details in the respective fields:

- **Title of Invited Lecture/Paper Presented**: Enter the title of the lecture or paper.
- **Presentation as Invited Talk/Resource Person/Paper Presentation**: Enter the nature of the presentation.
- **Title of the Conference/Seminar etc. and Organizer**: Enter the name of the conference/seminar and the organizer.
- **Date(s) of the Event**: Select the date using the date picker.
- **Whether International (Abroad) / International (Within Country) / National / State / University**: Enter the level of the event.
- **Whether Published as full paper in Conference Proceedings**: Enter whether the paper was published in the proceedings.
- **Score (Self Assessment)**: Enter the score claimed as per the candidate's self-assessment and the prescribed API criteria.
- **Upload Supporting Doc**: Use the Choose File option to attach the supporting document. The portal specifies PDF format only, with a maximum file size of 2 MB.

ADD: Click ADD to save the entry. **RESET:** Click RESET to clear the entered information, if required.

Save and Proceed

After entering all applicable API details, review the entries in each section.

- Ensure that the required details and the self-assessment score have been entered correctly.
- Upload the relevant supporting documents in PDF format (maximum size 2 MB) for each claim.
- Click ADD/UPDATE in the respective section to save the entered information.
- Use the RESET button wherever required to clear the entered information before saving.
- After saving all applicable entries, click NEXT to proceed to the next registration step.
- Click PREVIOUS if you wish to return to the preceding registration step.

Important: Candidates must click the **ADD/UPDATE** button to save the details in each applicable section before clicking **NEXT** or **PREVIOUS**. Ensure that all saved records are displayed correctly before proceeding.

4.8 Step 8 of 8 – References and Declaration

Select "**References & Declaration**" from the registration menu to complete the final step of the application workflow.

5 Particulars of References& Declaration

5.1 Particulars of References

Provide particulars of two reference persons who are not related to the candidate by blood. The portal provides separate fields for **Reference A** and **Reference B**.

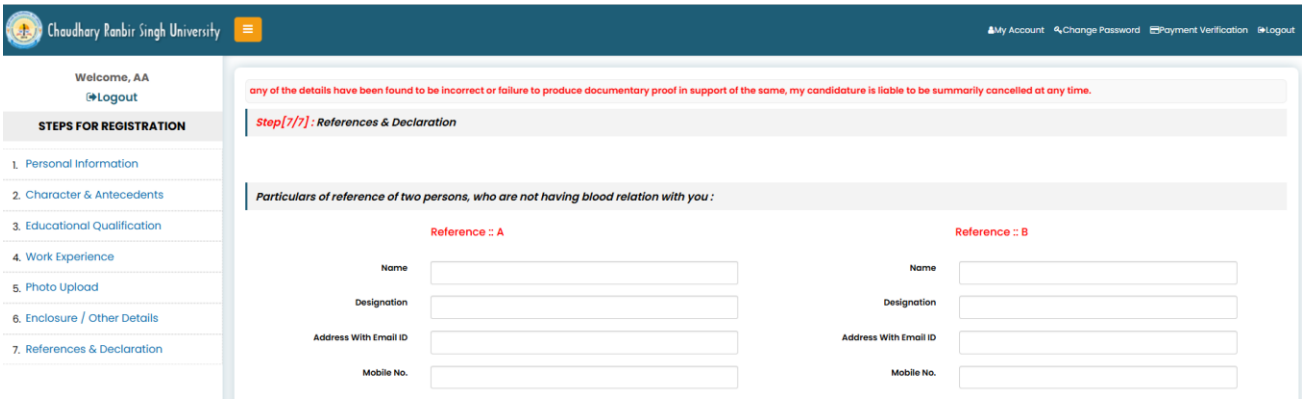


Figure 30: Particulars of References

Name: Enter the reference person's name.
Designation: Enter the reference person's designation.
Address with Email ID: Enter the address and email ID.
Mobile No.: Enter the contact mobile number.
Ensure that the details of both references are complete and accurate.

5.2Declaration of Undertaking

Read the undertaking statements displayed on the screen and select the applicable checkboxes:

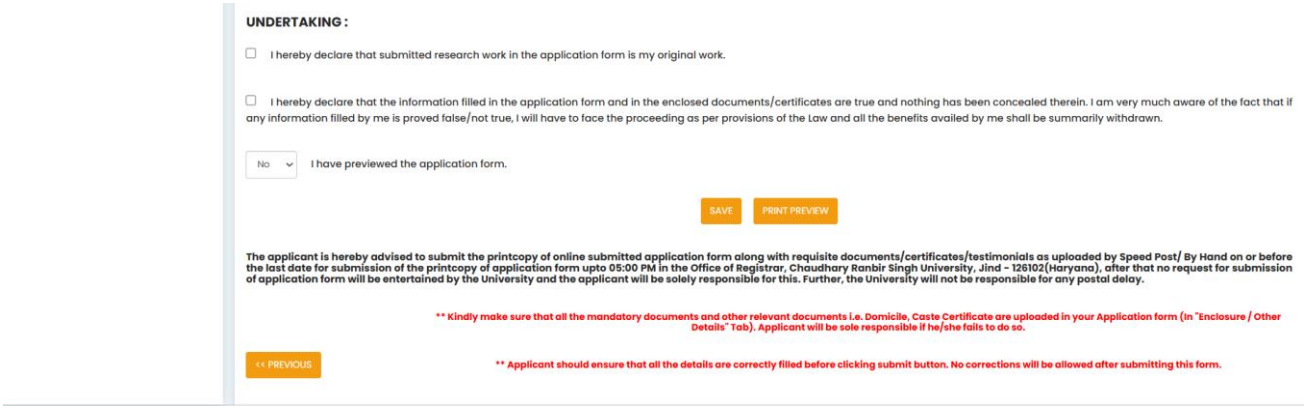


Figure 31: Undertaking and application preview controls

Declare that any research work or publication attached is the candidate's original work.

Declare that the information provided in the application and enclosed documents is true and that nothing has been concealed. The undertaking also states that false information may lead to legal proceedings and withdrawal of benefits.

Use the "**I have previewed the application form**" dropdown and select **YES** after reviewing the application. The screen provides **SAVE** and **PRINTPREVIEW** buttons. Click **SAVE** to save the entered information and use **PRINT PREVIEW** to review the application before final submission.

5.3 Final Submission:

Before final submission, carefully verify all entries in the application form and confirm that all mandatory and relevant supporting documents have been uploaded in the "**Enclosure/OtherDetails**" section.

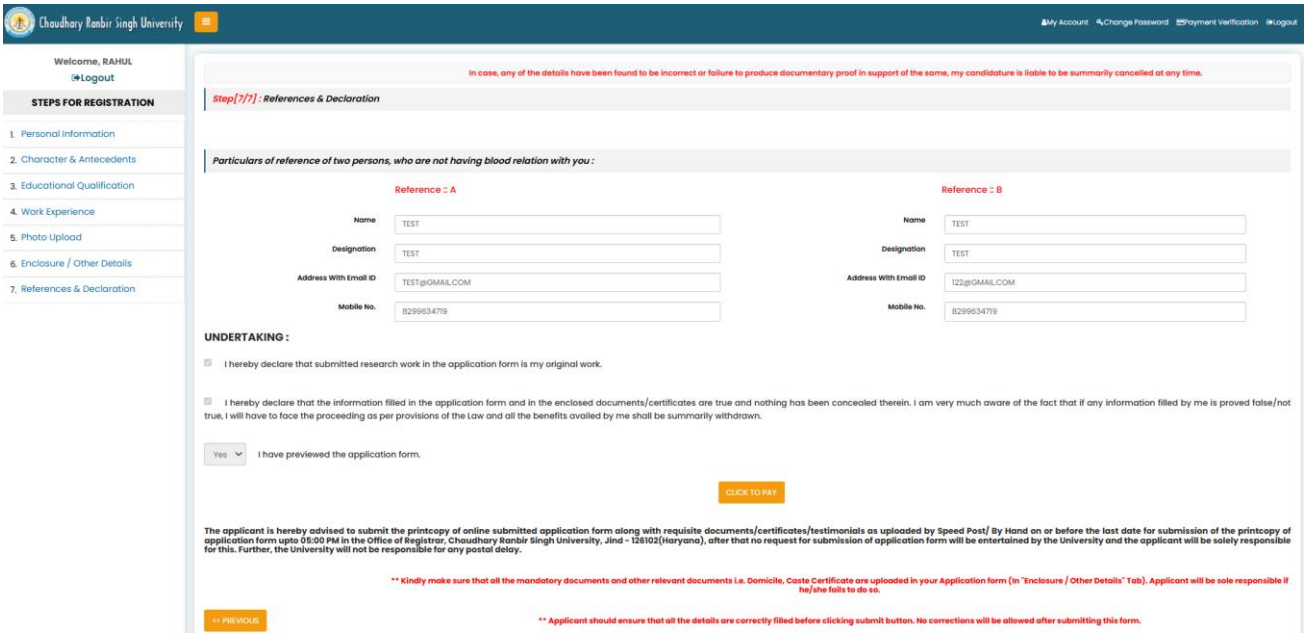


Figure 32: Portal confirmation displayed after successful application submission

The portal displays a warning that candidates should ensure all details are correct before clicking the submit button and that corrections will not be allowed after submission. Proceed only after completing the review and accepting the applicable undertaking declarations.

After the final submission action, the portal displays the message "**Your application has been successfully submitted!**" and shows a "**CLICK TO PAY**" button. Follow the on-screen payment instruction, where applicable, to complete the process.

After successful payment, candidate can download the filled Application Form print out from his/her login.

6 Important Instructions for Candidates

- Complete all eight registration steps and check each section before final submission.
- Upload files in the formats and within the file-size limits specified on the respective portal screens.
- Keep copies of uploaded documents and the final application form for your records.
- Submit the hardcopy of the online application form with the required documents/testimonials within the deadline and by the mode specified in the recruitment advertisement and portal notice.
- The portal warns that corrections will not be allowed after submission. Verify all information before submitting.