



सत्यमेव जयते

**Instruction Manual for  
Online Self-nomination  
NATIONAL TEACHERS' AWARDS  
2024**

**Department of School Education & Literacy**

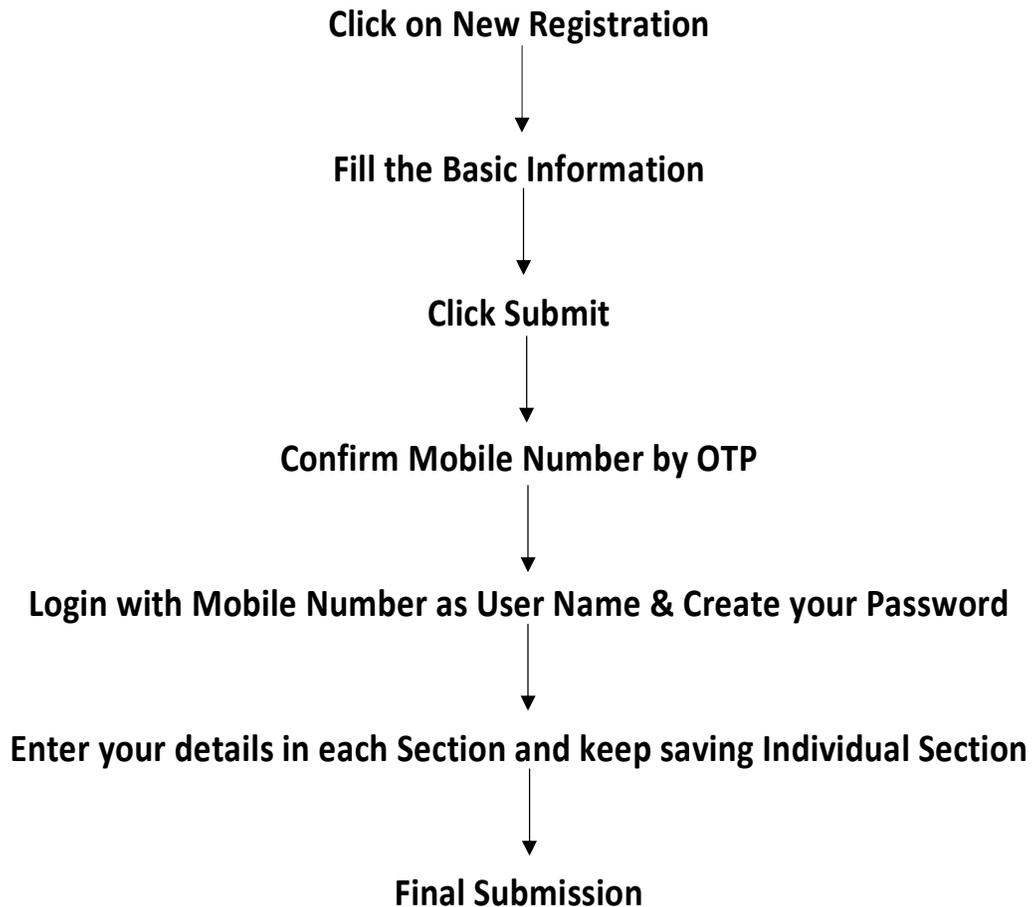
**Ministry of Education**

**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 short-listing and final selection.

Website address <https://nationalawardstoteachers.education.gov.in>



**Note:** For any technical issues, drop an email at:

[helpdesk-nat@gov.in](mailto:helpdesk-nat@gov.in)

## Registration Form

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

- Govt, Govt-Aided and Private Schools under State/UTs
- Kendriya Vidyalaya Sangathan
- Navodaya Vidyalaya Samiti

### Applicant Registration

[Home Page](#)

Organization Type \*  
Select Organization Type

Applicant Name \*  
First Name Middle Name Last Name

Mobile No. \* E-mail \*  
Mobile No. E-mail

Captcha Code \*  
Captcha Code  

After Filling all the details on registration page, Click on next button.

### Applicant Registration Details

Organization Name : Govt.and Aided Schools Under States/UTs  
Applicant Full Name : Test  
Mobile Number : 98   
E-mail Id : Test123@gmail.com

Note : Kindly ensure that Organization Name, Applicant Name, Mobile Number and E-mail Id are correct.  
Applicant can not modify Organization Name, Applicant Name, Mobile Number and E-mail Id after registration

This is to certify that all above informations are correct.

- Kindly ensure that information filled by applicant is correct. Select check box and
- Click on **Send Activation Link on email** button.



### **Verification of Mobile No.:**

1. Account activation link will be sent to registered e-mail id.
2. When Applicant click on link sent on registered mobile following screen will appear for Mobile number verification.

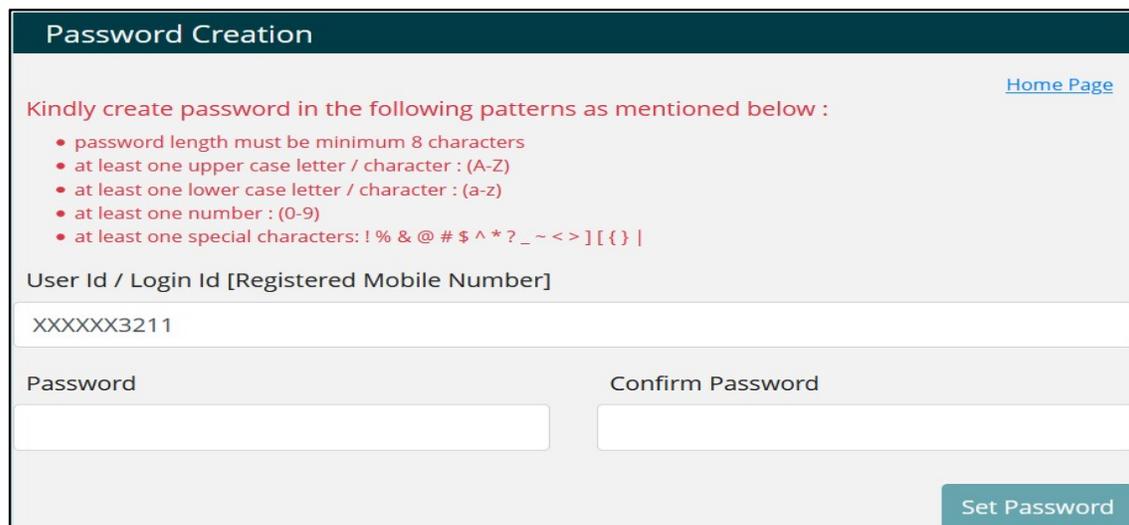


The screenshot shows a web form titled "Mobile Number Verification". It includes a "Home Page" link in the top right. The form has two input fields: "Mobile No." with the value "+91XXXXXX1212" and "Captcha Code" with the value "Code". To the right of the "Captcha Code" field is a box containing the captcha image "Uo2W/hJ" and a refresh icon. A "Send OTP" button is located to the right of the captcha box.

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

### **Password Creation**

- After E-mail and Mobile Number verification, applicants will have to set new Password for Login into NTA Portal.



The screenshot shows a web form titled "Password Creation". It includes a "Home Page" link in the top right. The form contains the following elements:

- A red instruction: "Kindly create password in the following patterns as mentioned below :
- A list of password requirements:
  - password length must be minimum 8 characters
  - at least one upper case letter / character : (A-Z)
  - at least one lower case letter / character : (a-z)
  - at least one number : (0-9)
  - at least one special characters: ! % & @ # \$ ^ \* ? \_ ~ < > ] [ { } |
- A "User Id / Login Id [Registered Mobile Number]" field with the value "XXXXXX3211".
- Two input fields: "Password" and "Confirm Password".
- A "Set Password" button in the bottom right corner.

- After setting new Password, applicant registration process gets completed.
- Applicant may log-in to the portal with Login Id (Registered Mobile Number) and Password.

## 1. Login as an Applicant

- Login as an applicant, with Registered Mobile Number as User Name and Registered Password & Captcha.

### LOGIN

Don't have an account ! [New Registration](#)  
[Forgot Password ?](#)  
[Home Page](#)

- Teachers can register themselves with “New Registration” link.
- If the user has forgotten Password, the same can be reset through “Forgot Password” link.

## 2. Home- List of forms to be filled

**STATUS OF DATA SAVED BY APPLICANT - Application not submitted.**

- PERSONAL DETAILS
  - Personal Data \* x
  - Applicant Image \* x
- OTHER INFORMATION DETAILS
  - Biography / Achievements Data \* x
  - Biography / Achievements Document (pdf file) x
- SCHOOL DETAILS
  - School Details \* x
- SERVICE RECORD DETAILS
  - Service Record \* x
  - Service Record Document (pdf file) x
  - Schoolwise Record \* x
  - Experience Record \* x
- OBJECTIVE CRITERIA DETAILS
  - Point Number - 1 Data \* x
  - Point Number - 1 Document (pdf file) x
  - Point Number - 2 Data \* x
  - Point Number - 2 Document (pdf file) x
  - Point Number - 3 Data \* x
  - Point Number - 3 Document (pdf file) x
  - Point Number - 4 Data \* x
  - Point Number - 4 Document (pdf file) x
  - Point Number - 5 Data \* x
  - Point Number - 5 Document (pdf file) x
  - Point Number - 6 Data \* x
  - Point Number - 6 Document (pdf file) x
  - Point Number - 7 Data \* x
  - Point Number - 7 Document (pdf file) x
- PERFORMANCE AGAINST CRITERIA
  - Point Number - 1A Data \* x
  - Point Number - 1A Document (pdf file) x
  - Point Number - 1B Data \* x
  - Point Number - 1B Document (pdf file) x
  - Point Number - 1C Data \* x
  - Point Number - 1C Document (pdf file) x
  - Point Number - 1D Data \* x
  - Point Number - 1D Document (pdf file) x
  - Point Number - 2A Data \* x
  - Point Number - 2A Document (pdf file) x
  - Point Number - 2B Data \* x
  - Point Number - 2B Document (pdf file) x
  - Point Number - 2C Data \* x
  - Point Number - 2C Document (pdf file) x
  - Point Number - 2D Data \* x
  - Point Number - 2D Document (pdf file) x
  - Point Number - 2E Data \* x
  - Point Number - 2E Document (pdf file) x
  - Point Number - 3A Data \* x
  - Point Number - 3A Document (pdf file) x
  - Point Number - 3B Data \* x
  - Point Number - 3B Document (pdf file) x
  - Point Number - 3C Data \* x
  - Point Number - 3C Document (pdf file) x
- SUPPORTING DOCUMENTS
  - Google Drive Documents x

This site is designed, developed, hosted and maintained by National Informatics Centre (NIC), Ministry of Electronics and Information Technology (MeitY), Government of India.

List of Forms to be filled, Press “View” to go to the Particular page

- v - Denotes ‘Page Saved’
- X- Denotes ‘Page Not yet Saved’

## 3. Instructions

Kindly read all the instructions carefully before filling application form.

**INSTRUCTION FOR FILLING APPLICATION FORM**

- Fields marked with \* are mandatory.
- Following characters are not allowed in text area ~ !@#%&\*+= { \ } ; : < > / [ ] " ' \_
- Applicant image size can not be greater than 100 KB.
- Applicant image format will be jpeg/jpg/png only.
- Applicant can upload only pdf file with maximum size 5 MB.
- Kindly remove special characters, space from pdf file name.
- For Hindi Language (Unicode), Paste Hindi content to corresponding field, from word file.
- Kindly enter only youtube video url. For more than one video url, enter those video url in remark section
- In case of documents not uploaded (Network Issue), applicant can save all documents in google drive and share google drive link under **Upload Supporting Documents** option
- After Final Submission, no further changes can be made in the application. Please review your application in case you wish to make any further changes.

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## 4. Personal Details Entry Form

Enter Personal Detail like – Gender, Date of Birth, Alternate Mobile Number, House Number, Locality, State, District, Block, Pin code, Photo, Other Information, Press ‘Save Personal Details’ & ‘Save Other Information’ to Save the Personal Details in Draft mode.

## 5. School Detail Entry Form

- Enter School Detail as required
- Press ‘Save’ to Save the School Details in Draft mode

## 6. Service Record Entry Form

The screenshot displays the 'Service Record Entry Form' interface. On the left is a vertical navigation menu with options: Home, Instruction, Personal Details, School Details, Service Record (highlighted), Objective Criteria, Performance against criteria, Supporting Documents, Preview Application, Submit Application, and Change Password. The main content area is divided into three sections:

- SERVICE RECORD DETAILS:** Contains fields for 'Date of joining in the teacher service', 'Total duration of service as a Teacher (Up to 31/05/2023)', and 'Date of superannuation'. It also includes document upload buttons for 'Service Certificate Supported Documents' and 'Supported Documents'. A 'Save Service Record Details' button is at the bottom right.
- INSTITUTION / SCHOOL WISE SERVICE RECORD:** Includes fields for 'Institution Name', 'Category', 'Management', and 'Total Enrolment'. It features a 'Duration of service' dropdown, a 'Classes Taught' list, a 'Subjects Taught' list, and a 'Result' field. A 'Add Institution/School wise Details' button is at the bottom right.
- EXPERIENCE:** Includes fields for 'Service', 'Period From', 'Period To', and 'Remarks (Max. 500 Characters)'. An 'Add Experience Details' button is at the bottom right.

- 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.

## 7. Objective Criteria Details Entry Form

**OBJECTIVE CRITERIA**

**1** Publication (Research papers/Articles in International/National journals(with ISSN), books (with ISBN), etc.) in the last 5 years.  
पिछले पाँच वर्षों में प्रकाशन (अन्तरराष्ट्रीय/राष्ट्रीय पत्रिकाओं (आईएसएसएन सहित), पुस्तकों (आईएसबीएन सहित) आदि में अनुसंधानपत्र/लेख)।

International Level (No.of Articles) * अंतरराष्ट्रीय स्तर (लेखों की संख्या)	National Level (No.of Articles) * राष्ट्रीय स्तर (लेखों की संख्या)	State Level (No.of Articles) * राज्य स्तर (लेखों की संख्या)
<input type="text" value="International Level"/>	<input type="text" value="National Level"/>	<input type="text" value="State Level"/>

Remarks / टिप्पणी (5000 Char Max) \*

Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज

**2** Annual Performance Appraisal Reports or other performance appraisal tools of last 3 years.  
पिछले 3 वर्षों के वार्षिक प्रदर्शन मूल्यांकन रिपोर्ट या अन्य प्रदर्शनमूल्यांकन उपकरण ।

2022-23 \*  Outstanding / उत्कृष्ट  Very Good / बहुत अच्छा  Good / अच्छा  Not Applicable / लागू नहीं

2021-22 \*  Outstanding / उत्कृष्ट  Very Good / बहुत अच्छा  Good / अच्छा  Not Applicable / लागू नहीं

2020-21 \*  Outstanding / उत्कृष्ट  Very Good / बहुत अच्छा  Good / अच्छा  Not Applicable / लागू नहीं

Remarks / टिप्पणी (5000 Char Max) \*

Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज

**3** Is the teacher attending school regularly without any complaints ?  
शिक्षक बिना किसी शिकायत के नियमित रूप से स्कूल में भाग ले रहा है ?

Yes / हाँ  No / नहीं  Not Applicable / लागू नहीं \*

Remarks / टिप्पणी (5000 Char Max) \*

Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज \*

- 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.

**4** Whether the teacher has attended any in-service training he/she is deputed to?  
 क्या शिक्षक नियमित रूप से इन-सर्विस प्रशिक्षण में भाग ले रहा है, जिसके लिए वह नियुक्त किया गया है ?

Yes / हाँ  No / नहीं  Not Applicable / लागू नहीं \*

Remarks / टिप्पणी (5000 Char Max) \*

Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज \*

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**5** Work done by teacher to increase enrolment and reduce dropouts .  
 नामांकन बढ़ाने और ड्रॉपआउट को कम करने के लिए शिक्षक द्वारा किया गया कार्य ।

Remarks / टिप्पणी (5000 Char Max) \*

Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज \*

Choose File No file chosen Save - 5

➤ Enter details corresponding to each criteria and click on save button.

**6** Whether the teacher is enrolled for any course under SWAYAM or any other MOOCS platform . Any other efforts undertaken by the teacher individually to upgrade their skills along with educational improvements  
 क्या शिक्षक SWAYAM या किसी अन्य MOOCS मंच के तहत किसी भी पाठ्यक्रम के लिए नामांकित है ।

Remarks / टिप्पणी (5000 Char Max) \*

Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज

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**7** Development of e-contents, textbooks, teacher handbooks for SCERTs, boards or NCERT .  
 एससीईआरटी, बोर्ड या एनसीईआरटी के लिए ई-सामग्री, पाठ्यपुस्तक, शिक्षक हंडबुक का विकास

NCERT/ एनसीईआरटी *				SCERT / स्कर्ट *			
E-content/ई-कंटेंट	Hand Book/ हस्त-पुस्तिका	Text Book/ पाठ्यपुस्तक	Others/अन्य	E-content/ई-कंटेंट	Hand Book/ हस्त-पुस्तिका	Text Book/ पाठ्यपुस्तक	Others/अन्य
Number	Number	Number	Number	Number	Number	Number	Number

Remarks / टिप्पणी (5000 Char Max) \*

Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज

Choose File No file chosen Save - 7

## 8. Criteria Based on Performance

Home

Instruction

Personal Details

School Details

Service Record

Objective Criteria

**Performance against criteria**

Supporting Documents

Preview Application

Submit Application

Change Password

### PERFORMANCE AGAINST CRITERIA

**1**

**Use of technology, innovative pedagogy and joyful learning**  
प्रौद्योगिकी का उपयोग, अभिनव शिक्षणशास्त्र और आनंदमय शिक्षा

A. Use of ICT Innovating and channeling cost-effective technological resources for enriching classroom learning, creating content using ICT as envisioned under NEP, etc  
क. एनईपी के तहत की गई इरिक्लपना के अनुसार, आईसीटी का उपयोग करके कक्षा शिक्षण को समृद्ध बनाने, सामग्री तैयार करने के लिए, आईसीटी नवाचार और वेनसिगकिफायती तकनीकी संसाधन का उपयोग, आदि

Remarks / टिप्पणी (5000 Char Max) \*

Remarks / टिप्पणी (5000 Char Max)

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Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज

Choose File No file chosen

Save 1-A

B. Joyful learning technique, creative methods, etc like story-telling, arts, games, sports, examples, etc undertaken by teacher for greater impact of his/her teaching on the students.  
ख. छात्रों के लिए शिक्षण को अधिक प्रभावशाली बनाने हेतु शिक्षक द्वारा कहानी-वाचन, कला, क्रीड़ा, खेलकूद, उदाहरण प्रस्तुत करने आदि जैसी आनंदमय अधिगम तकनीक, रचनात्मक विधियाँ।

Remarks / टिप्पणी (5000 Char Max) \*

Remarks / टिप्पणी (5000 Char Max)

Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज

Choose File No file chosen

Save 1-B

C. Development and use of appropriate pedagogic approaches in day to day teaching activities including delivery of FLN involving adoption of various strategies to improve foundational literacy and numeracy skills in school, etc.  
ग. स्कूल में मूलभूत साक्षरता और संख्याज्ञान कौशल में सुधार के लिए विभिन्न कार्यनीतियों को अपनाने एवं एफएलएन की पहुंच सहित दिन-प्रतिदिन की शिक्षण गतिविधियों में उपयुक्त शैक्षणिक दृष्टिकोण का विकास और उपयोग।

Remarks / टिप्पणी (5000 Char Max) \*

Remarks / टिप्पणी (5000 Char Max)

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Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज

Choose File No file chosen

Save 1-C

D. Active involvement in the process of improving teaching practices in classroom to create an environment conducive to learning, using enrichment activities for students, relating the topic to real life situation, encouraging open discussions, etc.

घ. अधिगम अनुकूल वातावरण बनाने के लिए कक्षा में शिक्षण पद्धति में सुधार की प्रक्रिया में सक्रिय भागीदारी, छात्रों के लिए समृद्ध गतिविधियों का उपयोग करना, विषय को वास्तविक जीवन की परिस्थितियों से जोड़ना, खुली चर्चाओं को प्रोत्साहित करना आदि।

Remarks / टिप्पणी (5000 Char Max) \*

Remarks / टिप्पणी (5000 Char Max)

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Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज

Choose File No file chosen

Save 1-D

2

### Learning material and mentorship

शिक्षण सामग्री और परामर्श

A. Development and use of Teaching Learning Material, Low cost teaching aids etc. (Based on number, scale and impact of innovations/experiments).

ख. शिक्षण अधिगम सामग्री, कम लागत वाली सहायक शिक्षण सामग्री आदि का विकास और उपयोग (नवाचारों/प्रयोगों की संख्या, पैमाने और प्रभाव के आधार पर)

Remarks / टिप्पणी (5000 Char Max) \*

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Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज

Choose File No file chosen

Save 2-A

B. Successful teacher disseminates and shares, participating in collaborative effort.

ख. सफल शिक्षक सहयोगात्मक प्रयास में भाग लेते हुए प्रसार करता है और साझा करता है।

Remarks / टिप्पणी (5000 Char Max) \*

Remarks / टिप्पणी (5000 Char Max)

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Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज

Choose File No file chosen

Save 2-B

C. Capacity building and acting as mentor for other teachers.

ग. क्षमता निर्माण और अन्य शिक्षकों के लिए परामर्शदाता के रूप में कार्य करना।

Remarks / टिप्पणी (5000 Char Max) \*

Remarks / टिप्पणी (5000 Char Max)

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Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज

Choose File No file chosen

Save 2-C

D. Undertaking mentorship and nurturance beyond classroom walls for holistic development of students.  
घ. छात्रों के समग्र विकास के लिए कक्षा-कक्ष से परे मेंटरशिप एवं पोषण संबंधी कार्य करना।

Remarks / टिप्पणी (5000 Char Max) \*

Remarks / टिप्पणी (5000 Char Max)

Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज

Choose File No file chosen

Save 2-D

E. Organization of extra and co-curricular activities (Based on number, scale and impact of experiments/activities).  
ऊ. अतिरिक्त और पाठ्येतर गतिविधियों का आयोजन (प्रयोग/गतिविधियों की संख्या, पैमाने और प्रभाव के आधार पर)

Remarks / टिप्पणी (5000 Char Max) \*

Remarks / टिप्पणी (5000 Char Max)

Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज

Choose File No file chosen

Save 2-E

3

**Governance .and engagement of community**  
**शासन और समुदाय की सहभागिता**

A. Strengthening school administration by adopting innovative measures to increasing enrollment, improving attendance, school management systems, programme monitoring, etc.

क. नामांकन बढ़ाने, उपस्थिति में सुधार, स्कूल प्रबंधन प्रणाली, कार्यक्रम की निगरानी आदि हेतु अभिनव उपाय अपनाकर स्कूल प्रशासन को सुदृढ़ बनाना।

Remarks / टिप्पणी (5000 Char Max) \*

Remarks / टिप्पणी (5000 Char Max)

Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज

Choose File No file chosen

Save 3-A

B. Mobilizing stakeholders in the community and engage them meaningfully in various school development activities like school management committee, social audit and mobilizing resources through parents, alumni to contribute to school in anyway i.e., physical infrastructure, computers, PM POSHAN, books, Scholarship, etc.

ख. समुदाय में हितधारकों को संगठित करना और विभिन्न स्कूल विकास गतिविधियों जैसे स्कूल प्रबंधन समिति, सामाजिक लेखा परीक्षा तथा अभिभावकों और पूर्व छात्रों के माध्यम से संसाधन जुटाने में उन्हें सार्थक ढंग से नियोजित करना ताकि वास्तविक अवसंरचना, कंप्यूटर, पीएम पोषण, किताबों, छात्रवृत्ति, आदिजैसे विभिन्न तरीकों से स्कूल में योगदान किया जा सके।

Remarks / टिप्पणी (5000 Char Max) \*

Remarks / टिप्पणी (5000 Char Max)

Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज

Choose File No file chosen

Save 3-B

C. Work done by teacher for spreading social awareness among children, especially in socially sensitive issues like nutrition, toilet and menstrual hygiene, child marriage, uplifting deprived children, etc .  
ग. बच्चों में सामाजिक जागरूकता का प्रसार करने के लिए शिक्षक द्वारा किए गए कार्य, विशेष रूप से पोषण, शौचालय और मासिक धर्म स्वच्छता, बाल विवाह, वंचित बच्चों के उत्थान आदि जैसे सामाजिक रूप से संवेदनशील मुद्दों से संबंधित कार्य।

Remarks / टिप्पणी (5000 Char Max) \*

Remarks / टिप्पणी (5000 Char Max)

Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज

Choose File No file chosen

Save 3-C

D. Promotion of nation building and national integration.

घ. राष्ट्र निर्माण और राष्ट्रीय एकता को बढ़ावा देना

Remarks / टिप्पणी (5000 Char Max) \*

Remarks / टिप्पणी (5000 Char Max)

Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supporting YouTube Video (URL) / सहायक यूट्यूब वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज

Choose File No file chosen

Save 3-D

➤ Enter details corresponding to each criteria and click on save button.

## 9. Upload Supporting Documents

The screenshot shows a web interface for uploading supporting documents. On the left is a vertical sidebar with buttons for: Home, Instruction, Personal Details, School Details, Service Record, Objective Criteria, Performance against criteria, **Supporting Documents** (highlighted), Preview Application, Submit Application, and Change Password. The main content area has a dark header with the text 'UPLOAD SUPPORTING DOCUMENTS (Upload the all the supporting documents on 'Google Drive' and provide the link here)'. Below the header is a form with two input fields: 'Google Drive Link\*' and 'Remarks (1000 Char Max)\*'. The second field also contains the text 'Remarks / टिप्पणियाँ (1000 Char Max)'. A blue 'Save' button is located at the bottom right of the form. An 'Instruction manual' link is visible in the top right corner of the form area. At the bottom of the page, a dark footer contains the text: 'This site is designed, developed, hosted and maintained by National Informatics Centre (NIC), Ministry of Electronics and Information Technology (MeitY), Government of India.'

In case, applicant faces any issue while uploading pdf file on form, applicant can also save all documents in google drive. After that applicant can share google drive link here.

Link to download instructions for documents uploading on Google-drive is also available on the web-page.

## 10. Preview the application and taking printout for further reference

After saving details in all sections, applicant 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.

The screenshot displays the 'APPLICATION FORM' interface. On the left is a vertical sidebar with buttons for: Home, Instruction, Personal Details, School Details, Service Record, Objective Criteria, Performance against criteria, Supporting Documents, Preview Application (highlighted), Submit Application, and Change Password. The main content area has a dark teal header with 'APPLICATION FORM' and a '[Report Generated on : Friday, 16 June 2023 12:36 PM]' timestamp, and a 'Print' button. Below the header are five sections, each with a dark teal title bar and a white content area: 'PERSONAL DETAILS' (Personal Data not Saved), 'OTHER INFORMATION' (Other Information Data not Saved), 'SCHOOL DETAILS' (School Details Data not Saved), 'SERVICE RECORD' (Service Records Data not Saved), and 'INSTITUTION / SCHOOL WISE SERVICE RECORD'.

## EXPERIENCE

Data not saved.

## OBJECTIVE CRITERIA

- 1** Publication (Research papers/Articles in International/National journals(with ISSN), books (with ISBN), etc.) in the last 5 years.  
पिछले पाँच वर्षों में प्रकाशन (अन्तरराष्ट्रीय/राष्ट्रीय पत्रिकाओं (आईएसएसएन सहित) पुस्तकों (आईएसबीएन सहित) आदि में अनुसंधानपत्र/लेख)।

Point Number - 1, Data not Saved

- 2** Annual Performance Appraisal Reports Or Other Performance Appraisal Tools Of Last 3 Years.  
पिछले 3 वर्षों के वार्षिक प्रदर्शन मूल्यांकन रिपोर्ट या अन्य प्रदर्शनमूल्यांकन उपकरण।

Point Number - 2, Data not Saved

- 3** Is The Teacher Attending School Regularly Without Any Complaints ?  
शिक्षक बिना किसी शिकायत के नियमित रूप से स्कूल में भाग ले रहा है ?

Point Number - 3, Data not Saved

- 4** Whether The Teacher Is Regularly Attending The In-Service Training He/She Is Deputed To ?  
क्या शिक्षक नियमित रूप से इन-सर्विस प्रशिक्षण में भाग ले रहा है, जिसके लिए वह नियुक्त किया गया है ?

Point Number - 4, Data not Saved

- 5** Work Done By Teacher To Increase Enrolment And Reduce Dropouts .  
नामांकन बढ़ाने और ड्रॉपआउट को कम करने के लिए शिक्षक द्वारा किया गया कार्य।

Point Number - 5, Data not Saved

- 6** Whether The Teacher Is Enrolled For Any Course Under SWAYAM Or Any Other MOOCS Platform .  
क्या शिक्षक SWAYAM या किसी अन्य MOOCS मंच के तहत किसी भी पाठ्यक्रम के लिए नामांकित है।

Point Number - 6, Data not Saved

- 7** Development Of E-Contents, Textbooks, Teacher Handbooks For SCERTs, Boards Or NCERT .  
एससीईआरटी, बोर्ड या एनसीईआरटी के लिए ई-सामग्री, पाठ्यपुस्तक, शिक्षकहस्तपुस्तिका का विकास।

Point Number - 7, Data not Saved

## PERFORMANCE AGAINST CRITERIA

**1**

Use of technology, innovative pedagogy and joyful learning  
प्रौद्योगिकी का उपयोग, अभिनव शिक्षाशास्त्र और आनंदमय शिक्षा

- 1A** Use of ICT Innovating and channeling cost-effective technological resources for enriching classroom learning, creating content using ICT as envisioned under NEP, etc  
एनईपी के तहत की गई परिकल्पना के अनुसार, आईसीटी का उपयोग करके कक्षा शिक्षण को समृद्ध बनाने, सामग्री तैयार करने के लिए आईसीटी नवाचार और चैनसिंगकिफायती तकनीकी संसाधनों का उपयोग, आदि

Point Number - 1A, Data not Saved

**1B** Joyful learning technique, creative methods, etc like story-telling, arts, games, sports, examples, etc undertaken by teacher for greater impact of his/her teaching on the students. छात्रों के लिए शिक्षण को अधिक प्रभावशाली बनाने हेतु शिक्षक द्वारा कहानी-वाचन, कला, क्रीड़ा, खेलकूद, उदाहरण प्रस्तुत करने आदि जैसी आनंदमय अधिगम तकनीक, रचनात्मक विधियाँ।  
Point Number - 1B Data not Saved

**1C** Development and use of appropriate pedagogic approaches in day to day teaching activities including delivery of FLN involving adoption of various strategies to improve foundational literacy and numeracy skills in school, etc. स्कूल में मूलभूत साक्षरता और संख्याज्ञान कोशल में सुधार के लिए विभिन्न कार्य-नीतियों को अपनाने एवं एकएलएन की पहुंच सहित दिन-प्रतिदिन की शिक्षण गतिविधियों में उपयुक्त शैक्षणिक दृष्टिकोण का विकास और उपयोग।  
Point Number - 1C Data not Saved

**1D** Active involvement in the process of improving teaching practices in classroom to create an environment conducive to learning, using enrichment activities for students, relating the topic to real life situation, encouraging open discussions, etc. अधिगम अनुकूल वातावरण बनाने के लिए कक्षा में शिक्षण पद्धति में सुधार की प्रक्रिया में सक्रिय भागीदारी, छात्रों के लिए समृद्ध गतिविधियों का उपयोग करना, विषय को वास्तविक जीवन की परिस्थितियों से जोड़ना, खुसी चर्चाओं को प्रोत्साहित करना आदि।  
Point Number - 1D Data not Saved

**2**  
**Learning material and mentorship**  
**शिक्षण सामग्री और परामर्श**

**2A** Development and use of Teaching Learning Material, Low cost teaching aids etc. (Based on number, scale and impact of innovations/experiments). शिक्षण अधिगम सामग्री, कम लागत वाली सहायक शिक्षण सामग्री आदि का विकास और उपयोग (नवाचारों/प्रयोगों की संख्या, पैमाने और प्रभाव के आधार पर)  
Point Number - 2A Data not Saved

**2B** Successful teacher disseminates and shares, participating in collaborative effort. सफल शिक्षक सहयोगात्मक प्रयास में भाग लेते हुए साझा करता है और साझा करता है।  
Point Number - 2B Data not Saved

**2C** Capacity building and acting as mentor for other teachers. क्षमता निर्माण और अन्य शिक्षकों के लिए परामर्शदाता के रूप में कार्य करना।  
Point Number - 2C Data not Saved

**2D** Undertaking mentorship and nurturance beyond classroom walls for holistic development of students. छात्रों के समग्र विकास के लिए कक्षा-कक्ष से परे मेंटरशिप एवं पोषण संबंधी कार्य करना।  
Point Number - 2D Data not Saved

**2E** Organization of extra and co-curricular activities (Based on number, scale and impact of experiments/activities). अतिरिक्त और पाठ्येतर गतिविधियों का आयोजन (प्रयोगों/गतिविधियों की संख्या, पैमाने और प्रभाव के आधार पर)  
Point Number - 2E Data not Saved

**3**  
**Governance and engagement of community**  
**शासन और समुदाय की सहभागिता**

**3A** Strengthening school administration by adopting innovative measures to increasing enrollment, improving attendance, school management systems, programme monitoring, etc. नामांकन बढ़ाने, उपस्थिति में सुधार, स्कूल प्रबंधन प्रणाली, कार्यक्रम की निगरानी आदि हेतु अभिनव उपाय अपनाकर स्कूल प्रशासन को सुदृढ़ बनाना।  
Point Number - 3A Data not Saved

**3B** Mobilizing stakeholders in the community and engage them meaningfully in various school development activities like school management committee, social audit and mobilizing resources through parents, alumni to contribute to school in anyway i.e., physical infrastructure, computers, PM POSHAN, books, Scholarship, etc. समुदाय में हितधारकों को संगठित करना और विभिन्न स्कूल विकास गतिविधियों जैसे स्कूल प्रबंधन समिति, सामाजिक लेखा परीक्षा तथा अभिभावकों और पूर्व छात्रों के माध्यम से संसाधन जुटाने में उन्हें सार्थक ढंग से नियोजित करना ताकि वास्तविक अवसरचना, कंप्यूटर, पीएम पोषण, किताबों, छात्रवृत्ति, आदि जैसे विभिन्न तरीकों से स्कूल में योगदान किया जा सके।  
Point Number - 3B Data not Saved

**3C** Work done by teacher for spreading social awareness among children, especially in socially sensitive issues like nutrition, toilet and menstrual hygiene, child marriage, uplifting deprived children, etc. बच्चों में सामाजिक जागरूकता का प्रसार करने के लिए शिक्षक द्वारा किए गए कार्य, विशेष रूप से पोषण, शौचालय और मासिक धर्म स्वच्छता, बाल विवाह, वंचित बच्चों के उत्थान आदि जैसे सामाजिक रूप से संवेदनशील मुद्दों से संबंधित कार्य।  
Point Number - 3C Data not Saved

**3D** Promotion of nation building and national integration. राष्ट्र निर्माण और राष्ट्रीय एकता को बढ़ावा देना  
Point Number - 3D Data not Saved

**SUPPORTING DOCUMENTS**  
Google drive Details Data not Saved

## 11. Final Submission of Application

Home

Instruction

Personal Details

School Details

Service Record

Objective Criteria

Performance against criteria

Supporting Documents

Preview Application

**Submit Application**

Change Password

**STATUS OF DATA SAVED BY APPLICANT** (Kindly save all section data as marked with mandatory mark (\*))

- PERSONAL DETAILS [View]
  - Personal Data \* ❌
  - Applicant Image \* ❌
- OTHER INFORMATION DETAILS [View]
  - Biography / Achievements Data \* ❌
  - Biography / Achievements Document (pdf file) ❌
- SCHOOL DETAILS [View]
  - School Details \* ❌
- SERVICE RECORD DETAILS [View]
  - Service Data \* ❌
  - Service Record Document (pdf file) ❌
  - Schoolwise Record \* ❌
  - Experience Record \* ❌
- OBJECTIVE CRITERIA DETAILS [View]
  - Point Number - 1 Data \* ❌
  - Point Number - 1 Document (pdf file) ❌
  - Point Number - 2 Data \* ❌
  - Point Number - 2 Document (pdf file) ❌
  - Point Number - 3 Data \* ❌
  - Point Number - 3 Document (pdf file) ❌
  - Point Number - 4 Data \* ❌
  - Point Number - 4 Document (pdf file) ❌
  - Point Number - 5 Data \* ❌
  - Point Number - 5 Document (pdf file) ❌
  - Point Number - 6 Data \* ❌
  - Point Number - 6 Document (pdf file) ❌
  - Point Number - 7 Data \* ❌
  - Point Number - 7 Document (pdf file) ❌
- PERFORMANCE AGAINST CRITERIA
  - Point Number - 1A Data \* ❌
  - Point Number - 1A Document (pdf file) ❌
  - Point Number - 1B Data \* ❌
  - Point Number - 1B Document (pdf file) ❌
  - Point Number - 1C Data \* ❌
  - Point Number - 1C Document (pdf file) ❌
  - Point Number - 1D Data \* ❌
  - Point Number - 1D Document (pdf file) ❌
  - Point Number - 2A Data \* ❌
  - Point Number - 2A Document (pdf file) ❌
  - Point Number - 2B Data \* ❌
  - Point Number - 2B Document (pdf file) ❌
  - Point Number - 2C Data \* ❌
  - Point Number - 2C Document (pdf file) ❌
  - Point Number - 2D Data \* ❌
  - Point Number - 2D Document (pdf file) ❌
  - Point Number - 2E Data \* ❌
  - Point Number - 2E Document (pdf file) ❌
  - Point Number - 3A Data \* ❌
  - Point Number - 3A Document (pdf file) ❌
  - Point Number - 3B Data \* ❌
  - Point Number - 3B Document (pdf file) ❌
  - Point Number - 3C Data \* ❌
  - Point Number - 3C Document (pdf file) ❌
  - Point Number - 3D Data \* ❌
  - Point Number - 3D Document (pdf file) ❌
- SUPPORTING DOCUMENTS [View]
  - Google Drive Documents ❌

All the information/data submitted is true to the best of my knowledge and if anything is found at any later date to be untrue then I will be liable to disciplinary action.

After Final Submission, no further changes can be made in the application. Please review your application in case you wish to make any further changes.

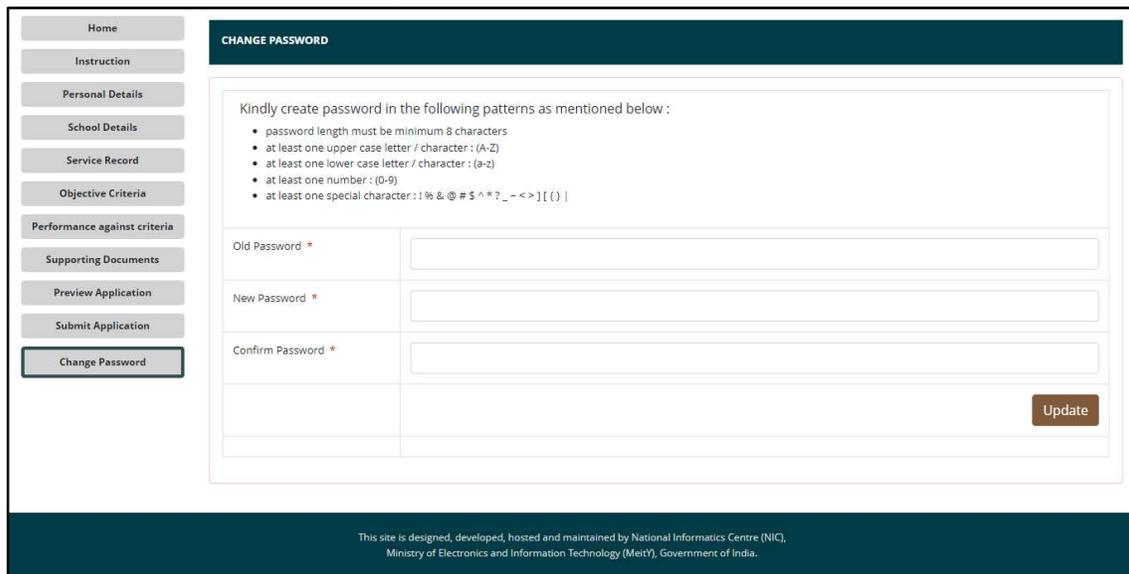
**Final Submission**

This site is designed, developed, hosted and maintained by National Informatics Centre (NIC), Ministry of Electronics and Information Technology (MeitY), Government of India.

- After previewing the application applicant may download a copy for printout purpose and the application may be submitted 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**

## 12. Change Password



Home

Instruction

Personal Details

School Details

Service Record

Objective Criteria

Performance against criteria

Supporting Documents

Preview Application

Submit Application

Change Password

### CHANGE PASSWORD

Kindly create password in the following patterns as mentioned below :

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

Old Password \*

New Password \*

Confirm Password \*

Update

This site is designed, developed, hosted and maintained by National Informatics Centre (NIC),  
Ministry of Electronics and Information Technology (MeitY), Government of India.

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

New Password should follow the mentioned password policy.

**Note:** Teachers who are shortlisted by States/UTs/Organizations to present before the Independent National jury are advised to be prepared / ready with the following documents (Application letter and details of a maximum of five students)

i) Application letter (document fields should be given to upload the application letter)

ii) The names of five students with whom the teacher's interaction has resulted in a positive outcome like retention in school despite adverse circumstances OR a student who is pursuing higher studies OR a student who has been recognised / awarded in the field / subject that the teacher is giving instruction in OR whose aspirations for higher achievements have been moulded by the candidate, etc.

S.No	Student Name	Subject Taught	Describe your role in the positive outcome like as explained above	Remarks
1				
2				
3				
4				
5				

The shortlisted teachers can Login into the NTA Portal using their existing User Credentials and fill the above details.

**Thank You**

**Best of Luck**

For any technical issues,

Drop an email at: [helpdesk-nat@gov.in](mailto:helpdesk-nat@gov.in)