

## **GENERAL GUIDELINES FOR THE ONLINE APPLICATION OF VARIOUS POSTS IN STUDENT LEARNING ASSESMENT PROJECT (SLAP) IN AICTE**

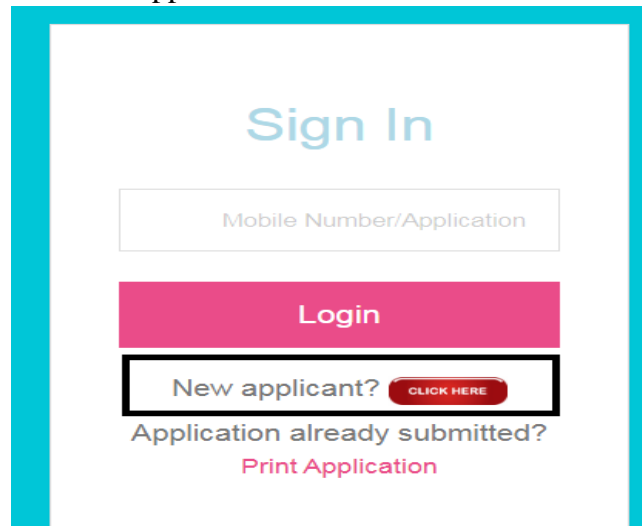
The applicants are requested to follow the instructions below for filling up of online

Application

The applicants must go through the advertisement, eligibility criteria, qualifications and essential skill set required before applying for a post available in the url

<https://www.aicte-india.org/sites/default/files/Advertisement.pdf#overlay-context=>

1. The fresh applicant have to start with the application in the portal by clicking on the URL <https://facilities.aicte-india.org/vacancy/stanford/> with a valid Mobile number and email id as all the further communications will be made on the registered mobile/email id only. The screen for new applicant is shown below



The screenshot shows a 'Sign In' page with a white background and a cyan border. At the top, the text 'Sign In' is displayed in a light blue font. Below it is a white input field with the placeholder text 'Mobile Number/Application'. Underneath the input field is a pink rectangular button with the text 'Login' in white. Below the 'Login' button is a black-bordered box containing the text 'New applicant?' followed by a red button with the text 'CLICK HERE'. Below this box is the text 'Application already submitted?' followed by a pink link that says 'Print Application'.

2. In the page followed, the applicant should first select the post which he/she is willing to apply. The screen is shown as below

### **Personal Information :**

Post Applied For: \*

Data Manager

Please Select

Principal Investigator


Data Analyst in Measurement and Statistics

**Data Manager**

Senior Software Engineer

IT Consultant

3. The applicant should enter the following personal details: Name, Father's/Spouse Name, Mothers name, Marital Status, State of Domicile and Nationality. **The applicant should upload the recent photo of him/her in JPEG or PNG format** as shown in figure below.

Candidate Full Name: *	<input type="text" value="Arun"/>	 Choose File PHOTO.jpg	
Fathers/Spouse Name: *	<input type="text" value="DAS"/>		
Mothers Name: *	<input type="text" value="DASI"/>	Marital Status: *	<input type="text" value="Married"/>
State Of Domicile: *	<input type="text" value="Kerala"/>	Nationality: *	<input type="text" value="Indian"/>

4. The applicant should fill in the other personal details such as the DOB , Gender, Email ID , Whatsapp number , Residential and permanent address.

**Note: The email id and mobile number must be unique and active as all the future correspondence will be communicated on the same.**  
**The screen below shows the same**

Date of Birth:*	<input type="text" value="07/27/1987"/>	Gender: *	<input type="text" value="Male"/>
Email ID: *	<input type="text" value="arundasag@gmail.com"/>	Whatsapp No:*	<input type="text" value="9446207705"/>
Unique EmailID Residential Address: *	<input type="text" value="XXXXX Kerala - 695016"/>	Unique Mobile Number Office Address:*	<input type="text" value="XXXXX Kerala - 695016"/>

5. The essential and desirable skills specific to the post applied will be displayed and the applicant needs to provide YES /NO for the skill set listed . The screen below can be referred.

### Essential and Desirable Skills :

#### Essential Skills :

1. Do you have experience in data cleaning, data management and data analysis?\*
2. Do you have experience in giving training for group of enumerators and teachers?\*
3. Do you have ability to address measurement problems and communicate solutions effectively?\*
4. Do you have experience to oversee the management of all data collected from surveys or assessments?\*
5. Do you have experience in preparation and clear communication of data analytics and reports?\*

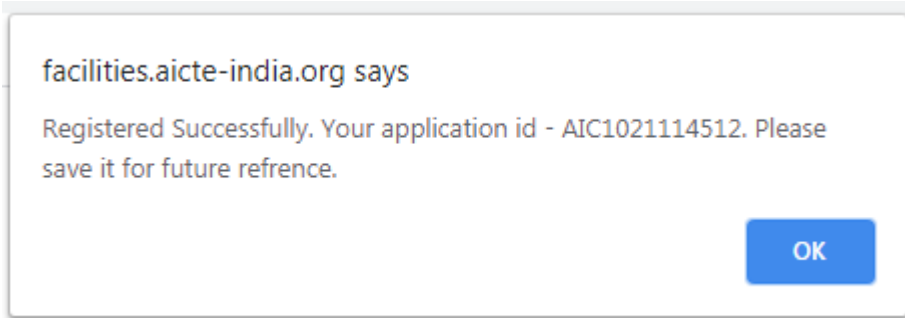
#### Desirable Skills :

1. Do you have Fluency in English and strong ability to problem-solve issues?
2. Do you have experience in fieldwork and large scale quantitative data collection?
3. Do you have experience in conducting education or social science research?

6. Once these details are filled, the applicant should submit the personal details as shown below.

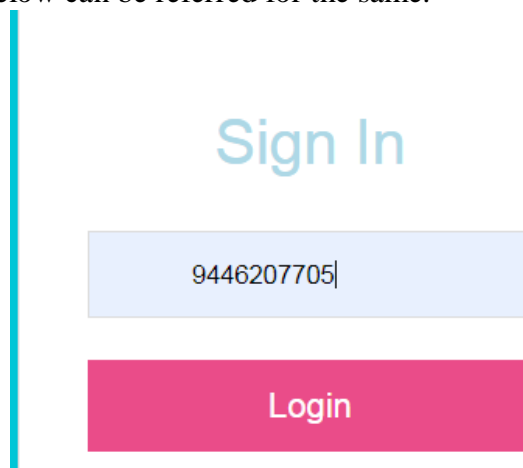


- Once the details are submitted, A pop up message with the success status of submission will be displayed as below



**Note: The applicant should note down this application id and the same should be quoted for future correspondence.**

- Once, the personal details are submitted and the application id is generated, the applicant should login to the online application portal for providing other details. The login URL is <https://facilities.aicte-india.org/vacancy/stanford/index.php>. The applicant can use his/her mobile number which was provided in the personal details to login. The screen below can be referred for the same.



- The applicant after logging in successfully, to provide all the educational qualification from Xth standard till higher most in a chronological order. The screen below shoes the same. It is entrusted that correct details to be submitted for it is liable for verification at the time of interview if shortlisted. The title of the thesis to be entered in the space provided.

**Educational & Professional Qualifications :**

Qualification	Specialization	University/Institute	From	To	Subjects	Marks/CGPA	
PhD	CA	CA	21/	06	CA	89	+
MCA	MCA	KU	21/	06	CA	78	x
Qualificat	Area/Speci	College/Universi	Fror	To		Percentag	x

Title of the Ph.D thesis if awarded:

10. In the employment information, only the recent employment details are to be added. The date of superannuation is meant only for retired candidates. The applicant can fill in all the required details as shown in the figure below with the total years of experience. The applicant should also provide a short description as how the qualifications and experience is suited for the post applied for.

 **Employment Information (Recent Only):**

Name of Employer: *	Nature of Employer: *
<input type="text" value="Name of Employer"/>	<input type="text" value="Government"/>
Position Held: *	Nature of Appointment: *
<input type="text" value="Position held in the organization"/>	<input type="text" value="Regular"/>
Scale of Pay *	Pay Band*
<input type="text" value="Scale of pay"/>	<input type="text" value="Pay band"/>
Date of Superannuation:	Total period of deputation (Optional):
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="Total period of deputation"/>

Please explain in brief with 80 to 100 words as to how your qualifications and experience, particularly job profile is suited to the post applied for.

11. The details of publication of papers in conferences / journals to be entered by the applicant as the screen indicates. The + button to be used for adding multiple rows.

 **Publication Details :**

Papers presented in National and International Seminars/Conferences/Workshops/Symposium (Recent 5 only)\*

Papers presented	
<input type="text" value="Papers Presented link or Name"/>	<input type="button" value="+"/>

Papers published in National / International Journals (Recent 5 only)\*

Papers Published	
<input type="text" value="Papers Published link or Name"/>	<input type="button" value="+"/>

12. The details regarding the award received and book published to be given as per the screen below . The + button to be used for adding multiple rows.

Received any national or international awards or fellowships of professional bodies?\*  Yes  No

Books Written (Please Specify)\*

Book Name	Publisher Name	
<input type="text" value="Name of the Book"/>	<input type="text" value="Name of the Publisher"/>	<input type="button" value="+"/>

13. The attachments screen is as follows

 **Attachments :**

Marksheet(10th only) and Degree Certificates (Educational/Professional) (in single pdf with less than 15 MB)\*

No file chosen

Vigilance Clearance Certificate as applicable (pdf only)

No file chosen

No Penalty Certificate as applicable(pdf only)

No file chosen

Integrity Certificate as applicable(pdf only)

No file chosen

Here, the applicant should make a single PDF with Xth mark sheet and All degree certificates.

**Note: Separate mark sheets are not required for degrees whereas Xth/SSLC mark sheet is mandatory. The total size of the PDF can not exceed 15 MB**

14. The reference screen is shown below

Please suggest some "Resource Persons/ References" whom you have interacted with.\*

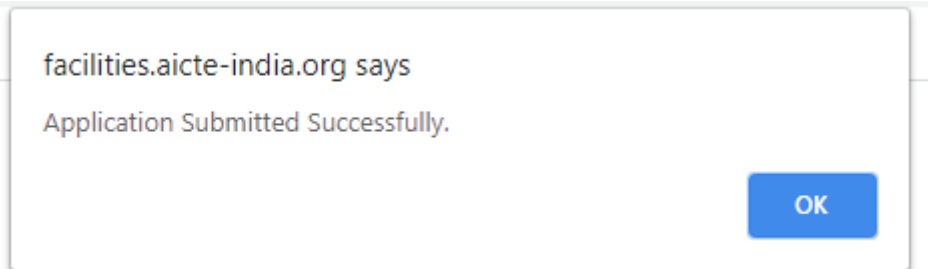
Name	Designation	Email ID	Contact No	
<input type="text" value="Dr N H S"/>	<input type="text" value="Director"/>	<input type="text" value="nhs@aicte-india.org"/>	<input type="text" value="1234567890"/>	<input type="button" value="+"/>
<input type="text" value="Dr RMK"/>	<input type="text" value="Adv"/>	<input type="text" value="rmk@aicte-india.org"/>	<input type="text" value="1234567890"/>	<input type="button" value="X"/>

Any additional information which you may like to mention in support of your suitability for the said post :

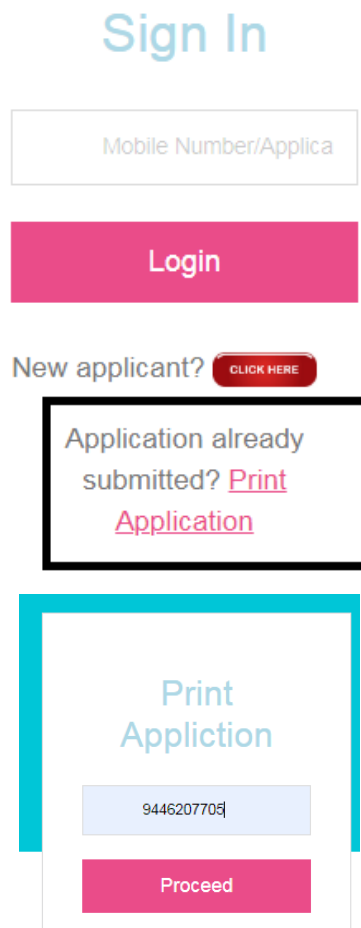
I hereby, solemnly declare that the information given in this application is true and correct to the best of my knowledge and belief. I further declare that I am not involved in any criminal case and/or no such case is pending against me in any court of law. In case any information given in this application proves to be false or incorrect, I shall be responsible for the consequences.

The applicant should provide at least two referees details with necessary information such as name , designation, email and Contact no . The applicant should then accept the declaration by selecting the check box as shown in figure above.

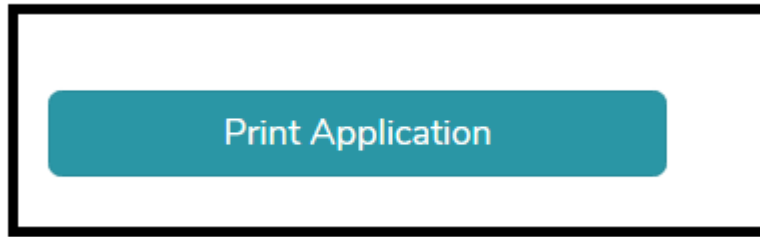
15. Once all the data are entered, the applicant must verify the same before submission as no change is possible after submission. Once verified, the applicant shall click on submit button at the end of the page.
16. Once the submit button is clicked, the applicant gets the confirmation message as shown below



17. The applicant must take a copy of the application using the print application menu available in the login page as shown below



18. The applicant should provide the mobile number used for the application to print the same. The print button is present at the bottom of the page after clicking the “proceed link” in the previous link



19. Once the print application is clicked, The application report is generated and the same can be saved/printed
20. 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.

NOTE: The Correspondence Address Will be Intimated very soon / displayed in Website.

## **GENERAL INSTRUCTIONS**

1. The Council reserves the right to increase or decrease or cancel the above-mentioned posts without assigning any reason thereof.
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.
3. Interested candidates may apply online in AICTE Web portal website (<https://www.aicteindia.org/bulletins/advertisements>) on or before 28.10.2020. Proforma for applying online will be available on AICTE website under advertisement section, <https://facilities.aicte-india.org/vacancy/stanford/>
5. The candidates short-listed for interview will be informed by e-mail. The Council will not be responsible if the ID provided is incorrect or mailbox is left unchecked.
6. Original Educational Qualifications, Proof of Age, Experience etc. should be produced only at the time of interview. However, self-attested photocopies of testimonials (as applicable) may also be uploaded with the application in support of educational qualifications and experience etc in single pdf.
7. 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.
8. Any technical queries regarding Online Application Submission should be communicated ONLY on [helpdesk1@aicte-india.org](mailto:helpdesk1@aicte-india.org).
9. Timelines are strictly as per the Notification / Advertisement.