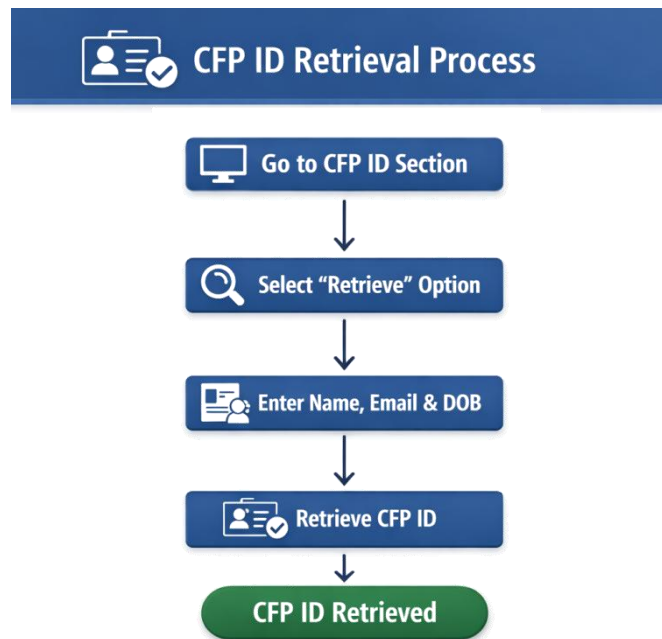


User Manual for Fellows Common Fellowship Portal

This manual provides a step-by-step guide for fellows to register, create their applicant profile.

Note: If you already possess an Aadhaar-verified CFP ID, generating a new CFP ID is not required. You can retrieve your existing CFP ID by using the *Retrieve* option available under the CFP ID section, with your Name, Email, and Date of Birth.

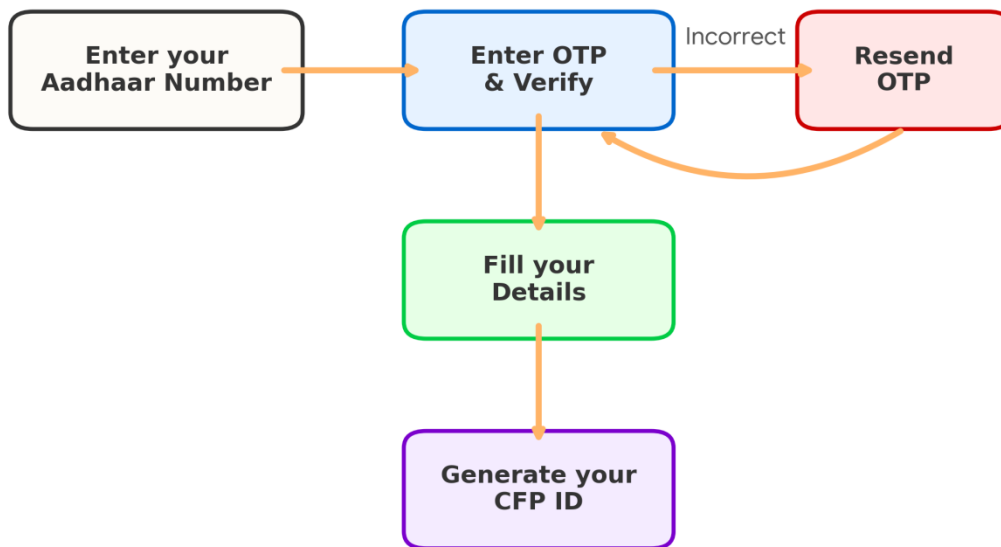


A. Common Fellowship Portal Registration

1: Generating a CFP ID

- Visit the official portal at <https://fellowships.gov.in>
- Click on the **CFPID** dropdown menu at the top right of the navigation bar and select **Generate**.

The overall process to generate your CFP ID follows this workflow:



➤ **Pre-requisites for Aadhaar Verification:**

- ✓ Ensure Aadhaar details are correct and updated.
 - ✓ Confirm Aadhaar is linked to your own mobile number (required for OTP verification).
 - ✓ Verify Aadhaar is seeded with an active bank account.
- Enter your **Aadhaar Number** and the Captcha code. Click on "Get OTP on Your Aadhaar Linked Mobile Number".
 - Enter the OTP received on your mobile. If the OTP is incorrect or expires, use the "Resend OTP" option.
 - Once verified, proceed to "Step 3: Fill Details". Enter your Name, Gender, Date of Birth, Social Category, Email ID, and Mobile Number.

Important Email Requirement:

- Use the same email ID as registered on the DBT JRF portal.
 - No other email ID will be accepted.
- vi. Click "Submit Your Details & Get CFP ID". A confirmation screen will appear displaying your new CFP ID, which will also be sent to your registered email address.
Note down this CFP ID for future reference.

Important: Your default password will be your Date of Birth in the format **DDMMYYYY**.

2: First Login & Password Change

- i. Return to the portal's login page.
- ii. Enter your Email ID or newly generated CFP ID in the username field.
- iii. Enter the default password (DDMMYYYY) and the Captcha code, then click "Sign in".
- iv. Upon logging in for the first time, you will be prompted to change your password.

Password Requirements:

- At least 8 characters
- At least one special character
- At least one number
- At least one capital letter
- The "New Password" must match the "Confirm New Password" field.

3: Completing the Applicant Profile

After successfully updating your password and logging in, navigate to the Applicant Profile to fill out the following sections:

a. Personal Details

- Fill in your Father's and Mother's names, Marital Status, and declare whether you fall under PWD or EWS categories. Enter your Present/Correspondence Address. If your Permanent Address differs, uncheck the "Same as Present Address" box and fill it in manually. Click "Save / Next".

b. Education Details

- Enter your academic history starting from Secondary (Xth), Senior Secondary (XIIth), Bachelor Degree, Masters Degree, to PhD/MD/MS (if applicable).
- For each level, provide the Certificate/Degree Title, University/Institute/Board, Specialization, Starting Year, Passing Year, and Division.
- **Note:** Enter only numeric values for CGPA or Percentage (decimals are permitted). Click "Save / Next".

c. Qualifying Degree Details

- Provide information regarding your primary qualifying degree (e.g., M.Tech), including the Title of Thesis/Dissertation, Subject Area, Institute Name, and Supervisor/Co-supervisor details (Name, Designation, Institute Address).
- Include your Date of Thesis Submission and a brief synopsis (max 250 words). Click "Save / Next".

d. Publications, Patents, Awards, Fellowships

- Enter details for Research Publications (ISI, WoS, SCI indexed only), Book chapters, Patents, Technologies developed/transferred, Workshops/Training undertaken, Memberships of Scientific Societies, other Fellowships, and any Scholarships/Medals/Awards. Click "Save / Next".

e. Work Experience

- If applicable, select "Yes" and click "+ Add Experience/Break". Categorize your entries as Work Experience (With Salary/Fellowship), Work Experience (Without Salary), or Unemployment (Break in Career). Click "Save / Next".

f. Documents Upload

- Upload self-attested copies of the necessary documents. If there are multiple pages for a document type, combine them into a single PDF.

Document Type	Format	Size Limits
Photograph	JPEG, PNG	Min: 50KB, Max: 500KB
Proof of Date of Birth	PDF	Min: 100KB, Max: 500KB
Educational Documents (Xth to PhD)	PDF	Min: 200KB, Max: 5MB
Caste Certificate (if applicable)/ CV / Others	PDF	Min: 100KB, Max: 1MB

Important: If a degree certificate is not available, enclose a copy of the provisional award certificate or proof of thesis submission certificate from the Registrar/Controller of Examinations. Certificates from any other authority will not be accepted. Once uploaded, click **Final Save**.

B. Ongoing Fellow On-boarding and Guide Selection

1: Email Verification and Detail Fetching (Fellowship → JRF → Ongoing Fellow)

- The candidate must use the email address currently associated with their JRF portal.
- Click on Send OTP to begin the verification process.
- After successful verification, the system will automatically fetch your Fellow ID and Award Letter ID.
- Verify that these details are populated correctly in the Fellowship Details section.
- Click Submit to proceed.
- A green confirmation banner will appear, confirming that your JRF ongoing fellow details were submitted successfully with a timestamp.

2: Provisional On-boarding and Institute Registration

- Upon submitting your details, you are provisionally on-boarded for Direct Benefit Transfer through the Common Fellowship Portal (CFP).
- **To proceed further in the system, your host institute must be registered.**
- **The institute registration requires the details of the Nodal Officer, specifically their Name, Designation, Department, and Institute Name.**
- **This registration must also be explicitly endorsed by the Head of the Institute.**
- **Head of the Institute may forward the details of Nodal Officer at jrf@dbt.gov.in.**

3: Guide Requests & Selection

- After the successful registration and on-boarding of the Host Institute, the fellow can request a guide.
- Navigate to the Guide Requests & Selection page and open the Request New Guide tab.
- Enter the Guide/Mentor's personal details, including their Name, Gender, Date of Birth, and Age.
- Enter the Guide/Mentor's academic details, including the Department Name, Institute Name, and Designation.
- Enter the Guide/Mentor's contact information, including their Communication Email Id and Mobile Number.
- Fill out the Present/Correspondence Address, including the Full address, Pincode, District, and State.
- Fill out the Permanent Address, or check the box if it is the same as the Present Address.
- Click the Submit Request button to send your guide allocation request.

C. JRF Enrollment on the Common Fellowship Portal (Apply for Award Letter)

1: Identity Verification

- Navigate to the Identity Verification page.
- Under the Email Verification section, click Send OTP to Email.
- Retrieve the OTP sent to your registered email address, enter it into the provided fields, and
- Click Verify Email.

2: Initiate JRF Enrollment (Fellowship → JRF → Apply for Award Letter)

- Navigate to the Fellowships menu and select JRF Enrollment.

3: Personal Details (Enroll)

- Check the box labeled "I want to enroll in the JRF program."
- Review your personal details (Name, Gender, Father's Name, Mother's Name, Email, Phone Number, and Address).
- Click Next.

Note: A popup will appear confirming "Enrollment step verified."

4: DBT JRF Qualifying Details

Fill in the required fields under DBT JRF Details:

- DBT JRF Qualifying Year
- DBT JRF Qualifying Category
- Application Number
- DBT JRF Score
- Social Category
- Have you applied under Differently Abled category? (Yes/No)

Click Next.

5: Review & Eligibility Check

- Carefully review your Education Details and Profile Documents.

Note: Your email will be verified against the JRF applicant records list at this stage.

- Enter the Captcha Code displayed on the screen.
- Click Verify Eligibility & Proceed.

6: Upload Documents

Once you pass the eligibility verification, upload the following required documents (ensure image files are under 50kb):

- DBT JRF Admit Card
- DBT JRF Score Card
- Signature
- Click Preview & Print.
- Print or download your registration preview for your future reference.

7: Final Submission

- Click on Submit Registration.

A confirmation prompt will appear stating: "Are you sure you want to submit this registration? Once submitted, you will not be able to edit the registration."

- Click Confirm Submit.

Note: A final popup will appear confirming "Registration Successful."