

# **GUIDELINES FOR SUBMISSION OF PDF PROPOSALS FOR 2023-24 (December) SESSION**

**A. Guidelines for students:** Following steps are to be followed-

1. Open the CCRAS website on any browser using URL: <http://ccras.nic.in/> and click on Application Invited for Post Doctoral Fellowship Scheme 2023-Dec batch to open the PDF Portal URL: [pdf.ccras.org.in](http://pdf.ccras.org.in)



PDF Portal URL: [pdf.ccras.org.in](http://pdf.ccras.org.in)

2. Click on To Apply Visit ([pdf.ccras.org.in](http://pdf.ccras.org.in)) button.



3. Click on Login button to open the login page for sign up.



4. Sign up to the portal by clicking on the sign-up button.



5. Enter the required details for registration to sign up on the portal

**Register yourself**

**Registration Details**

Username:  Email Address:

Recaptcha:  (I am human, I agree to the Terms & Conditions)

Enter password:  Re-enter Password:

- Your password must be 6-12 characters long and contain at least one uppercase letter, one lowercase letter, one number, and one special character.
- Your password must not contain the word "password".
- Your password must be different from your email address.
- Your password must be different from your mobile number.

**Personal Details**

Title:  First Name:  Last Name:

Gender:  Date of Birth:

Category:  Nationality:  Address No:

- Self-declaration is only for registration.
- Registration is not available for the IP Address of any State (IP Address is Password Changing Control).
- The IP Address is not available for registration.

**Communication Details**

Address Line:

Address Line 2:

State:  District:  City:  Pincode:

Mobile Number:  Alternate Mobile Number:  Public Address for correspondence:


**Other Details**

Employment:

University/Institution Name:

University/Institution Address:

6. After successful registration, again login to the account by entering the login details.

 **केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्**  
आयुष मंत्रालय, भारत सरकार  
**CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES**  
Ministry of Ayush, Government of India

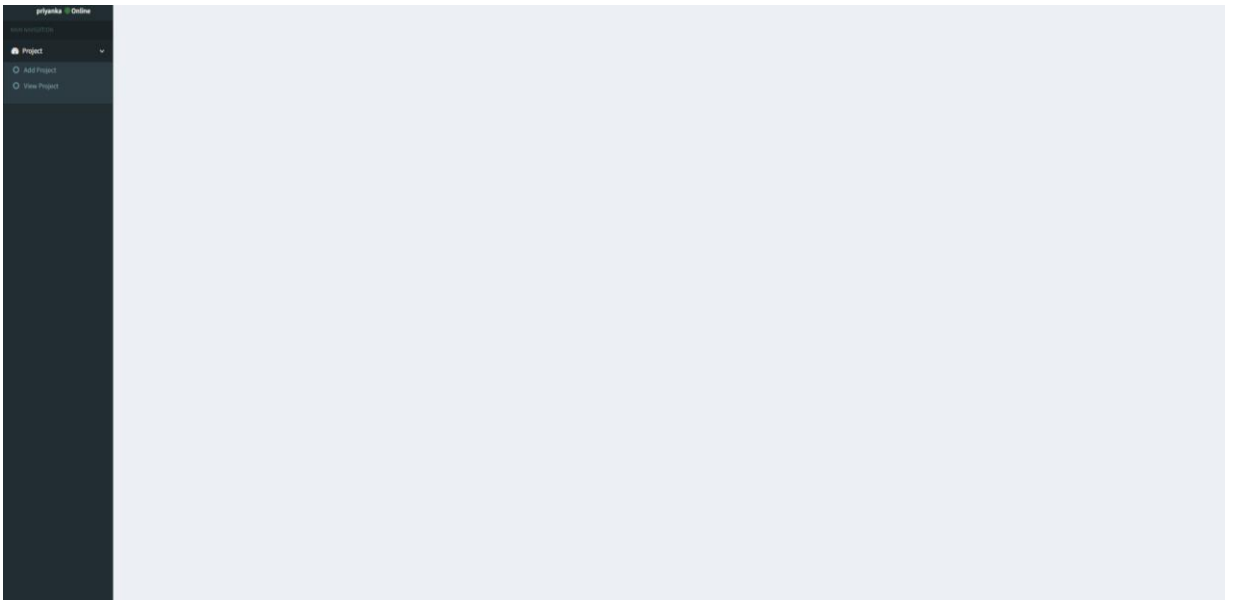
**CCRAS-PDF  
LOGIN**

Username:

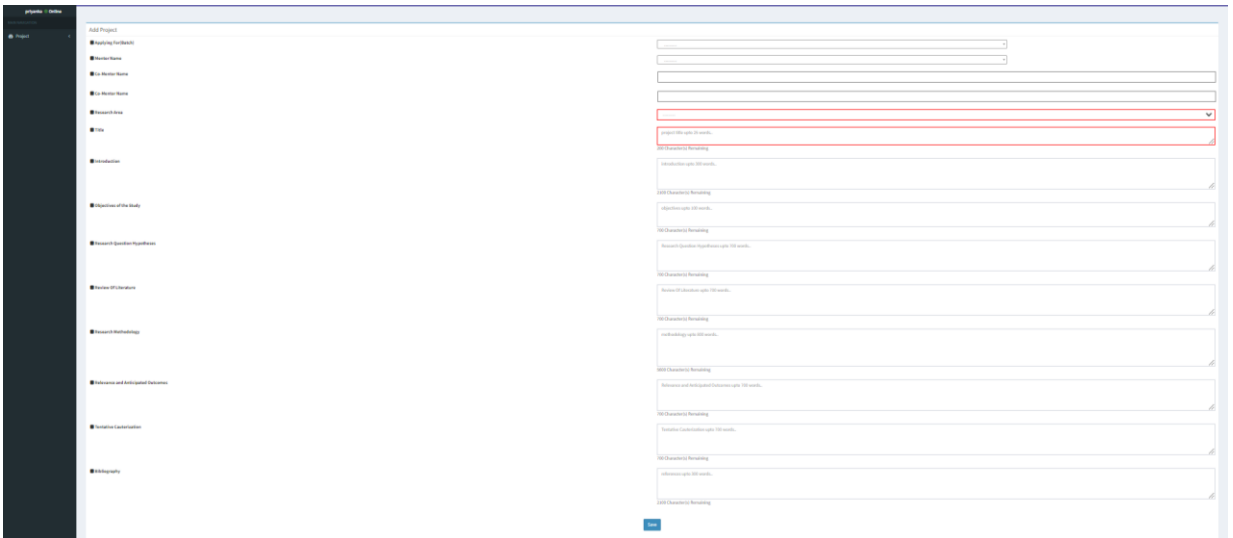
Password:

Don't have an account? [Sign Up](#)  
Forgot password? [Forgot password](#)

7. After successfully login to the portal, click on **Project button**



8. The candidate dashboard will open having **Add Project** and **View Project** modules. Click on **Add Project** button to enter the details



9. Click on **Download Application Form** to download Application form. Take the print out of the form and fill the required details. Prepare a file of the duly filled Application form (File not exceeding 2 MB).

10. The required documents have to be uploaded in the respective field.

The screenshot shows a web application interface with a dark sidebar on the left containing a navigation menu. The main content area is divided into two sections. The upper section contains a series of text input fields, some with dropdown menus, and a 'Save' button at the bottom right. The lower section is titled 'Document Uploads' and features a list of document categories, each with a 'Choose File' button and the text 'No file chosen'. The categories listed are: Application Form, Project Synopsis, Caste Certificate, Aadhar Card, Physically Handicapped Certificate, UG Degree Certificate/Provisional Degree Certificate, PG Degree Certificate/ Provisional Degree Certificate, Ph.D Degree Certificate/ Provisional Degree Certificate, Any other Form, Project Submit Date, and Project Submit Time.

11. Upload the PDF file of the documents in the respective field. Size not exceeding 2 MB.

The screenshot shows a web browser window with the URL 'pdf.ccras.org.in/final\_submit/5/'. The page has a dark sidebar on the left with a 'Download Application Form' button. The main content area is titled 'Document Uploads' and contains the following sections:

- Application Form**: The application should be typed except the SL.No. VIII below, which is to be filled in by the mentor in his/her own handwriting only. Read all instructions carefully given in the Scheme before filling the Application Form.
- Project Synopsis**: (Only the registration ID/PDF ID generated during registration at CCRAS-PDF site is to be mentioned at every page of proposal as header. Your identity should not be revealed in proposal. Project proposal must be in readable pdf format not exceeding than 5mb.)
- Caste Certificate**: Caste Certificate is only for Age Relaxation
- Aadhar Card**: If Aadhaar is not available, write the ID number of any Govt ID (PAN/Voter ID/ Passport/Driving License). \*The IDs are just for internal use only\*
- Physically Handicapped Certificate**
- UG Degree Certificate/Provisional Degree Certificate**
- PG Degree Certificate/ Provisional Degree Certificate**
- Ph.D Degree Certificate/ Provisional Degree Certificate**
- Any other Form**: (Kindly merge and upload the PDF)
- Project Submit Date**: A date input field with a calendar icon.
- Project Submit Time**: A time input field with a clock icon.

Each document category has a 'Choose File' button and the text 'No file chosen'. A 'Submit' button is located at the bottom right of the form.

12. Click on submit button. The portal will be directed to the dashboard to review the details entered.

Showing 1 to 1 of 1 entries

PDF ID	Aadhaar No	Batch	Mentor Name	Project Title	Student Name	Email_ID	Mobile No	DATE and TIME	View	Edit
PDF/134/1		Winter-December		assessment of the effect of eating kapha vardhak aahar in D.M				Nov. 28, 2023 None	<a href="#">View</a>	<a href="#">Edit</a>

13. Click on the View button to view the submitted project. The submitted project will be viewed as

Project

- PDF Reference ID PDF/134/1
- Aadhaar No 123456789012
- Mentor Name Chandrakant Mahajan - Professor Gulbarga University
- Co-Mentor Name
- Category General
- Research Area Network Pharmacology (In-silico study)
- Name of Department
- Project Title [View](#)
- Introduction [View](#)
- Objective of the study [View](#)
- Research-Question/Hypothesis [View](#)
- Review of Literature [View](#)
- Research Methodology [View](#)
- Rationale and Anticipated Outcomes [View](#)
- Textative Contribution [View](#)
- Bibliography [View](#)
- Application Form [View](#)
- Project Synopsis [View](#)
- Case Certificate [View](#)
- Aadhar Card [View](#)
- Physically Handicapped Certificate [View](#)
- UG Degree Certificate/Provisional Degree Certificate [View](#)
- PG Degree Certificate/ Provisional Degree Certificate [View](#)
- Ph.D Degree Certificate/ Provisional Degree Certificate [View](#)
- Any other Form [View](#)

14. Click on Edit button to edit the details, if any

Showing 1 to 1 of 1 entries

PDF ID	Aadhaar No	Batch	Mentor Name	Project Title	Student Name	Email_ID	Mobile No	DATE and TIME	View	Edit
PDF/134/1		Winter-December		assessment of the effect of eating kapha vardhak aahar in D.M				Nov. 28, 2023	<a href="#">View</a>	<a href="#">Edit</a>

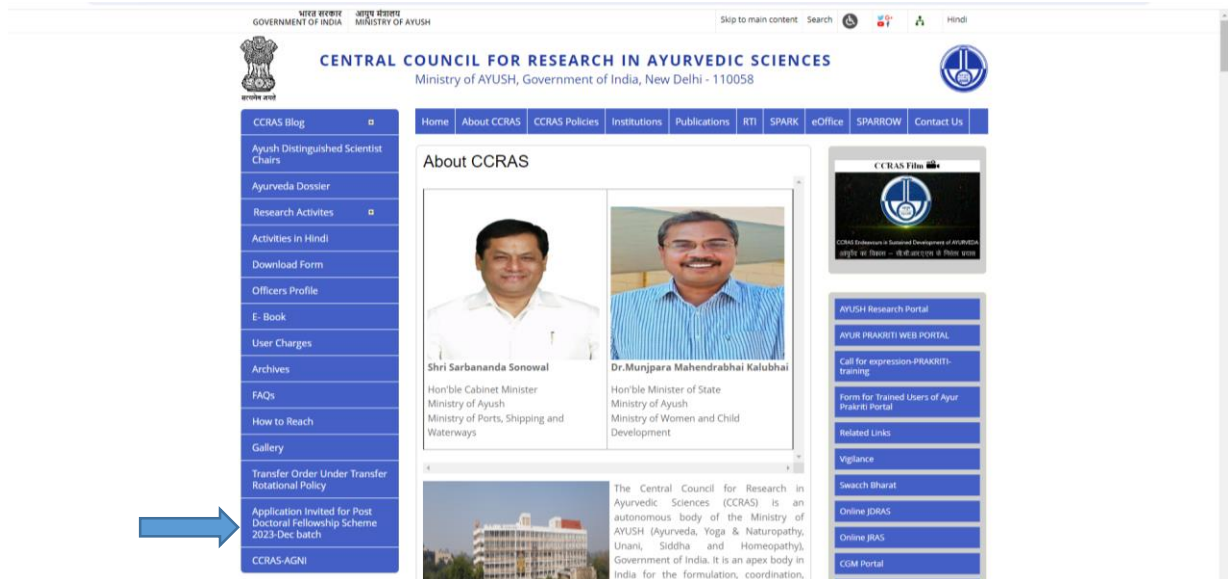
15. The dashboard will be viewed as below where you may edit the details if required. Click on submit button to save the details.

The dashboard features a sidebar menu on the left and a main content area. The main content area contains a form with multiple input fields, including text boxes, dropdown menus, and checkboxes. A 'Submit' button is located at the bottom right of the form. Below the form, there is a section titled 'Submitted Details' which contains a table with columns for 'PDF ID', 'Aadhaar No', 'Batch', 'Mentor Name', 'Project Title', 'Student Name', 'Email\_ID', 'Mobile No', 'DATE and TIME', 'View', and 'Edit'. The table is currently empty.

16. Click on View Project button in the Project module to view the project if required.

**B. Guidelines for Mentor/Supervisor:** Following steps are to be followed-

1. Open the CCRAS website on any browser using URL: <http://ccras.nic.in/> and click on Application Invited for Post Doctoral Fellowship Scheme 2023-Dec batch to open the PDF Portal URL: [pdf.ccras.org.in](http://pdf.ccras.org.in)



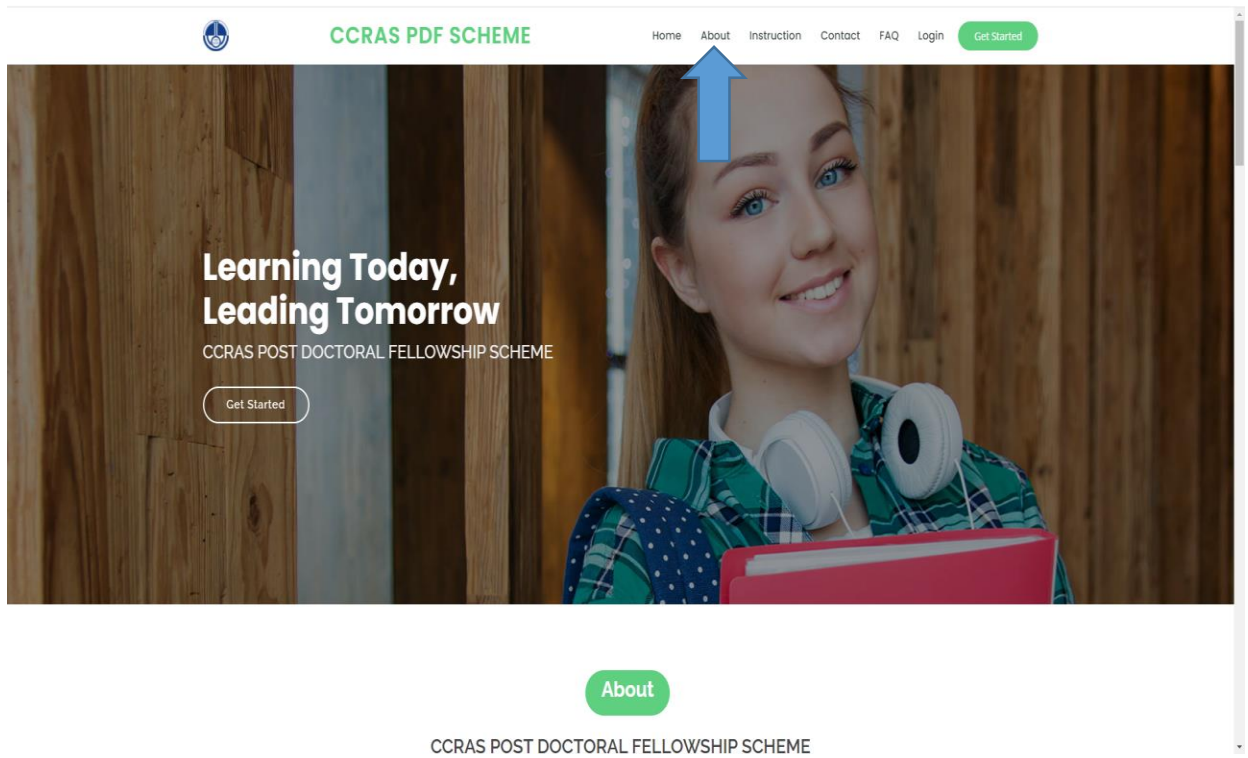
PDF Portal URL: [pdf.ccras.org.in](http://pdf.ccras.org.in)

2. Click on To Apply Visit ([pdf.ccras.org.in](http://pdf.ccras.org.in)) button.

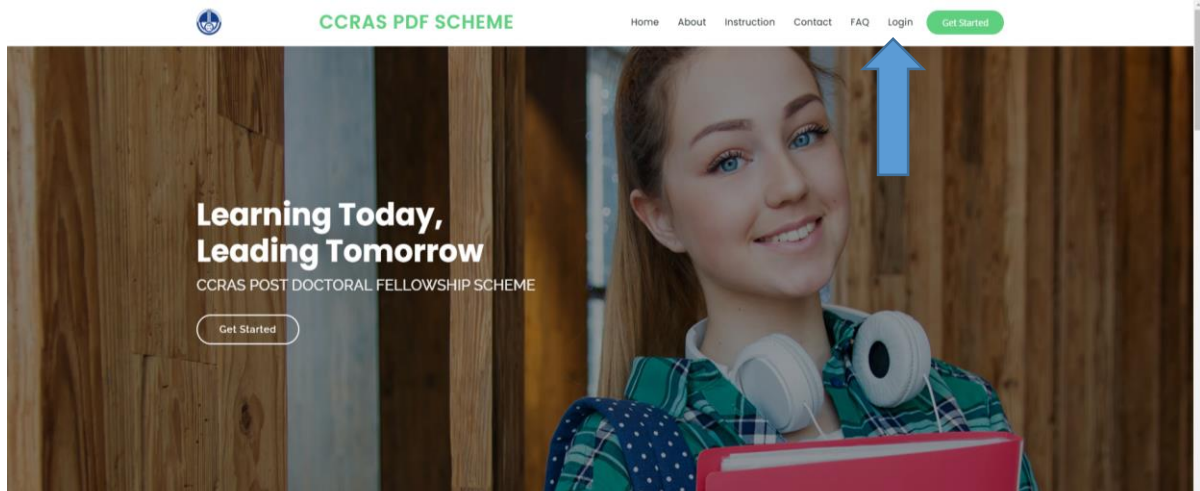




3. Click on About button on the PDF portal to read about the PDF Scheme.



4. Click on Login button to open the login page for sign up



5. Sign up to the portal by clicking on the sign up button



6. Enter the required details for registration to sign up on the portal

Register yourself!

**Registration Details**

Name:  Email:   
Password:  Confirm Password:

**Personal Details**

Gender:  Date of Birth:   
Address:  Phone No.:  Mobile No.:   
State:  District:  City:  Pincode:

**Communication Details**

Address Line:

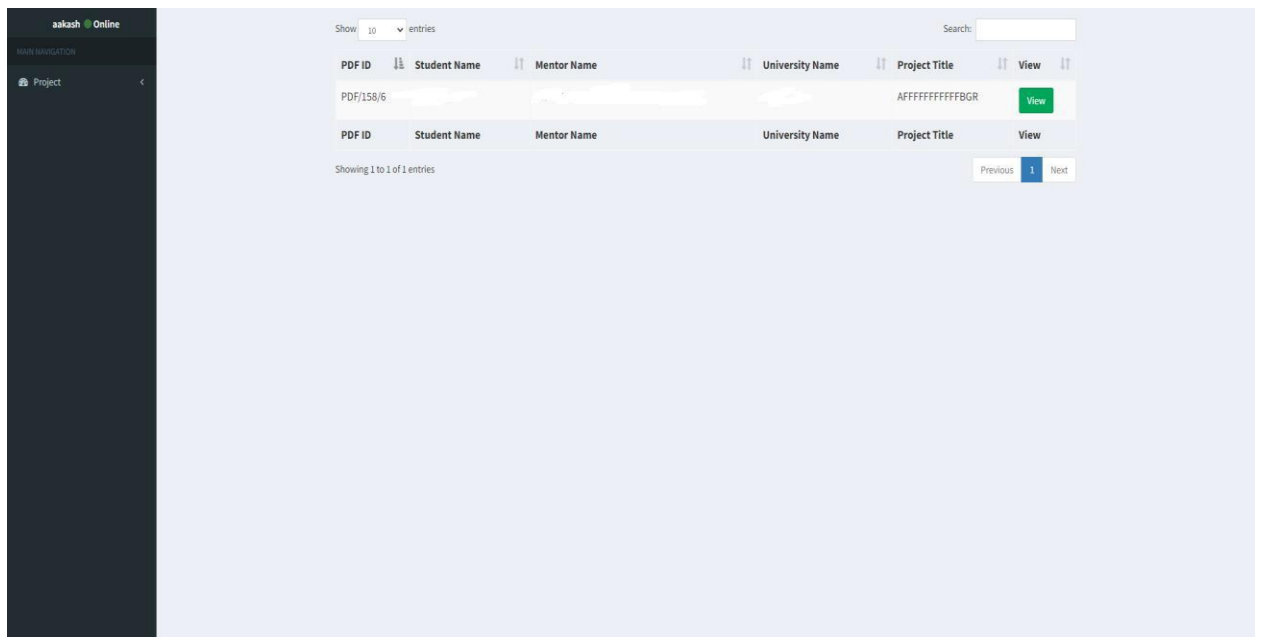
**Other Details**

Institution:   
University/Institute Name:   
University/Institute Address:

7. After successful registration, again login to the account by entering the login details.



8. After successfully login to the portal the Mentor dashboard will open, where the details of the project submitted by the scholar can be viewed.



**Note:** To retain a record and for reference purposes, one can save a copy of the submitted application form and proposal by using the Ctrl + P command.