

Guidelines for filling up Online Application Form for Internship

Please read this guideline before filling up your online application form.

For Organizers:

STEP I: NEW ORGANIZER REGISTRATION.

The Organizers who apply for the Internship should register before Log in to the website. During registration, the organizer is expected to fill in the following details.

(i) Email: The Organizer has to enter a **valid email address** which will be used for the application process and subsequent communications upon registration.

(ii) Name of Organization: Please enter correct name of the organization.

(iii) TAN Number: The organizer should enter valid TAN no. if exists.

(iv) Website Address: Enter valid website address of Organization .

(v) Contact Person Details: Enter valid contact person details for further communication.

(vi) Verification Code

(CAPTCHA): Organizer 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 **Refresh image**.

Wrong entry of verification code will generate an error.

Please click **SUBMIT** button after entering all the 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 the application form, please scan and store 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.	Cancelled Cheque upload	PDF	1MB
2.	CPSMS certificate upload(if any)	PDF	1 MB
3.	Broad distribution of total budget into different expenditure areas (Based on No. of students x Rs. 6500/- per student is the upper ceiling)* upload	PDF	1 MB
4.	Schedule of Program(Download the template ,fill and scan and upload it) upload	PDF	1 MB
5.	Endorsement Certificate(Download the template ,fill and scan and upload it) upload	PDF	1 MB

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

Organization Details (Fields marked * are mandatory)

These fields in this section would be pulled from Organization details screen and would be in Read Only mode here.

Organizing coordinators Details: (Fields marked * are mandatory)

Click **EDIT** Button

Enter valid coordinator details including his official address.

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

Infrastructure Facility Details:

(Fields marked * are mandatory)

Click **EDIT** Button

Upload Broad distribution of total budget into different expenditure areas

*(Based on No. of student x Rs. 6500/- per student is the upper ceiling) *:* Upload the color scanned document (PDF format, maximum size – 1 MB)

*Upload Schedule of Program ** : Upload the color scanned and ink signed *Schedule of Program* (PDF format, maximum size – 1 MB)

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

Upload Cancelled Cheque: Upload the Institution/University/College's scanned Cheque (PDF format, maximum size – 1 MB)

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

Camp Mentor details: (Fields marked * are mandatory)

Click **EDIT** Button

Select the details of mentors from the dropdown list and add the details of mentors if the mentors are not in the given list.

Please **SAVE** your application 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 organizer does not submit the camp application form, it will be rejected as incomplete application.

Step 6 (IMPORTANT!): Take a print out of the submitted application and submit ink signed (Hard Copy) application to the DST .

One can view the status of the application by entering the Application Reference Number in the portal. The decision on the INSPIRE Internship camp proposals shall be communicated to the organizers registered e-mail id.