

“New Fellowship Management System, Version-1”

2020

# Existing Fellow Registration Process



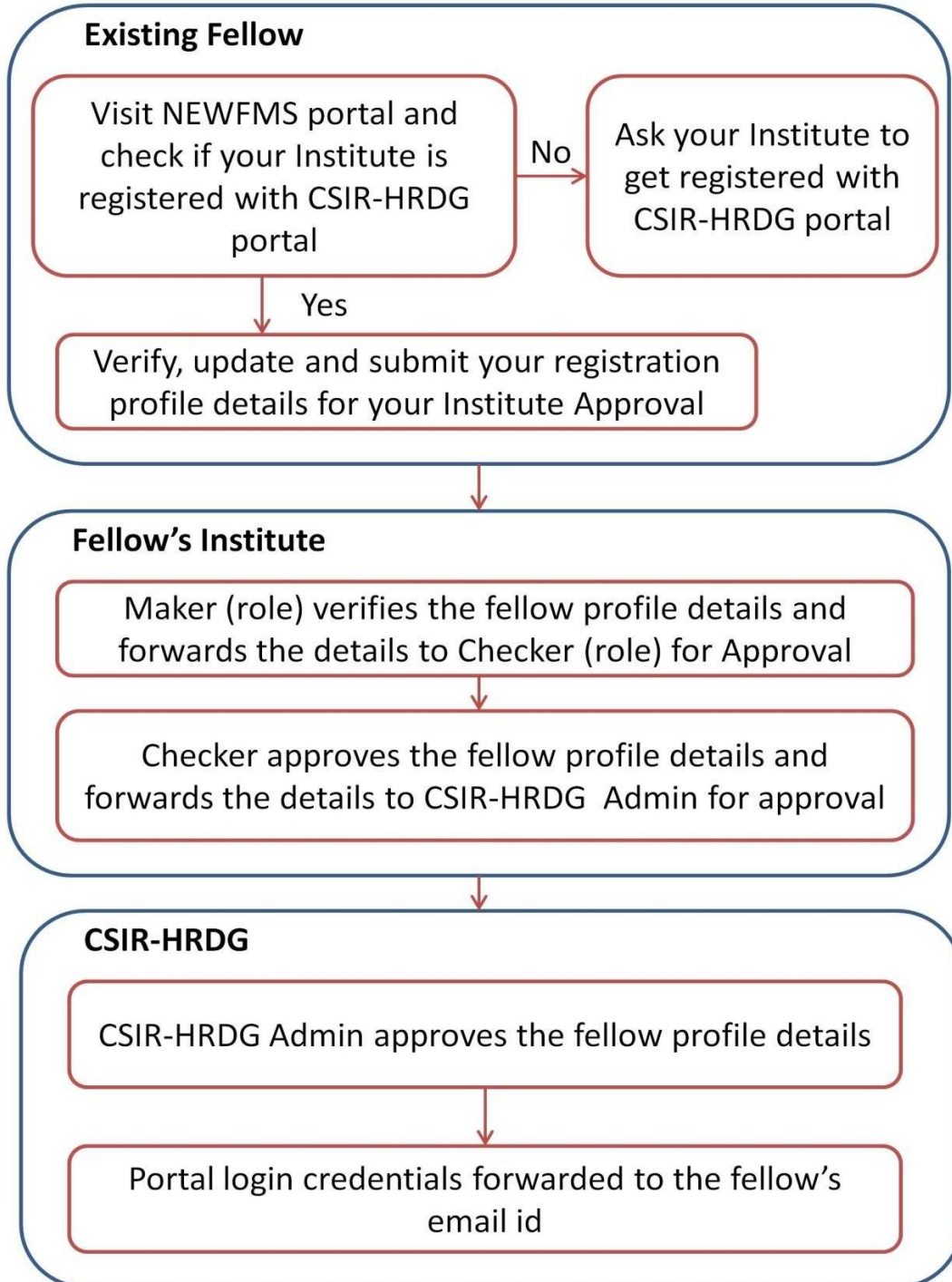
CSIR-Human Resource Development Group, Pusa New Delhi

(Council of Scientific and Industrial Research)

## EXISTING FELLOW REGISTRATION PROCESS

### Workflow

Existing Fellow Registration Process on NEWFMS Portal  
(<https://www.newfms.ncl.res.in> )



## Step-1

Fellow should visit the NEWFMS website at <https://www.newfms.ncl.res.in> and click on “Institute Registration status” link.

WELCOME TO  
CSIR- HRDG ONLINE FELLOWSHIP MANAGEMENT SYSTEM (FMS VERSION -1.0)  
HUMAN RESOURCE DEVELOPMENT GROUP, PUSA, NEW DELHI  
(COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH, RAFI MARG NEW DELHI)

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INSTITUTE/EMR/FELLOWS  
Login  
User Manual

Institute Registration Existing Fellows Register Stipend/Contingency Status **Institute Registration Status**

## Step-2

Fellow should check if his/her institute is registered with NEWFMS portal of CSIR-HRDG.

newfms.ncl.res.in/MNGT/InstituteRegStatus.aspx

BACK

Institute Registration Status

Search

Sr No	InstituteID	Institute Code	Institute Name	Registration Date	Nodal Officer Name	Status
1	233	09/0087	INDIAN INSTITUTE OF TECHNOLOGY	Feb 27 2021 12:44PM	TEST	COMPLETED
2	668	31/0003	CSIR-NATIONAL AEROSPACE LABORATORY	Feb 9 2021 2:46PM	T S VISHWANATH	COMPLETED
3	678	31/0014	INDIAN INSTITUTE OF CHEMICAL TECHNOLOGY, HYDERABAD		IICT CHECKER	COMPLETED

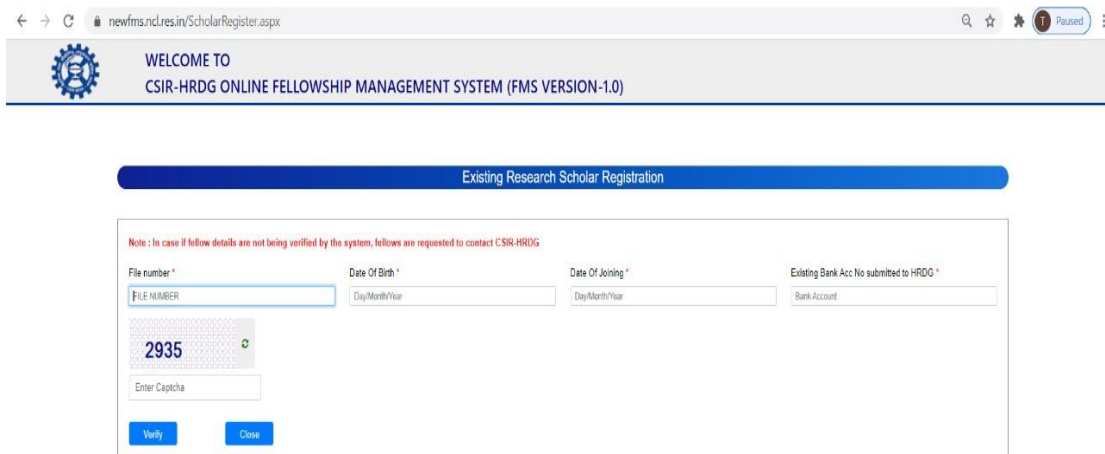
### Step-3

If fellow's Institute is registered with NEWFMS portal, he/she can proceed further to update his profile details by clicking at the link **"Existing Fellow Registration"** from NEWFMS home page.



A form will open and the existing fellow should enter the following information

- i. Exact file number in the file number field
- ii. Date of Joining for CSIR fellowship
- iii. Bank Account Number (as existed in the existing HRDG fellowship payment)
- iv. Captcha
- v. Click on SUBMIT (Verify)



After submission of this form, the system will verify and populate the fellow's details as available in the existing database of CSIR-HRDG. **If system doesn't verify the details, fellow should contact CSIR-HRDG at "nfms\_tech@csirhrdg.res.in".**

Once the fellow's profile details are populated on the screen, the fellow should verify and update his/her details and press "Submit for Approval" button. Please note that certain fields are un-editable by the fellow (that cannot be edited by the research fellow) as shown in below screens.

Student Profile

<b>File Number</b> <input type="text" value="01000000000000000000"/>	<b>Batch Year</b> <input type="text" value="2020"/>	<b>Category</b> General <span style="float: right;">▼</span>	<b>Title</b> <input type="text" value="Mr."/>
<b>First Name</b> <input type="text" value="E. V. Srinivasan"/>	<b>Middle Name</b> <input type="text" value="Middle Name"/>	<b>Last Name</b> <input type="text" value="Srinivasan"/>	<b>Gender</b> Male <span style="float: right;">▼</span>
<b>Date Of Birth</b> <input type="text" value="01/01/1980"/>	<b>Aadhaar No</b> <input type="text" value="123456789012"/>	<b>PAN Card</b> <input type="text" value="PAN Card"/>	<b>Present Communication Address</b> <input type="text" value="INDIAN INSTITUTE OF TECHNOLOGY BOMBAY"/>
<b>Present State</b> Maharashtra <span style="float: right;">▼</span>	<b>Present City</b> Powai <span style="float: right;">▼</span>	<b>Present Pin Code</b> <input type="text" value="400076"/>	<b>Permanent Residential Address</b> <input type="text" value="INDIAN INSTITUTE OF TECHNOLOGY BOMBAY"/>
<b>Permanent State</b> Maharashtra <span style="float: right;">▼</span>	<b>Permanent City</b> Powai <span style="float: right;">▼</span>	<b>Permanent Pin Code</b> <input type="text" value="400076"/>	<b>Phone 1*</b> <input type="text" value="Phone 1"/>
<b>Email ID 1*</b> <input type="text" value="Email ID 1"/>	<b>Phone 2</b> <input type="text" value="Phone 2"/>	<b>Email ID 2</b> <input type="text" value="Email ID 2"/>	<b>Bank Name of the Fellow</b> <input type="text" value="CREDIT BANK"/>
<b>Fellow's Account Number</b> <input type="text" value="20000000000000000000"/>	<b>IFSC</b> <input type="text" value="CREDIT BANK"/>		

Academic Details

<b>Highest Degree Obtained</b> PG <span style="float: right;">▼</span>	<b>Year of Passing</b> <input type="text" value="2017"/>
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Research Details

<b>Joined At (type of Institute)</b> <input type="text" value="INDIAN INSTITUTE OF TECHNOLOGY BOMBAY"/>	<b>Institute Code and Name</b> <input type="text" value="01000000000000000000"/>		
<b>Fellowship Type</b> <input type="text" value="RESEARCH"/>	<b>Joined Designation</b> <input type="text" value="RESEARCH"/>	<b>Present Designation</b> <input type="text" value="RESEARCH"/>	<b>Stipend Amount</b> <input type="text" value="50000"/>
<b>Date Of Joining</b> <input type="text" value="01/01/2020"/>	<b>Sanction tenure upto (DOR/DOA)</b> <input type="text" value="31/03/2022"/>	<b>Date Of Termination</b> <input type="text" value="31/03/2022"/>	<b>Tenure in Month</b> <input type="text" value="24"/>
<b>Fellowship Status</b> LIVE			
<b>Institute Add 1</b> <input type="text" value="INDIAN INSTITUTE OF TECHNOLOGY BOMBAY"/>	<b>Institute Add 2</b> <input type="text" value="INDIAN INSTITUTE OF TECHNOLOGY BOMBAY"/>		
<b>State (of the Institute)</b> Maharashtra	<b>District (of the Institute)</b> Powai	<b>City (of the Institute)</b> Powai	<b>Pin Code (of the Institute)</b> 400076
<b>Department Joined</b> <input type="text" value="Physics"/>	<b>Area of Research</b> Physics	<b>Subject</b> Physics	<b>Guide Name</b> <input type="text" value="DR. RAMESH K. S."/>
<b>Guide Department</b> <input type="text" value="Physics"/>			

In case a wrong, incorrect, incomplete or manipulated data/information is given by the Fellow, the fellowship can be terminated or/and action as deemed fit will be taken against the fellow by CSIR-HRDG

After a fellow presses "Submit for Approval" button, his/her registration form details will be automatically forwarded to his/her Institute for approval.

#### **STEP-4**

At the Institute of the fellow, Maker (role) will approve the existing fellow registration from the CART and automatically the request will be forwarded to Checker/Nodal (role) of the Institute for approval.

#### **STEP-5**

Checker/Nodal of the Institute will approve the Existing fellow registration from the CART and automatically the request will be forwarded to HRDG Administrator for Final authentication.

#### **STEP-6**

HRDG Administrator will approve the Existing fellow registration from the CART and automatically system will **dispatch loginID and Password** to Primary email ID of the Research Fellow.

-----*End of Existing fellow registration process*-----

#### **INSTRUCTION TO RESEARCH FELLOWS**

*Research fellows should wait for further information/Instructions from maker / Checker / HRDG about operations of portal and user manual's availability.*