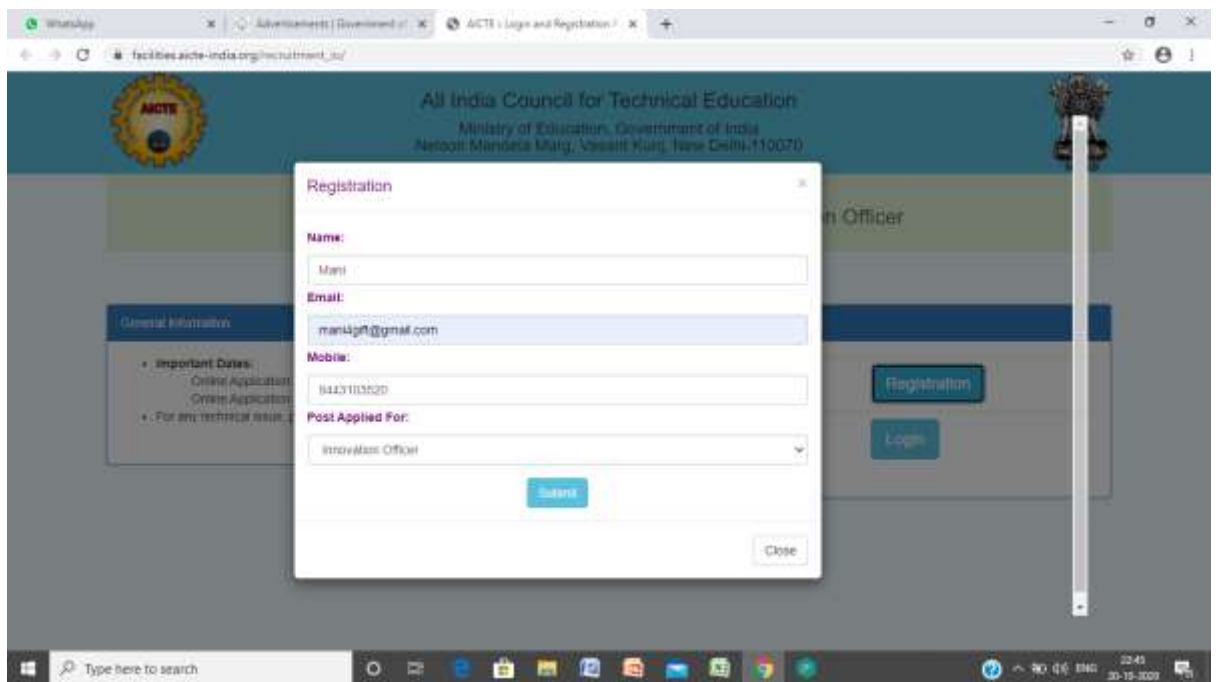## USERMANUAL FOR ONLINE APPLICATION OF INNOVATION OFFICER

The applicants are requested to follow the instructions below for filling up of online application

1. The post description, eligibility criteria, qualification, experience and general terms and conditions are given in url
   https://aicte-india.org/sites/default/files/Advt.%20for%20e-gov..pdf#overlay-context=
2. Step 1 : The new applicants are required to click on the register button available at the URL https://facilities.aicte-india.org/recruitment_io/
3. The screen below appears



4. Provide the details as required. **Note: Correct email id and mobile number should be given** and once the register button is clicked, an auto triggered SMS will reach your mobile as shown below. Note down your application ID.
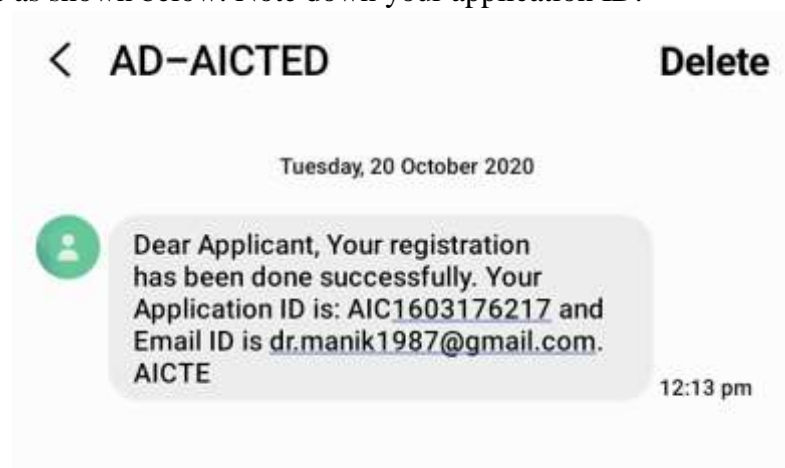
5. Once the SMS is received, you can login with the credentials by clicking the login button as shown below
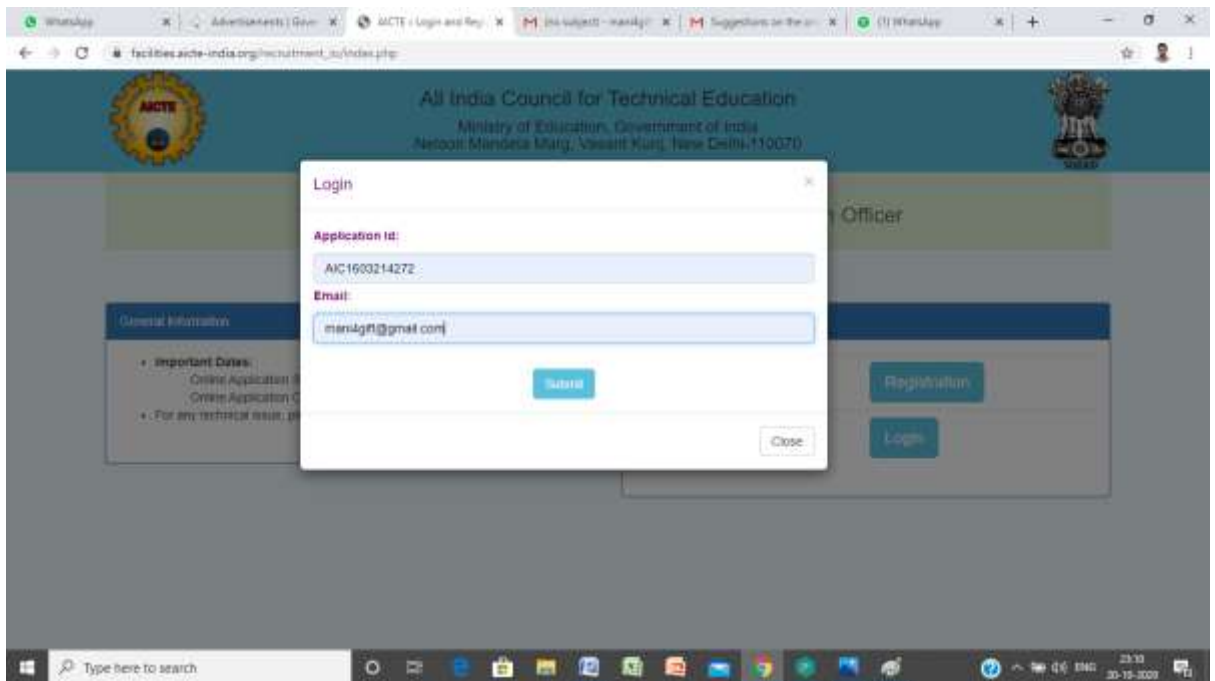


6. On successful login, the page will get transferred to the application screen where in the following fields are to be filled. The * mark in the field indicates that those are mandatory to be filled and cannot be left blank
   a. Date of Birth: In the date picker, select the year first as shown below. The small scroll bar will help in selecting the year correctly. The select the month and finally the date as shown in figure below
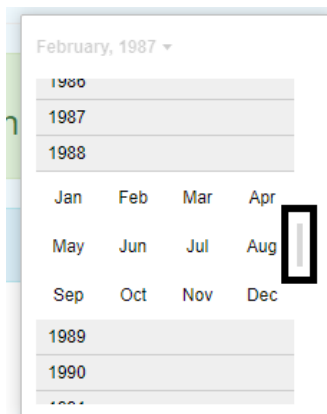


   b. Sex , Father's name , Mother's name , Is differently-abled ( Selct NA if it is not applicable), State of Domicile, Marital Status, Nationality, Permanent and correspondence address and **click on save**
7. In the Educational Qualification Section, fill in the following details Degree (In chronological order) , Year of Passing/Award / Name of Board/College/University , percentage of marks , **Subjects(Type the subjects in an horizontal way separated by commas)**
8. Click the add (+) icon to add additional qualification

9. Enter the title of the PhD Thesis (If awarded only)
10. Select whether you have undergone post doctoral fellowship and if yes, enter the thesis title in the text box that follows as in screen below

### Educational Qualifications (Starting with highest degree obtained)

Click on + button to add and save for every entry

| Sr.No | Examination/Degree | Year Of Passing/Award | Name Of Board/College/University | Percentage of Marks/ Final Grade/ Division | Subject(s) | Add/Delete Row |
|-------|-------------------|----------------------|----------------------------------|--------------------------------------------|-----------|----------------|
| 1 | PhD | 2019 | Anna University | 89 | CA | − |
| 2 | MCA | 2010 | KU | 78.2 | CA | + |

(Please upload self-attested photocopies in support)

Title Of The Ph.D Thesis (If Awarded): XXXXXXXXXXXXXXXXX

Post-Doctoral fellowship: ● Yes ○ No

If Post-doctoral fellowship obtained from abroad,share outcomes: XXXXXXXXXXX

Save

**11. Click on SAVE button without fail**
**12. Details of Employment :**
Fill in details such as Name of the employer, Position Held/Designation , Period of Employment (from and to ) , Last drawn pay and Nature of duties
**Note : Date can also be typed in the format dd-mm-yyyy if the selection is difficult , The nature of duties to be entered in a horizontal way with each duty separated by comma.**
13. Click the + button to add multiple experience

The screen is shown below

### Details of Employment Experience: (In chronological order starting with the most recent)

Click on + button for every entry

| Sr.No | Name of Employer(Govt./Quasi Govt. /Autonomous /Private etc.) | Post Held/Designation | Period of Employment | | Last Drawn Pay (Payscale as in 6CPC or 7 CPC) as applicable for Govt Employees | Nature of Duties | Add/Del Row |
|-------|---------------------------------------------------------------|----------------------|----------------------|-----|-------------------------------------------------------------------------------|------------------|-------------|
| | | | From | To | | | |
| 1 | AICTE | IT | 27-07-1987 | 20-10-2020 | 30000 | IT | − |
| 2 | | | dd-mm-yyyy | dd-mm-yyyy | | | + |

14. Next, fill in the experience summary section as same as in step 13. Here, the number of years of experience will be auto calculated based on the from and to date selected.

**Summary of Experience**

| Nature of Experience Related To | From | To | Total(Years) | Describe Specific Activities Undertaken, Publications, Patents, Mentoring Done, Accomplishments, Vision For The Future (200 words) |
|---|---|---|---|---|
| Innovation | dd-mm-yyyy | dd-mm-yyyy | | |
| IPR | dd-mm-yyyy | dd-mm-yyyy | | |
| Research | dd-mm-yyyy | dd-mm-yyyy | | |
| Product Development | dd-mm-yyyy | dd-mm-yyyy | | |
| Start-up | dd-mm-yyyy | dd-mm-yyyy | | |
| Entrepreneurship | dd-mm-yyyy | dd-mm-yyyy | | |
| Teaching | dd-mm-yyyy | dd-mm-yyyy | | |
| Educational Planning | dd-mm-yyyy | dd-mm-yyyy | | |
| Administration | dd-mm-yyyy | dd-mm-yyyy | | |

Note: Type in the specific activities/Publications /Patents.. details in a horizontal style separated by comma , next give details on the Professional activities / Awards details as shown in screen (Note : The number of words cannot exceed 200). **Click on SAVE Button immediately after filling in details**

**Any Other Professional Activities Undertaken,Awards Received(**

1 XXX
2.YYY

**Membership of Professional societies**

1. IEEE
2.CSI

Save

15. Next, **fill in the recent 5 papers** presented in conference. Symposium/workshop /journal. Use the + button to add more rows. Similarly, fill up the details of the lectures delivered a sown in figure below . Finally give your views on how to achieve the goals of MIC in not more than 200 words and **SAVE the details**

**Papers presented in Regional / National and International Seminars / Conferences / Workshops / Journals . (recent 5 only)**

Click on + button for every entry

| Title/Subject of Paper Presented | Subject of Conference/Seminar/Symposium/Workshop | Date | Organizing Institution and Name of City/Country | Whether the Proceeding Published (Yes/No) | Add / Del row |
|---|---|---|---|---|---|
| XXX | XXX | 27-07-2020 | XXX | YES | − |
| | | dd-mm-yyyy | | | + |

| S.no | Title/Subject of Lecture delivered | Name and place of Institution | Date of Lecture | Duration | Add / Del row |
|---|---|---|---|---|---|
| 1 | XXX | YYYY | 27-07-2019 | 3 | − |
| 2 | | | dd-mm-yyyy | | + |

Please indicate How You Wish To Achieve The Vision And Goal Of Innovation Cell Of Education Ministry: (maximum 200 words)
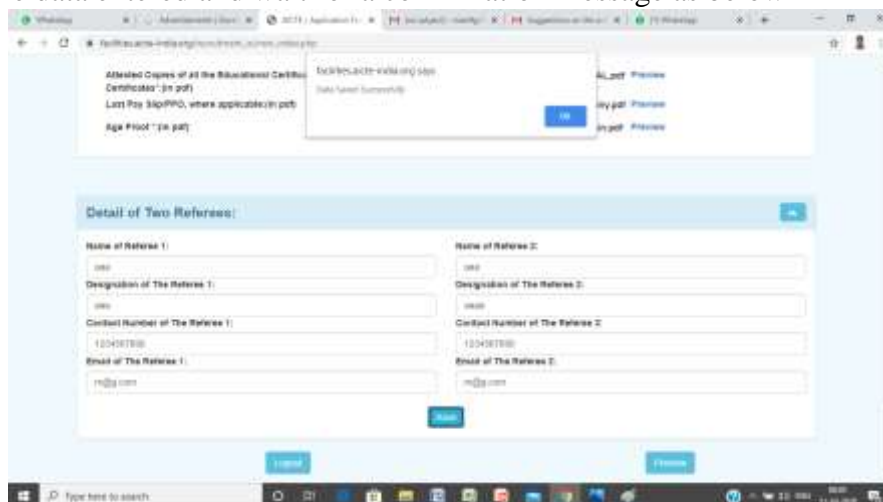
**SAVE**

16. Upload the following
    a. Photo , Signature, Attested copies of All educational certificates , experience certificates and other testimonials(If any) in a single PDF under the appropriate section.
    The uploaded file can be previewed as shown in figure below. Ensure that this preview link is seen and if clicked shows the uploaded document
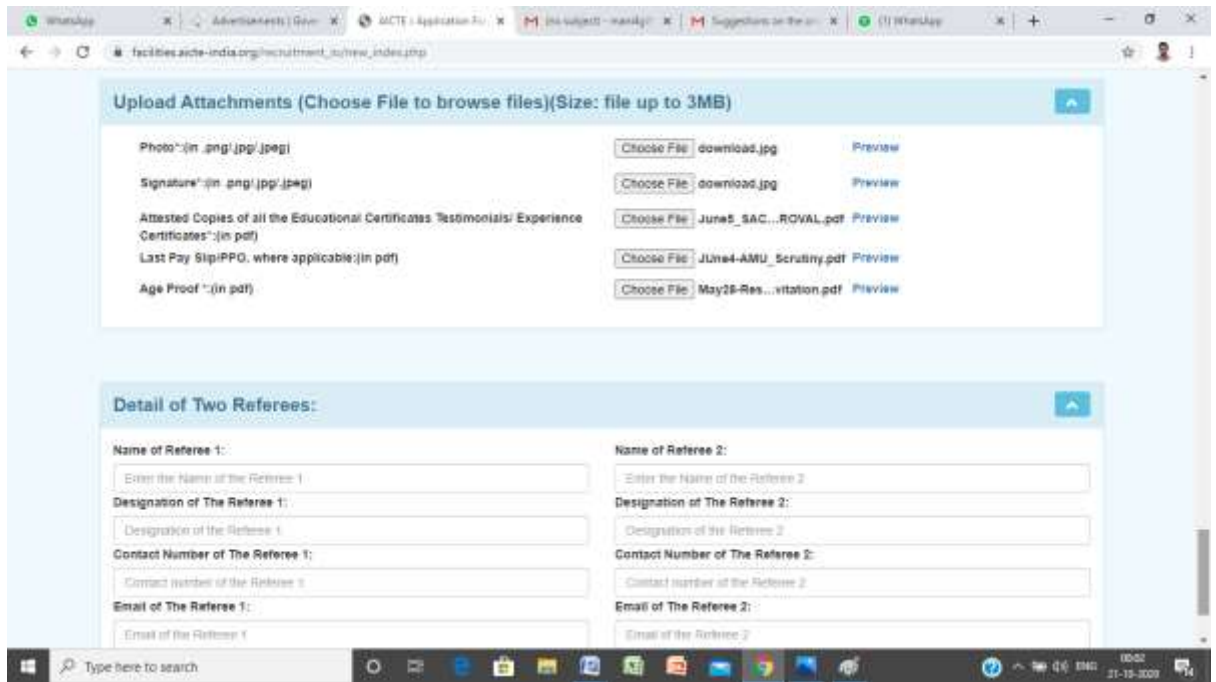


    b. Provide the details of two of Referees with their name , designation, active mobile number and email id .
17. SAVE the data entered and wait for a confirmation message as below



18. Once all the data are entered , Pease click on the preview button
19. View the details which are entered and click on print button at the top to print the application / to save it as PDF file
20. Last click on the submit button after checking the declaration section to complete the submission process. Once submitted, an acknowledgement will be sent over SMS .