

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 four parts. Fill details asked in all the four 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 one or more areas by pressing ctrl key from the given options.
 - 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 reason for nomination. For each subsection, adhere to the prescribed word limit.

- **Justification** (Work done in anyone or more are of expertise viz. Prevention, Mitigation, Preparedness, Rescue, Response, Relief, Rehabilitation, Research, Innovations or Early Warning)
- **Precedence & Innovation** (Indicate whether this is original work, improvement or replication of existing initiatives elsewhere)
- **Scale of work** (Indicate the geographical extent of the work like local/regional/state/national/international)
- **Impact/Sustainability** (Indicate the magnitude of effect on people and society and whether the initiatives are sustainable in long run)
- **Peer Recognition** (Indicate the measure of standing within peer group. Membership of professional bodies/ institutes in the area of work along with details of posts held if any may also be indicated)
- 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'**

d) Details of Referee

- Fill up details of two referees.
- The Screening committee/ Jury may approach the referees to verify the application. Please make sure the contact details are current and valid.
- Click on **'Save as draft'** in case you are not yet ready to submit the application.
- For editing the filled data use **'Edit your Nomination'** option.
- On completion, click on **'Final Submission'**. You will receive confirmation as a popup message with nomination ID . After this application cannot be edited.
- Referees will be sent a notification on their registered email accounts.

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**'
