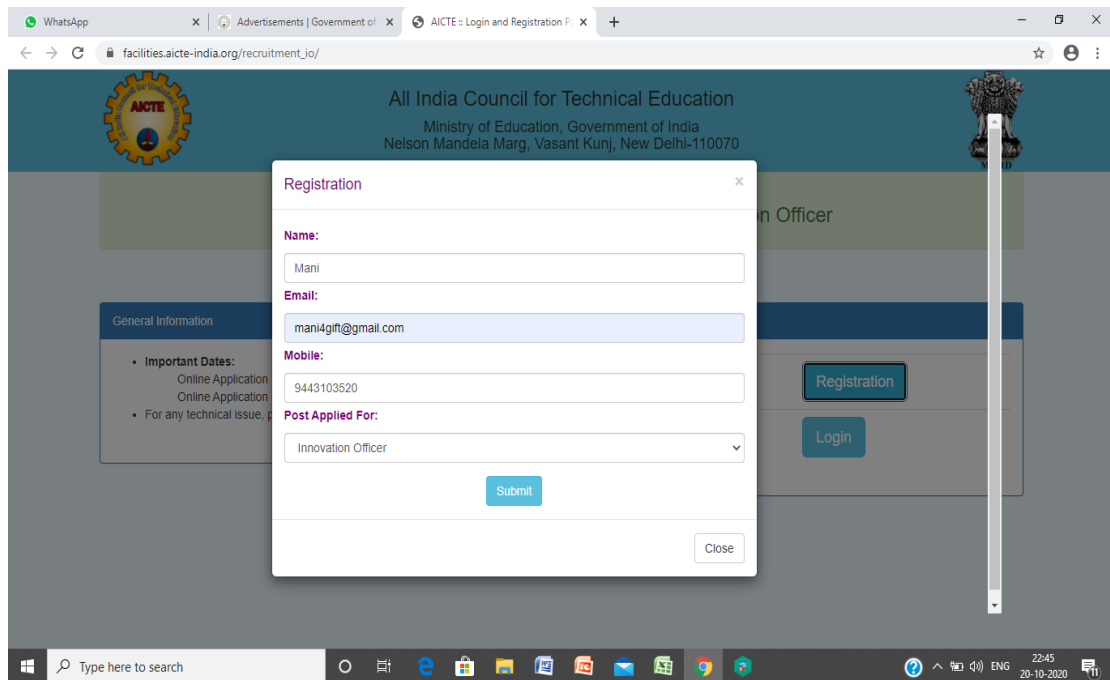


## **USER MANUAL FOR ONLINE APPLICATION OF INNOVATION OFFICER**

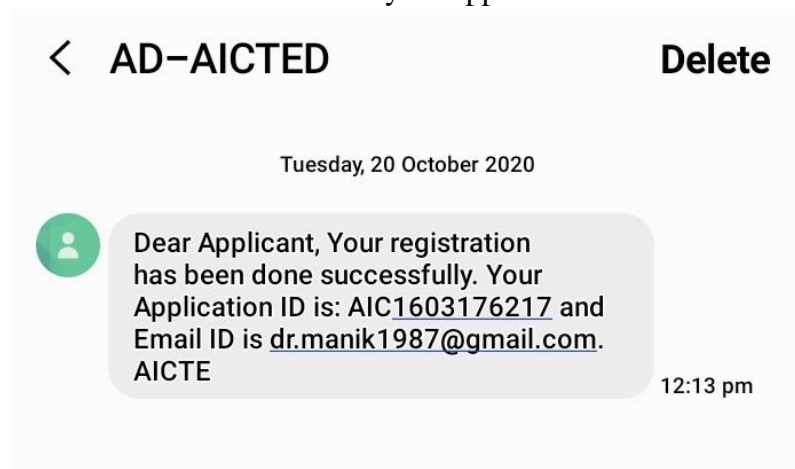
The applicants are requested to follow the instructions below for filling up of online application

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/](https://facilities.aicte-india.org/recruitment_io/)
3. The screen below appears

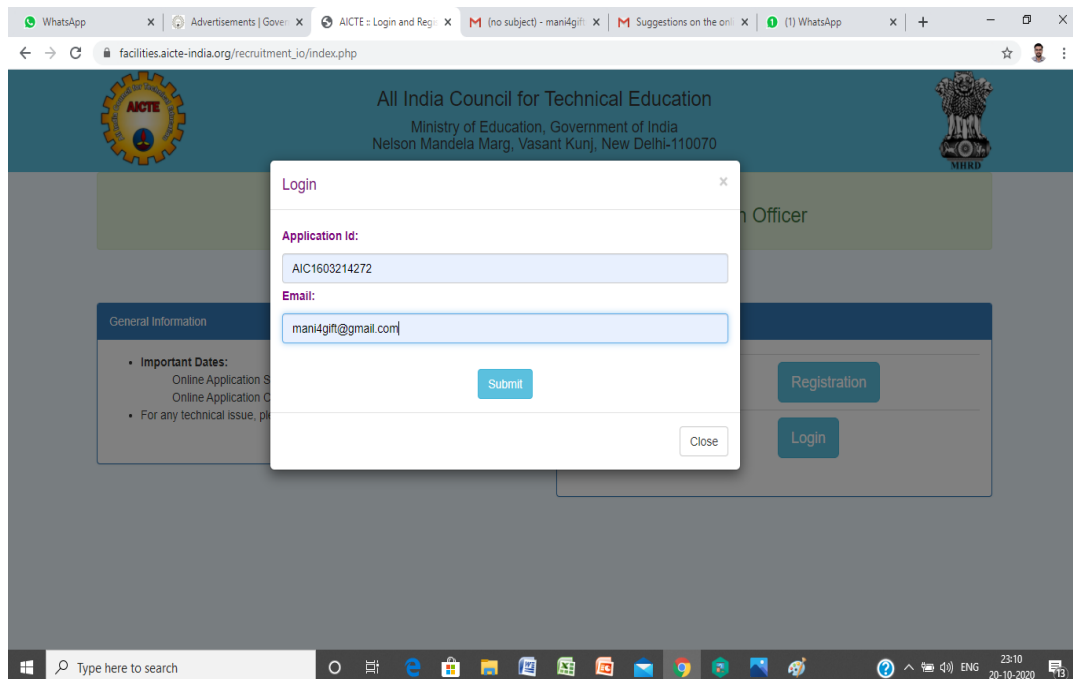


The screenshot shows a web browser window with the URL [https://facilities.aicte-india.org/recruitment\\_io/](https://facilities.aicte-india.org/recruitment_io/). The page header displays the AICTE logo and the text "All India Council for Technical Education, Ministry of Education, Government of India, Nelson Mandela Marg, Vasant Kunj, New Delhi-110070". A "Registration" modal form is open in the center, containing the following fields: "Name:" with the value "Mani", "Email:" with the value "mani4gft@gmail.com", "Mobile:" with the value "9443103520", and "Post Applied For:" with a dropdown menu showing "Innovation Officer". A "Submit" button is at the bottom of the form. The background shows a sidebar with "General Information" and "Important Dates" (Online Application, Online Application) and a "Registration" button.

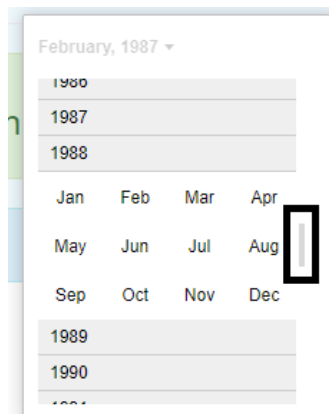
4. Provide the details as required. **Note: Correct email id and mobile number should be given** and once the register button is clicked, an auto triggered SMS will reach your mobile as shown below. Note down your application ID.



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 ( Select 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):**

**Post-Doctoral fellowship:** ☒ Yes ☐ No

**If Post-doctoral fellowship obtained from abroad,share outcomes**

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	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	dd-mm-yyyy	dd-mm-yyyy	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	+

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(	Membership of Professional societies
1.XXX 2.YYY	1. IEEE 2.CSI 
<div>Save</div>	

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

Upload Attachments (Choose File to browse files)(Size: file up to 3MB)

Photo: (in .png/.jpg/.jpeg)	Choose File	download.jpg	Preview
Signature: (in .png/.jpg/.jpeg)	Choose File	download.jpg	Preview
Attested Copies of all the Educational Certificates Testimonials/ Experience Certificates: (in pdf)	Choose File	June5_SAC...ROVAL.pdf	Preview
Last Pay Slip/PPO, where applicable: (in pdf)	Choose File	JUne4-AMU_Scrutiny.pdf	Preview
Age Proof: (in pdf)	Choose File	May28-Res...vitation.pdf	Preview

Detail of Two Referees:

Name of Referee 1:	Name of Referee 2:
Enter the Name of the Referee 1	Enter the Name of the Referee 2
Designation of The Referee 1:	Designation of The Referee 2:
Designation of the Referee 1	Designation of the Referee 2
Contact Number of The Referee 1:	Contact Number of The Referee 2:
Contact number of the Referee 1	Contact number of the Referee 2
Email of The Referee 1:	Email of The Referee 2:
Email of the Referee 1	Email of the Referee 2

- 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

facilities.aicte-india.org says  
Data Saved Successfully

OK

AL.pdf Preview  
my.pdf Preview  
an.pdf Preview

Detail of Two Referees:

Name of Referee 1:	Name of Referee 2:
aaa	aaa
Designation of The Referee 1:	Designation of The Referee 2:
aaa	aaaa
Contact Number of The Referee 1:	Contact Number of The Referee 2:
1234567890	1234567890
Email of The Referee 1:	Email of The Referee 2:
rn@g.com	rn@g.com

Save

Login

Preview

18. Once all the data are entered , Please click on the preview button

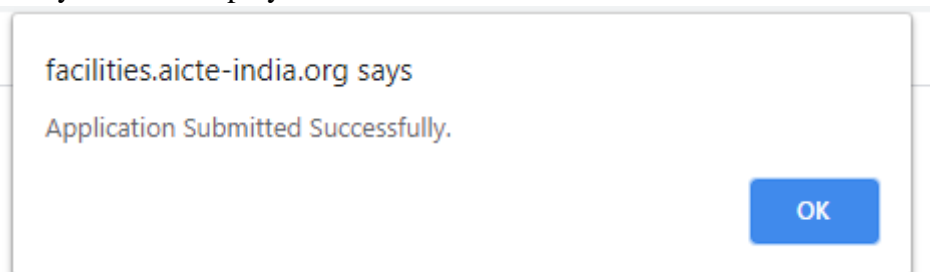
19. View the details which are entered and click on print button at the top to print the application / to save it as PDF file

20. The applicant must verify all the details before clicking the submit button. If submit button is not clicked, **the application will not be treated as complete**. Refer the screen below

The screenshot shows a web browser window with the URL [facilities.aicte-india.org/recruitment\\_io/preview.php](http://facilities.aicte-india.org/recruitment_io/preview.php). The page header includes the AICTE logo and the text "All India Council for Technical Education, Ministry of Education, Government of India, Nelson Mandela Marg, Vasant Kunj, New Delhi-110070". Below the header, there are "Print" and "Submit" buttons. The main content is a table titled "General Information:" containing the following details:

Application Number:	AIC1603176217			
Application Status:	Not Submitted			
Name of Position Applied For:	Innovation Officer			
Name of the Candidate	Manikandan Rajagopal			
Date of Birth	27-07-1987			
Father's Name	RAJAGOPAL	Mother's Name	SUDHA	
Marital Status	Married	Sex	male	
If, Differently-Abled, Indicate	NA	Nationality	Indian	
Correspondence Address	TC 37/1004 , ASWRA2 , AYYA VADHYAR STREET, FORT POST , TRIVANDRUM, KERALA - 695023		Present Employer	All India council for Technical Educatio
Telephone/Mobile	9789108082	Domicile States	Kerala	

21. The applicant should select the declaration part prior to final submisison. Once the submit button is clicked, a pop up message "The application is submitted successfully" will be displayed.



22. Once the application is submitted, the same can be viewed /printed by visiting the login screen with mobile number as shown in screen below

The screenshot shows a login screen with the title "Login" and a close button (X). Below the title, there are two input fields: "Application Id:" with the value "AIC1603176217" and "Email:" with the value "dr.manik1987@gmail.com". Below these fields is a blue "Submit" button. At the bottom right, there is a "Close" button.

23. Once the print application is clicked, The application report is generated and the same can be saved/printed
24. Once the application is printed, the Application report, along with one copy of all the educational certificates, experience certificates and all other supporting documents that the applicant claimed to possess in the application must be self-attested and sent to the corresponding address.

### **GENERAL INSTRUCTIONS**

1. The Number of posts is tentative, which may increase or decrease and the Council reserves the right not to fill the post.
  2. The prescribed qualifications are the minimum and mere possession and fulfilment of the essential and desirable qualifications for a post does not entitle the candidate to be called for interview/ test.
  3. Interested candidates may apply online in AICTE Web portal [www.aicte-india.org](http://www.aicte-india.org) on or before 28.10.2020. Proforma for applying online will be available on the AICTE website w.e.f. 19.10.2020. Affix digital signature in the application wherever required.
  4. A candidate has to submit separate online applications, if he/she desires to apply for more than one post.
  5. The candidates short-listed for interview/ test will be informed by e-mail.
  6. Original Educational Qualification, Proof of Age, Experience and Caste certificate, etc. should be produced only at the time of interview/test. However, self-attested photocopies of testimonials may also be uploaded with the application in support of their educational qualifications and experience etc.
  7. It shall be necessary to furnish Original “No Objection Certificate” from the parent department/ present employer at the time of interview/test. They should also upload the same with the online application, if made available at the time of applying.
  8. The decision of the Council in respect of selections shall be final and no correspondence in this regard will be entertained. Canvassing in any type from any source will disqualify the candidature of the applicant.
  9. The candidates are required to bring the following documents, where ever applicable at the time of interview in sealed cover, otherwise they are not entertained to attend the interview:
    - (i) NOC (As per Annexure-II)
    - (ii) ACRs/APARs for last five years (In sealed Cover).
    - (iii) Integrity Certificate and Vigilance Clearance Certificate (As per Annexure-I) (In Sealed Cover).
    - (iv) Latest Salary Slip.
- In case of photocopies of ACRs/APARs, these may be attested by an officer not below the rank of Under Secretary/equivalent.