National Awards to Teachers 2020

Instruction Manual for Online self-nomination

Department of School Education & Literacy
Ministry of Human Resource Development
Govt. of India
Steps to Access the Information

A Web Portal has been developed as Online Application for Self-Nomination by Teachers as a first step followed by shortlisting and final selection.

**Website Address** [http://nationalawardstoteachers.mhrd.gov.in](http://nationalawardstoteachers.mhrd.gov.in)

1. Click on New Registration
2. Fill the Basic Information
3. Click Submit
4. Confirm Mobile Number by OTP
5. Login with Mobile Number as User Name & Create your Password
6. Enter your details in each Section and keep saving Individual Section
7. Final Submission

**Note:** For any technical issues, drop an email at: helpdesk-nat@gov.in
1. Registration Form

Depending up on school in which the Teacher is Working, the Teacher has to Select, either of the following from the dropdown:

- Govt. and Aided Schools Under State/UTs
- Kendriya Vidyalaya Sangathan
- Navodaya Vidyalaya Samiti
2. Verification of Mobile No.

After Filling all details on registration page, Click on **Continue for mobile verification** button.

Complete Mobile Number verification with OTP received on registered Mobile Number.
3. Password Creation

After E-mail and Mobile Number verification, Applicant has to create Password for Login into NAT Portal

Password length must be minimum 8 characters, at least one upper case letters : (A-Z), at least one lower case letters : (a-z), at least one number : (0-9) and at least one special characters: ! % & @ # $ ^ * _ ~ < > ] [ { } |

User Id / Login Id [Registered Mobile Number]
XXXXXX7890

Password

Confirm Password

Set Password

After create Password, Applicant Registration Process has been completed. Now Applicant Login into portal with Login Id (Registered Mobile No.) and Password.
1. Login as Applicant

Login as an applicant, with Registered Mobile Number as User Name and Registered Password & Captcha
Teachers can Register themselves with “New Registration”
If Password is Forgotten, Reset Password through “Forgot Password”
2. Home- List of forms to be filled

**APPLICANT SELF NOMINATION MODULE FOR NATIONAL AWARDS TO TEACHERS 2020**

<table>
<thead>
<tr>
<th>STATUS OF DATA SAVED BY APPLICANT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application not submitted.</td>
</tr>
</tbody>
</table>

- **PERSONAL DETAILS [View]**
  - Personal Data ✓

- **OTHER INFORMATION DETAILS [View]**
  - Biography / Achievements Data ✓

- **SCHOOL DETAILS [View]**
  - School Details ✓

- **SERVICE RECORD DETAILS [View]**
  - Service Data ✓
  - Experience Record ✓

- **OBJECTIVE CRITERIA DETAILS [View]**
  - Point Number - 1 Data ✓
  - Point Number - 2 Data ✓
  - Point Number - 3 Data ✓
  - Point Number - 4 Data ✓
  - Point Number - 5 Data ✓
  - Point Number - 6 Data ✓
  - Point Number - 7 Data ✓
  - Point Number - 8 Data ✓

- **CRITERIA BASED ON PERFORMANCE DETAILS [View]**
  - Point Number - 1 Data ✓
  - Point Number - 2 Data ✓
  - Point Number - 3(A) Data ✓
  - Point Number - 3(B) Data ✓

- Applicant Image ✓

- Biography / Achievements Document (pdf file) ✓

- Schoolwise Record ✓

- Point Number - 1 Document (pdf file) ✓
- Point Number - 2 Document (pdf file) ✓
- Point Number - 3 Document (pdf file) ✓
- Point Number - 4 Document (pdf file) ✓
- Point Number - 5 Document (pdf file) ✓
- Point Number - 6 Document (pdf file) ✓
- Point Number - 7 Document (pdf file) ✓
- Point Number - 8 Document (pdf file) ✓

List of Forms to be filled, Press “View” to go to the Particular page
✓ - Denotes ‘Page Saved’
X - Denotes ‘Page Not yet Saved’
3. Personal Details Entry Form

Enter Personal Detail like – Gender, Date of Birth, Alternate Mobile Number, House Number, Locality, State, District, Block, Pincode, Photo, Other Information,

Press ‘Save Personal Details’ & ‘Save Other Information’ to Save the Personal Details in Draft mode.
4. School Detail Entry Form

Enter School Detail as required
Press ‘Save’ to Save the School Details in Draft mode
5. Service Record Entry Form

- Service Record Detail, School wise Service Record, Experience detail may be entered.
  - Service Record Details may be saved by clicking on “Save Service Record Details”
  - School wise Records may be added by clicking on “Add Institution/School wise Details”
    - Details of each institution/school in which you have worked needs to be added in a separate row.
  - Service wise experience may be added by clicking on “Add Experience Details”
    - Details of each service (teaching, administrative, others) needs to be added in a separate row.
Enter corresponding details in Objective Criteria viz. remarks, Number of Publications, etc. URL / link of the video (if any) may be entered, Document (if any) may be uploaded. Details corresponding to criteria 1 and 2 wise may be saved in Draft mode by pressing Save Point...
### 7. Objective Criteria Details (Cont..)

Enter details corresponding to each criteria i.e. Year wise Annual Performance Appraisal for 3 Years, etc.
Enter details corresponding to each criteria and keeping on Saving the details.
9. Objective Criteria Detail (Cont..)

Enter details corresponding to each criteria
Details pertaining to Innovative, Extra Curricular Activities to be entered along with link of supporting Video (if any), Documents (if any)
11. CRITERIA BASED ON PERFORMANCE (Cont…)

Mobilization of Society, Promotion National Building and National Integration
12. Preview the application and taking printout for further reference.

After saving details in all sections, you can click on “Preview Application” to have a final look at the application. Click on “Print” to take the printout of the application for further reference.
13. Final Submission of Application

After Previewing the application, taking printout, the application may be submitted finally by accepting the declaration and clicking on “Final Submission”.

In case of any change to be made in the application, make the required changes before clicking on “Final Submission”.

NO FURTHER CHANGES ARE PERMITTED ONCE FINAL SUBMISSION IS DONE.
14. How to Change Password

Click Change Password -> Enter Old Password -> Enter New Password -> Confirm Password

New Password has to follow the given password policy
Thank You
Best of Luck

For any technical issues, drop an email at: helpdesk-nat@gov.in