INSTRUCTION MANUAL
FOR
SUBMITTING APPLICATION FOR ISSUANCE OF AWARD LETTER ON DBT JRF PORTAL

1. Registration on DBT JRF Portal:
   a. Visit the URL: www.dbtjrf.gov.in
   b. Click on DBT JRF Portal (as indicated in the image below)

Image 1: Home Page of DBT JRF Website

The Department of Biotechnology, Ministry of Science & Technology, Government of India provides fellowships for pursuing research in biotechnology and life-
c. Click on **Register** button *(as depicted in the Image 2 below)*

![Image 2: Home Page of DBT JRF Portal](image)

*d. For issuance of award letter upon qualifying BET (BET 2021 onward), please select the Registration Type as **Award Letter Issuance** *(as depicted in the Image 3 below)*. In case you would like activate your fellowship, please select **Fellowship Activation** as the Registration Type.*
Upon selecting **Award Letter Issuance** as the Registration Type, please fill in the required details (as per the Image 4 below)

i. BET Qualifying Year
ii. BET Application Number
iii. Email ID
iv. First Name
v. Middle Name
vi. Last Name
vii. Check the Captcha Code
viii. Submit
Note: Please fill in the detail as per your BET application.

You will receive an email with login credentials of the DBT JRF portal and a link for login page.
Please use the received credential to login and submit application for issuance of award letter.
2. Image below shows the **Home Page** for submission of application for issuance of award letter:
3. Click on **Start Application** Button as indicated in the image above.
4. Check the Declaration and Click on Agree Button.

![Image 7: Declaration Page of Application Form for Issuance of Award Letter](image7)

5. Fill in the requisite details in the **Personal Details** Tab as per the BET application and click on **Next** button to move to next tab.

![Image 8: Personal Details Tab of Application Form for Issuance of Award Letter](image8)
6. Fill in the requisite details in BET Details Tab. Please select the BET Qualifying Category as per the results of BET and select the Social Category as per the BET Application. Documents will have to uploaded as per the selection of social category in the Upload Documents tab.

   a. Please select BET Qualifying year from the drop down list
   b. Select the BET Qualifying Category
   c. Fill the BET Application Number
   d. Fill BET Score
   e. Select the Social Category from the drop down list
   f. Select the radio button against the question ‘Have you applied under Differently Abled category?’ as per the BET application.

![Image 9: BET Details Tab of Application Form for Issuance of Award Letter]

7. Fill in the Degree Qualification Details in the Qualification Details Tab. The details to be filled are:

   a. Degree Type
b. Degree Title

c. College/ University; If the name of your college/ university is not in the drop down list, please select others and fill in the name of university/ college in the additional column that will be enabled by the portal.

d. State of College/ University: State where the college/ university is established

e. City of College/ University: City where the college/ university is established

f. Form (Year) & To (Year): Please select the duration of your stay at the college/ university for the specified degree

g. Marks/ CGPA: Please select radio button against Marks/ CGPA and fill in the subsequent fields accordingly.

8. **Upload Documents Tab:** Applicant must upload all the requisite documents as listed under this tab. Please note that the file name of the documents to be uploaded should not include any numeral or special character.
9. **Summary Tab**: This tab enlists all the details filled by the applicant. It enables an applicant to check the application before submitting.

10. **Submit Button**: In order to submit the application for issuance of award letter, an applicant must click on the **Submit** button.

Note: For any other information, please visit the **Frequently Asked Questions** section on DBT JRF portal. In case of any further information, please write to us at jrf.dbt@rcb.res.in.