<u>GUIDELINES FOR SUBMISSION OF PDF PROPOSALS FOR</u> <u>JUNE, 2025 BATCH</u>

A. Guidelines for Candidates:

Please follow the steps below to register and submit your proposal under the CCRAS Post Doctoral Fellowship (PDF) Scheme:

1. Visit the CCRAS website at http://ccras.nic.in and click on the "More" tab.



2. In the dropdown menu, click on "Post Doctoral Fellowship (All Details)".



3. On the newly opened page, click on the "Portal Link" to access the CCRAS PDF Portal. Alternatively, you can visit the portal directly at <u>https://pdf.ccras.org.in</u>.



4. For new users, click on the "Registration" button and fill out the required details.



5. Fill out the Registration form and then click on the Register button to complete the process.

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6. After successful registration, you will be redirected to the Login Page. Enter your login credentials and click "Login".



7. After logging in, click on the "Project" button to proceed.

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8. The Applicant Dashboard will display two modules: Add Project and View Submitted Project. Click on "Add Project" to begin entering your proposal details.

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9. Enter the required project information and click "Save" to proceed. Upon saving, a PDF ID will be generated. This ID must be mentioned in the header of your Project Synopsis.



10.Upload the required documents in PDF format. Each file should not exceed 2 MB in size.

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11.Before final submission, thoroughly review all entered details. Once verified, click the "Submit" button.

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12.After submission, a message stating "Project form submitted successfully" will appear on your dashboard. To view your submitted project, click on the "View" button.

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13.Your submitted project will appear as shown below. For your records, it is recommended to save a copy of the submitted application form and proposal using the "Ctrl + P" command.



14.If required, you can edit the project proposal (but not registration details) by clicking on the "Edit" tab.

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B. Guidelines for Mentor/Supervisor

Please follow the steps below to register and view the submitted proposal of your candidate under the CCRAS Post Doctoral Fellowship (PDF) Scheme:

1. Visit the CCRAS website at http://ccras.nic.in and click on the "More" tab.



2. In the dropdown menu, click on "Post Doctoral Fellowship (All Details)".

3. On the newly opened page, click on the "Portal Link" to access the CCRAS PDF Portal. Alternatively, you can visit the portal directly at <u>https://pdf.ccras.org.in</u>.



4. For new users, click on the "Registration" button and fill out the required details.



5. Fill out the Registration form and then click on the Register button to complete the process.

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6. After successful registration, you will be redirected to the Login Page. Enter your login credentials and click "Login".



1. Upon logging in, you will be taken to the Mentor Dashboard. To view the submitted proposals of your candidate(s), go to the "Project" tab and click on "View Submitted Project".



2. To review an individual proposal, click the "View" button next to the respective project. Mentors can save a copy of the submitted proposal and application form using the Ctrl + P command for future reference.

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