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1. Introduction

2. Sign Up-New Registration

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Figure 1. Sign Up (Registration Form)

- The first step in this process is to "Sign Up". When you will click on Sign Up, you will be redirected to the page as shown in Figure 1.
- Link: https://rlbs.icar.gov.in/
- In this sign up page, you need to fill all your basic details like Name, Email, Date of

Birth, Password, Mobile Number, Gender etc.

• When you will click on the "Create Account" button, you will be directed to next page, which is the "Login Page" as shown in Figure 2.

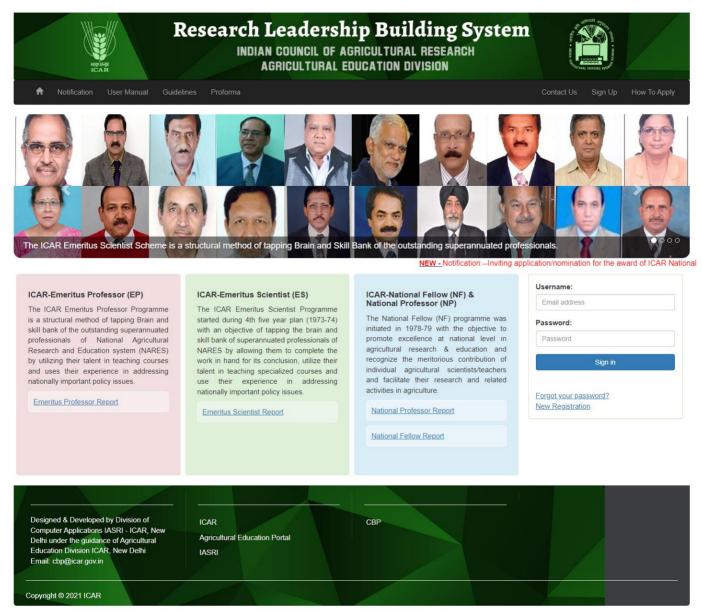


Figure 2. Login Page

- In the Login Page, you will have to enter your username and password as created by you at the time of sign up.
- Link: https://rlbs.icar.gov.in/
- After entering the username and password, click on the "Sign In", button to move to the next step.

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		Copyright © Education Portal 2017-2022 e 3. Select Scheme	

- When you will login, the page as shown in Figure 3, will get open and in that page you will have to select the scheme.
 - After selecting the scheme, you need to click on the "Submit" button and you will be able to view your scheme at the bottom of the. And when you will click on "Next" you will be redirected to next page as shown in Figure 4.
 - Note: It is not mandatory to fill all the details in the form.

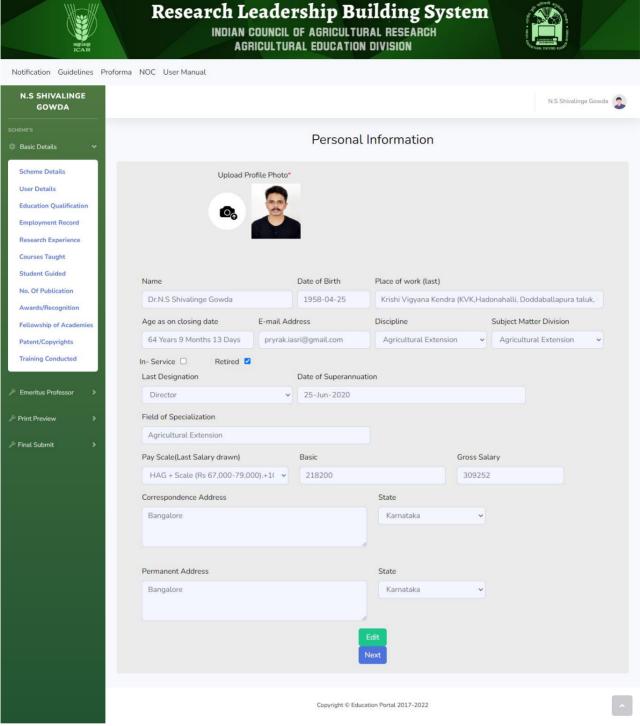


Figure 4. Personal Information

- You need to fill all the details in this personal information page after clicking on the "Edit" button.
- Some fields will be prefilled and another fields you will have to fill like address, pay scale, salary etc.
- You will also have to upload your photo.
- After filling all the details, click on "Next" to move further in the process.

• Next page which will be shown is Academic Qualification.

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Figure 5. Academic Qualification

- In this page, you need to fill your academic qualification and have to **upload the documents**.
- After filling all the details, you need to click on the "Next" button to move further.
- After clicking on "Next", a page as shown in figure 6 will be displayed to enter your Employment Record.

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Notification Guidelines Proforma NOC User Manual N.S SHIVALINGE N.S Shivalinge Gowda 🤦 GOWDA **Employment Record** Scheme Details Employment Record (starting from the present position) User Details Designation Pay Scale/Pay Band with Grade Pay/Research Grade Pay/Pay Level Education Oualification --Select Designation----Select Payscale-- \sim ~ Employment Record Research Experience Major Discipline of work experience Nature of work Courses Taught Student Guided No. Of Publication Organisation/Institute Awards/Recognition --Select--~ ~ Fellowship of Academies Patent/Copyrights ~ Training Conducted Place of posting From(DD-MM-YYYY) dd-----yyyy 🎤 Print Preview To(DD-MM-YYYY) Upload File (only pdf less than 4 mb) dd-----yyyy Choose File No file chosen Period Major Sr.No Pay Scale/Pay Band Nature Designation Organisation/Institute Place of То Document From Discipline with Grade of posting Pay/Research Grade of work work Pay/Pay Level experience 1 Director HAG + Scale (Rs Agricultural ICAR-Zonal Project Bengalore 2019-2020-View 67,000-Directorate -VIII (ZPD-01-11 04-30 Extension 79,000).+10000.Level VIII), Bangalore 15 HAG + Scale (Rs ICAR-Zonal Project 2 HOD Agricultural Bengalore 2019-2019-View 67.000-Directorate -VIII (ZPD-07-01 10-31 Extension 79,000).+10000.Level VIII), Bangalore 15 PB-4 (Rs 37,400-ICAR-Zonal Project 2003-2019-Professor Agricultural View 3 Bengalore 67,000).+10000.Level Extension Directorate -VIII (ZPD-06-04 06-30 14 VIII), Bangalore 4 Copyright © Education Portal 2017-2022

Figure 6. Employment Record

• In this page, you have to fill all the Record of your Employment like Designation, Pay Scale, Organization, Dates etc.

- You also need to upload the documents for the same.
- After filling the details, you have to click the "Add" button and all the details will be displayed at the bottom of the page.
- After checking all the details click on the "Next" button to move further to next section, which is "Research Experience" as shown in figure 7.

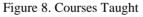
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Figure 7. Research Experience

- In this page, you need to enter the details of your Research Experience like type of project, title of project, Level of Association etc.
- Also, upload the documents for the same.

- Click on "Add" after filling the details. You can view the details of your project at the end of the page.
- After checking the details click on the "Next" button to move further to next page that is "Teaching Experience-Courses Taught" as shown in figure 8.

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- In this page, you will have to fill all the details of your degree programme like course title, credit hours, year, credit load etc.
- Click on the "Submit" button and you can view the details of your degree programme.
- After completely checking, the details click on the "Next" button to move further to "Student Guided" as shown in figure 9.

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- Figure 9. Students Guided
- In this page you will have to fill the details of the students you have guided like name of the student, degree programme, year of completion, award etc.
- You can view the details entered by you after clicking on the "Submit" button.
- After completely filling the page, click on "Next" button to move further in the process.

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Research Experience	1	Research Paper (refered journals)*	79	14
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Figure 10. Publications

- After filling the form "Students Guided" and clicking on the "Next" button, you will be directed to next page that is "Publications" as shown in figure 10.
- In this page, fill all the details regarding your research papers, book chapters, books etc.
- After filling all the details click on the submit button and then click on "Next" button to move further in the process.
- After publications, next page is "Awards and Recognitions" as shown in figure 11.

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Figure 11. Awards & Recognitions

- Enter all the details related to your awards like type of award, name of award, details, awarding organization etc.
- Also, upload the document for the same.
- After filling this page, click on the "Add" button and you can view the details filled by you at the bottom of the page.
- Then click on the "Next" button to move further to the next page that is "Recognitions and Awards-Fellowship of National/International Academics" as shown in figure 12.

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Figure 12. Fellowship of National/International Academics

- In this page, you have to fill your fellowship details like Name of fellowship, Details of fellowship, year, Awarding Organization etc.
- Also, upload the document for the same in pdf format only.
- Click on the "Add" button and you can view the details at the bottom of the page.
- Click on the "Next" button to move further to "Patents and Copyrights" as shown in figure 13.

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- Figure 13. Patents and Copyrights
- In this page, you will have to enter the details of patent/copyrights like type, title, details, registration number, details, year, awarding organization, remarks etc.
- Also, upload the document for the same.
- Click on the "Add" button and then click on the "Next" button to move further.
- After filling the details of Patents/Copyrights you will be directed to the next page that is "Training Conducted" as shown in figure 14.

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• After filling all the Basic Details you need to move to the next section that is "Emeritus Professor" as shown on Figure 15.

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No. Of Publication Awards/Recognition Fellowship of Academies Patent/Copyrights Training Conducted Femeritus Professor		
	Copyright © Education Portal 2017-2022 Figure 15. Scheme Selection	^

- Under the menu option, "Emeritus Professor" you will have to select the scheme and click on "Submit".
- After clicking on submit you will be directed to the next page that is "Publication Details Best Ten Research Papers" as shown in figure 16.

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Figure 16. Publishing Details-Best Ten Papers

- In this page you will have to fill the details regarding your Research Papers like Type of paper, NAAS Journal ID etc.
- Click on "Add" and you will be able to view all the data filled at the bottom of the page.
- Then click on the "Next" button to move further in the process.

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Figure 17. Publication Details-Last five years

- In this page you have to fill the details regarding your research papers for the last five years like type of paper, NAAS ID etc.
- After filling the details you need to click on "Add" and you will be able to view all the data filled at the bottom of the page.
- Then click on the "Next" button to move further in the process.

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- In this page you need to fill the Important Contributions made in the last five years and that also not more than 500 words.
- Click on "Next" to move further.

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	Figure 19. Agriculture Education Programme

- In this page, you have to enter the details of Agriculture Education Programme and Major Scientific Achievements.
- Then click on the "Next" button and move further in the process.

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- In this page, you have to fill the Contemplation Achieved in not more than 500 words.
- Click on the "Next" button and move to next category that is "Project Proposal" as shown in figure 21.

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List of best ten research papers with latest NAAS rating of journals more than 6	Sele			Courses to be taught		
List of Research Publications for the last five years along with their NAAS ratings	Achiev	vable Targets		Quantifiable Outputs		
Important Contribution Agriculture Education Programme & Success Stories				Add Next		ħ
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Timelines Expected Outcome	Sr.No	Semester	Courses to be Taught	Achievable Targets	Quantifiable Outputs	Action
Details of Trainings, International Exposures	1	1	Agricultural Extension	Implementation of NFC	5	Delete
etc.	2	Ш	NFC Modern	Multiple Mutation of NFC	5	Delete
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	4	IV	Operational definition of Socio-economic status	SES and Extent of Participation	5	Delete
Print Preview >	5	v	Methodology of Socioeconomic	Methodologies of social economics	5	Delete
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Research Leadership Building System

Figure 21. Project Proposal

- Enter the details of the project proposal like semester, targets, outputs etc.
- You can view the details entered at the bottom of the page.
- If you do not want to enter any detail then leave the columns empty and automatically the portal will take NA.
- Click on the "Next" button to move to next option that is "Expected Outcome" as shown in figure 22.

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Figure 22. Expected Outcome

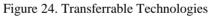
- In the page "Expected Outcome", you have to enter the details of the outcome.
- If you do not want to enter any detail then leave the column empty and automatically the portal will take NA.
- Click on the "Next" button and move to next option to view your complete application.
- Now after filling all the details you have to move to next page that is "Details of Assignment, International Exposures & Trainings" as shown in figure 23.

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International Exposures etc.	Sr.No	Туре	Title	Details	Year	Document	Action
Transferable Technologies Developed	1	Assignment	Agricultural Extension	Implementation of NFS Act	2009	View	Delete
Print Preview >							
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Figure 23. Details of Assignment

- In this page you need to fill the details regarding your assignments, international exposures and trainings.
- Also upload the documents for the same.
- Click on the "Add" button and you can view the details filled by you at the bottom of the page.
- Click on the "Next" button to move further to next page that is "Transferrable Technologies" as shown in figure 24.

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List of Research Publications for the last five years along with their NAAS ratings	-Select-		Add Next	I		
Important Contribution						
Agriculture Education Programme & Success Stories	Sr.No Title of techno	logy	Client	Year	Revenue generated	Action
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Timelines Expected Outcome Details of Trainings, International Exposures etc.						
Transferable Technologies Developed						
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- In this page you have to fill the details of the Technologies Developed like Title, Client, Year, Revenue etc.
- Click on the "Add" button and you can view the details filled by you at the bottom of the page.
- Click on the "Next" button to move further to next category that is "Print Preview" as shown in figure 25.

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 Emeritus Professor Print Preview Preview Final Submit 	Scheme details Select the scheme:*Select Scheme Submit	
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	Figure 25. Selecting Scheme	

- After clicking on the Print Preview you need to again select the scheme to move further.
- After clicking on "Submit" you can view your completely filled application as shown in Figure 26.



Research Leadership Building System

INDIAN COUNCIL OF AGRICULTURAL RESEARCH AGRICULTURAL EDUCATION DIVISION



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Figure 26. Preview of Filled Application

Important:

• After viewing your complete application, click on "PRINT" button and save the file as pdf in your system, then you will have to SIGN the application and SIGN of the Head of Authority is needed in the application.

- After signing it and making it signed from the Head, you need to scan the application.
- After scanning the "signed" application, you need to upload it under the option "FINAL SUBMIT" which is visible under the "Preview Application" as shown in Figure 27.

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SCHEME'S	Note: Mandatory for the person's who are in service. Upload the duly signed copy of the NOC. NOC will be available on the menubar of your profile.	
🎾 Emeritus Professor 🔹 🔉	Upload the NOC: Choose File No file chosen	
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	Upload the application: Choose File No file chosen	
	Submit	
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Figure 27. Final Submit

- You need to upload the NOC and your signed and scanned copy of your complete application under this option that is "Final Submit".
- You can download the format of NOC under the tab named "NOC" as shown in the figure 27. After downloading you can fill the form and get it signed from the concerned authority and can upload the same under "Final Submit".

Note: Make sure you upload the signed and scanned copy under the menu option" Final Submit" otherwise; your application will remain incomplete and it will not be submitted.

Note: You can edit your details in the application until it is finally submitted in the "Final Submit" option. No changes can be made after uploading the scanned document and submitting it.