HELP DOCUMENT

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Disclaimer

To Submit the Application, kindly use one of the following Browser:

1. Internet Explorer – Version 11 and above.
2. Firefox – latest version
3. Chrome – latest version

- One application per candidate is allowed.

- Once submitted application cannot be changed or viewed.

Kindly go through the below document for assistance in submitting the Application. In case of any further queries kindly email the same to admin@indiaoppi.com

Register, Log-In and Forgot Password:

For submitting the application candidate will need to first register by clicking on **APPLY NOW** on the home page.

Register Process:

1.   Click Apply now

2.   The following pop-up is displayed

3.   To continue kindly fill below details: (all fields marked with an * are Mandatory)

Title – select Mr, Miss, Mrs, Dr.	Mandatory
First Name	Mandatory
Middle Name	Non-Mandatory
Last Name	Mandatory
DOB- Select DD MM YYYY from dropdown	Mandatory
Gender	Mandatory

Email Id- this will be email Id which will be used for Login	Mandatory
Mobile Number	Mandatory
Password - Enter a Password which will be used for Login	Mandatory
Confirm password – Re-enter the same password as in Password text area	Mandatory

4. After entering the required details click **Register** button. Post clicking you will be redirected to the Application page.

Login Process:

You can register and later visit the site to complete the process. In order to do the same, you will need to login using the registered email id and password entered while registering for the first time.

1.   Click **Login In** link on the top right corner of the banner.

2.   The following screen is displayed.
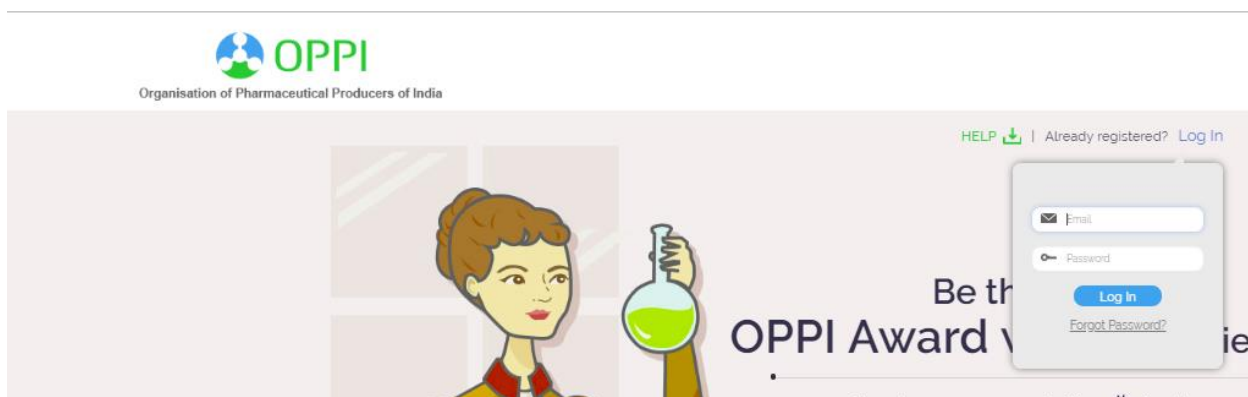

3.   To continue kindly fill:

Email Id - Entered while Registering	Mandatory
Password - Entered while Registering	Mandatory

4.   Click **Login** to proceed to application submission

Forgot Password:

In case you forget your password which was entered during Registration:

1. kindly click on **Forgot Password** link present under the **Login** button

2. Following screen will be displayed
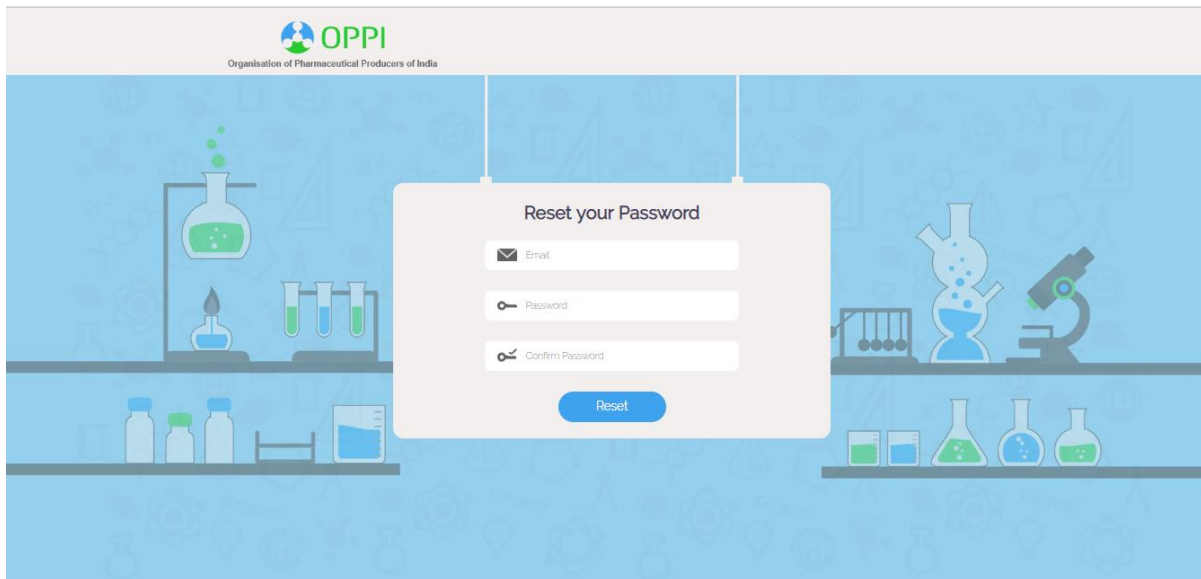
3. Kindly entre below details

Email Id- the same email Id used for login	Mandatory
Password - Enter a new Password which will be used for Login	Mandatory
Confirm password – Re-enter the same password as in Password text area	Mandatory

4. Click on **Reset** button to reset the password

5. Continue with the Login process to proceed with Application submission

Application Submission Process

Post Log In you will be redirected to the below page

There are 3 sections which are visible in the form:

1. Applicant Details
2. Application Details
3. Preview and Submit

Section 1. Applicant Details Section:

- All data entered during registration will be by default filled in the Applicant Detail Section.
- You will need to upload your photo for which you will need to check the following:
  - Format: jpg/jpeg/png
  - Size: Less than 200kb
  - Resolution: 400 x 400

To check the parameters:

1. Select the image you want to upload
2. Right click on the same
3. Select Properties from the list
4. The following box will be displayed
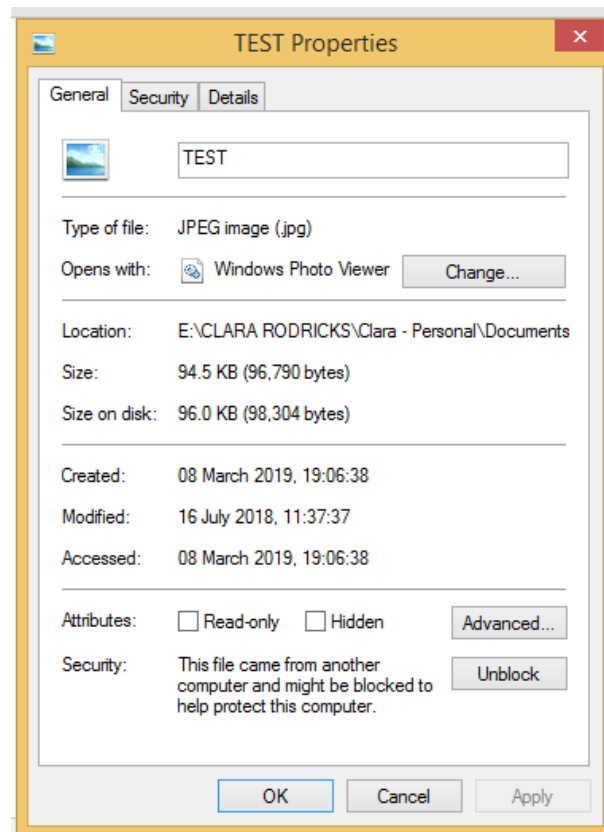
5.   Kindly check the parameters marked in Red. If parameters do not meet kindly edit and save the file to make the same compatible for upload.

6.   Kindly find the below the entries which will be either Auto filled or need to be filled Manually

Title – select Mr, Miss, Mrs, Dr.	Mandatory	Auto filled
First Name	Mandatory	Auto filled
Middle Name	Non-Mandatory	Auto filled
Last Name	Mandatory	Auto filled
DOB- Select DD MM YYYY from dropdown	Mandatory	Auto filled
Gender	Mandatory	Auto filled
Email Id- this will be email Id which will be used for Login	Mandatory	Auto filled
Telephone Number	Non-Mandatory	Manual Filling
Mobile Number	Mandatory	Auto filled
Discipline/Areas	Mandatory	Manual Filling
Institute Category	Mandatory	Select from the drop down list
Institute Name	Mandatory	Manual Filling

7.   Kindly click on **Save** to save the details updated.

Note:

*If you do not click **Save** button and logout the system, the data entered will be lost.*

Once all the mandatory fields are entered the section color will turn Green indicating that the Section is complete.

If the section is amber in color, it means all mandatory fields are not entered. You will need to fill all mandatory fields to submit the form.

*Save will save details of that current section only. Hence after entering the details in a section, to save the details kindly click **Save** in each section.*

Section 2. Application Details:

Click on Section 2 to display the Application Details Section. The following section is displayed

1. Kindly fill the below details which need to be filled for Application Details

Category: There are 3 Categories for which the Candidate will be sending the applications:		
OPPI Scientist of the Year: Candidate should be above 40 years (as on the last date of application submission)	Mandatory	
OPPI Young Scientist of the Year: Candidate should be up to 40 years (as on the last date of application submission)	Mandatory	For Male Candidates the Category will be auto selected based on Age.

For Female Candidates 2 options will be made visible based on Age and they will have to select one category in which they want to apply. |
OPPI Woman Scientist of the Year: Candidate should be a Woman. No Age Limit for the Criteria. Candidate can select either this category or the Category based on the age.	Mandatory	
Brief Statement of Research Contribution	Mandatory	Word limit of 50
Significant contribution to Science or Technology Development	Mandatory	Word limit of 750
Impact of Contribution to the concerned field	Mandatory	Word limit of 100
Any Patent to your Name or Research Publication?	Mandatory	Select Yes or No

Most significant Research Publication and Patent: (List only top 10 Publications and attach ONLY 5 reprints)	Mandatory	Will be displayed only if above questions is answered as Yes. Section explained in detail in Patent Section
Attach your Curriculum Vitae (C.V)	Mandatory	• Download the CV Template • Update the section • Convert to pdf • Upload the CV Template
Attach Authentication Certificate of your work:	Mandatory	• Download the Authentication Certificate. • Certificate should be furnished by Head of Institute/Laboratory stating the work submitted is original and does not violate any intellectual property right. • Scan and save the document as jpeg/jpg • Upload the File

2. After entering the necessary details, kindly click on **Save** button to save the details updated.

Patent Updation:
For Patent Updation, Candidate needs to select 1 of the following for the question:
Any Patent to your Name or Research Publication? **Yes** or **No**

When Answer selected is No:
This will indicate that there are no Patents to the Candidates Name. Hence the Patent section will not be displayed.

When Answer selected is Yes:

When you select the value as **Yes** to the question, the section is displayed which is related to the Most significant Research Publication and Patent.

Title	Mandatory	• Write the Patent /Publication Title Name relevant to the Application • Needs to be minimum 2 characters • Select Yes if you have any Document related to the Publication /Patent Name you have mentioned in the title
Attachments	Mandatory	If the option is selected as Yes, then the link section is displayed which is Mandatory
Link	Mandatory	You will need to upload a document relevant to the Publication/Patent mentioned
Primary Writer	Mandatory	• Mention Yes if you are the Primary Writer of the Publication /Patent • Select no if you were not the Primary Writer

Please Note: Link Option will not be displayed if the Attachment option is selected as No. The section will be displayed like below:

<u>To add the Patent details:</u>

1.   Select answer of the question:

        Any Patent to your Name or Research Publication? as **Yes**

2.   Enter the Publication/Patent Title

3.   Select **YES** if you want to attach a document relevant to the Publication/Patent. Select **No** if there is no attachment

4.   Select if you are the Primary Writer of the Publication/Patent by selecting Yes or No.

5.   If you want to add another Publication/Patent click   **+**

6.   Second section will be displayed like below:

7.   Fill the second section by following steps 1-4. If you want to add another section, follow steps 5-7.

8.   To delete any of the section click **Delete symbol**

Note: You will not be able to delete the 1st entry when answer is Yes.

If you select answer as Yes, 1 entry of Patent has to be present. If you select Yes and do not enter the details, you will not be able to Submit the form.

If you anytime want to delete the patent details, you can either click Delete Symbol.

or

make the" Any Patent to your name or Research Publication" answer as No

Section 3. Preview and Submit:

Click on Section 3 to display the Application Details Section. The following section is displayed

The Section 3 will be green once the mandatory fields will be filled in section 1 and section 2.

Note: Section 3 will always be displayed in amber color till all the mandatory fields are filled by you.

1. In Preview and Submit Section, kindly check all the details entered by you in Section 1 and 2.

2. If any detail needs to be changed, kindly visit the section and make the necessary changes. Post making changes, click Save button to save the changes made to the section.

3. Check the updates in Section 3.

4. To view the attachments under Most Significant Research and Patent Publication section -- click on the uploaded document link in the same tab or the attachment will also open in the next tab i.e preview and submit tab .....click on the uploaded document link

5. To view the attachments under CV and Authentication Certificate section - click on the uploaded document link in the same tab or the attachment will also open in the next tab i.e preview and submit tab ....click on **View** tab

6. Once all the details are verified and confirmed, click **Submit** to submit the application.

7. Thank you screen like below will be displayed
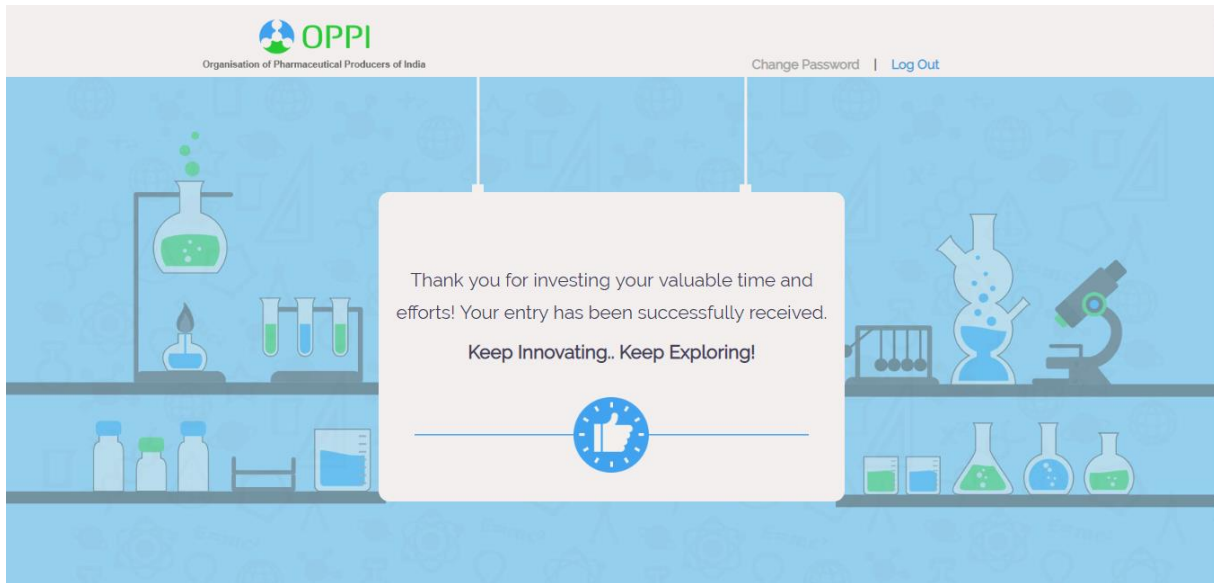
7. After 10 seconds, you will be redirected to the Home Page.

8. You will receive a Thank you email on the registered email id.

Note: Once submitted, you cannot make any change and you will not be able to view your application. If you Login from the Home page the following page will be displayed indicating, you have already submitted the application and you will be redirected to the above displayed Thank You page after clicking OK.