

National Awards to Teachers 2022



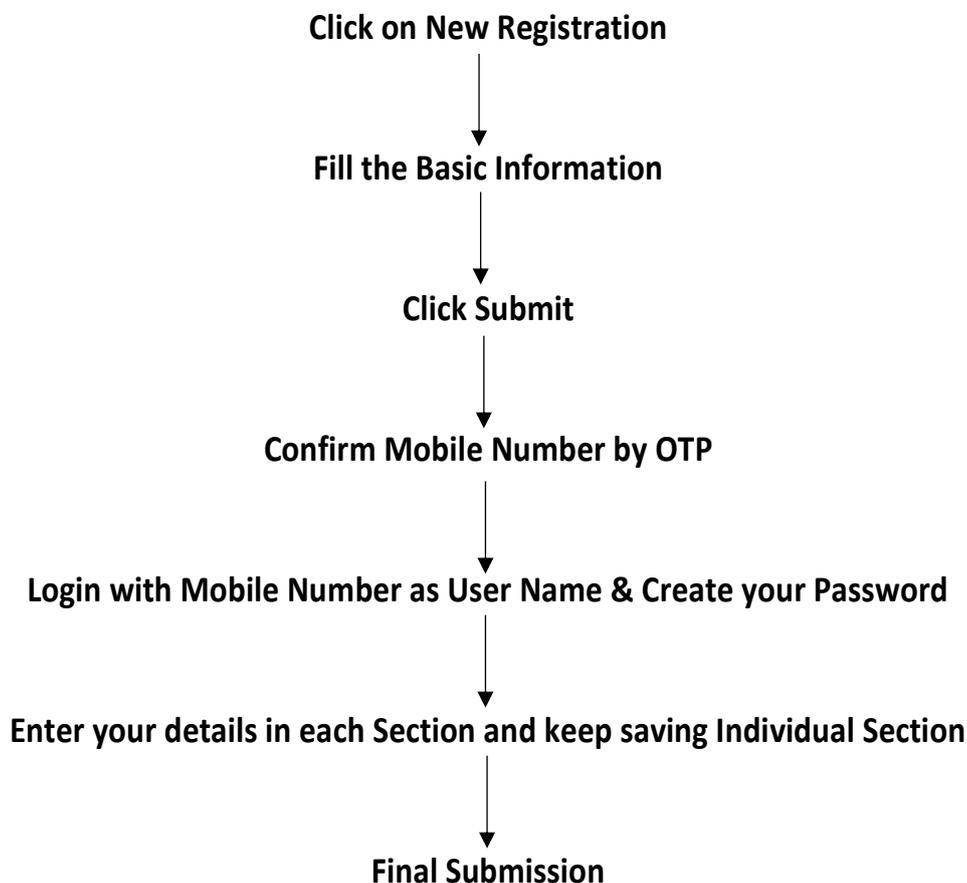
Instruction Manual for Online Self-nomination

**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 shortlisting and final selection.

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



Note: For any technical issues, drop an email at: 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. and Aided 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 details on registration page, Click on next button.



NATIONAL AWARDS TO TEACHERS 2021

Applicant Registration Details

Organization Name :	Govt.and Aided Schools Under States/UTs
Applicant Full Name :	Test
Mobile Number :	9876543211
E-mail Id :	Test123@gmail.com

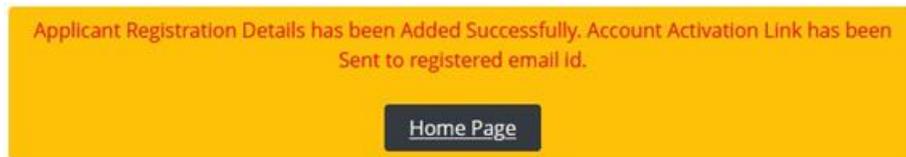
**Note : Kindly ensure that Organization Name, Applicant Name, Mobile Number and E-mail id are correct.
Applicant can not modify Organization Name, Applicant Name, Mobile Number and E-mail Id after registration**

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.

Following screen displayed after an email send to registered email id.

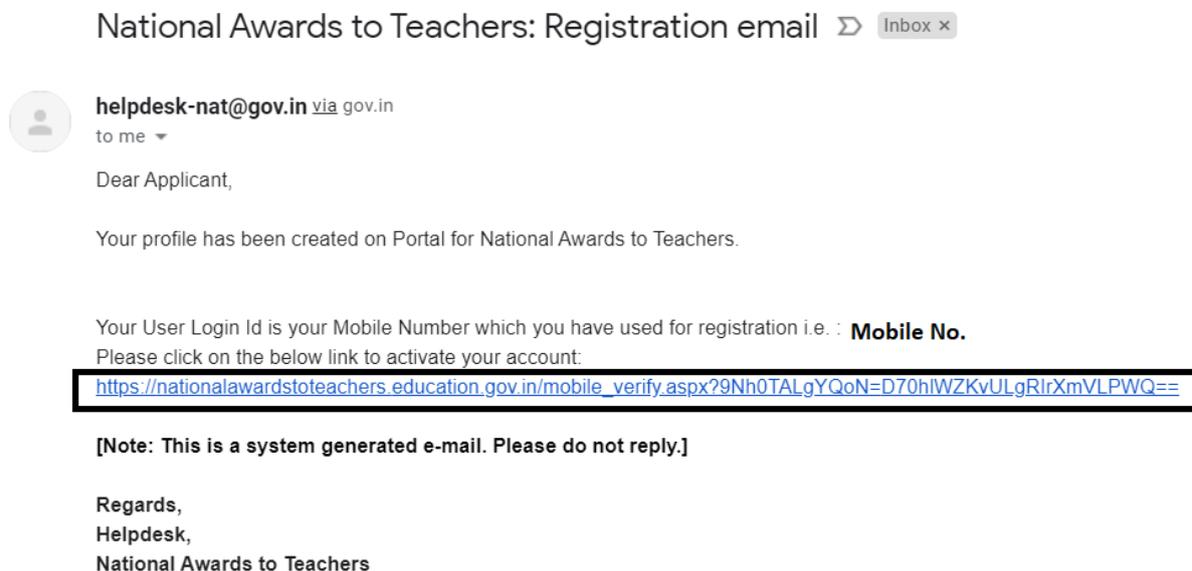


Now login your email account, which is mention in registration process.

Verification of E-mail

Check email received from helpdesk-nat@gov.in

Open this mail, there is Activation link url in mail as mention in following screen.



Click on url and link redirected to verification Mobile Number verification screen.

Verification of Mobile No.

Account activation link will be sent to registered e-mail id.

When Applicant click on link sent on registered mobile following screen will appear for Mobile number verification.

Mobile Number Verification

[Home Page](#)

Mobile No.

Captcha Code  

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

Password Creation

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

Password Creation

[Home Page](#)

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 characters: ! % & @ # \$ ^ * ? _ ~ < >] [{ } |

User Id / Login Id [Registered Mobile Number]

Password

Confirm Password

After create Password, Applicant Registration Process has been completed. Now Applicant Login into portal with Login Id (Registered Mobile Number) and Password.

1. Login as 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”

If Password is Forgotten, Reset Password through “Forgot Password”

2. Home- List of forms to be filled

The screenshot shows a navigation menu on the left with buttons for Home, Interview, Personal Details, School Details, Service Record, Objective Criteria, Criteria Based On Performance, Supporting Documents, Preview Application, Submit Application, and Change Password. The main content area is titled 'STATUS OF DATA SAVED BY APPLICANT - Application not submitted.' and lists the following sections and their status:

- PERSONAL DETAILS [View]
 - Personal Data * X
 - Applicant Image * X
- OTHER INFORMATION DETAILS [view]
 - Biography / Achievements Data * X
 - Biography / Achievements Document (pdf file) X
- SCHOOL DETAILS [View]
 - School Details * X
- SERVICE RECORD DETAILS [View]
 - Service Record * X
 - Schoolwise Record * X
 - Service Record Document (pdf file) X
 - Experience Record * X
- OBJECTIVE CRITERIA DETAILS [View]
 - Point Number - 1 Data * X
 - Point Number - 2 Data * X
 - Point Number - 3 Data * X
 - Point Number - 4 Data * X
 - Point Number - 5 Data * X
 - Point Number - 6 Data * X
 - Point Number - 7 Data * X
 - Point Number - 8 Data * X
 - Point Number - 1 Document (pdf file) X
 - Point Number - 2 Document (pdf file) X
 - Point Number - 3 Document (pdf file) X
 - Point Number - 4 Document (pdf file) X
 - Point Number - 5 Document (pdf file) X
 - Point Number - 6 Document (pdf file) X
 - Point Number - 7 Document (pdf file) X
 - Point Number - 8 Document (pdf file) X
- CRITERIA BASED ON PERFORMANCE DETAILS [View]
 - Point Number - 1 Data * X
 - Point Number - 2 Data * X
 - Point Number - 3(A) Data * X
 - Point Number - 3(B) Data * X
 - Point Number - 1 Document (pdf file) X
 - Point Number - 2 Document (pdf file) X
 - Point Number - 3(A) Document (pdf file) X
 - Point Number - 3(B) Document (pdf file) X
- SUPPORTING DOCUMENTS [View]
 - Google Drive Documents X

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

✓ - Denotes ‘Page Saved’

X- Denotes ‘Page Not yet Saved’

3. Instructions

Kindly read instruction carefully before filing 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.

4. Personal Details Entry Form

PERSONAL DETAILS

Gender *
Select Gender

Date Of Birth *
[Date Picker]

Alternative Mobile Number
Mobile Number

House No. *
House No.

Locality / Area / Village *
Locality / Area

State *
Select State / UT

District *
Select District

Block / NP *
Block Name

Pin Code *
Pin Code

Browse... No file selected.
* Upload Applicant Image
(Maximum 100KB jpg/jpeg/png file)

Save Personal Details

OTHER INFORMATION

Biography / Achievements In Brief [Max. 5000 Characters] *
Biography / Achievements In Brief [Max. 5000 Characters]

Upload Supporting Document of Biography / Achievements
Browse... No file selected.

Differently Abled *
No

If Yes, Differently Abled Details

Save Other Information

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

SCHOOL DETAILS

UDISE+ Code
UDISE+ Code of School

School Name *
School Name

School Management *
Select School Management

School Category *
Select School Category

School Type *
Select School Type

State *
Select State / UT

District *
Select District

Block *
Block Name

Village *
Village Name

Pin *
Pin Code

Date Of Joining in This School *
[Date Picker]

Designation in This School *
Select Designation

Save

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

6. Service Record Entry Form

SERVICE RECORD DETAILS

Date of joining in the teacher service *

Total duration of service (Upto 30/05/2021) * Year Month Days

Date of superannuation *

Service Record Supported Documents / समर्थित दस्तावेज No file selected.

Already superannuated *

If superannuated, clarify whether extension has been given by the State Authorities

If yes, clarify whether extension has been given by the State Authorities

Supported Documents / समर्थित दस्तावेज No file selected.

INSTITUTION / SCHOOL WISE SERVICE RECORD

Institution Name *

Category *

Management *

Total Enrolment *

Duration of service * Year Month Days

Classes Taught * (ctrl + Select for multiple selection) 1 2 3 4

Subject(s) Taught * (ctrl + Select for multiple selection) Hindi Sanskrit English Mathematics

Subject(s) Taught (Not mentioned in List) (add comma [,] between subjects)

Result Per(%) At Public or Annual Examination(s) *

Any Other Responsibility Discharged *

Schoolwise Data not saved.

EXPERIENCE

Service *

Period From *

Period To *

Remarks (Max. 500 Characters)

Applicant Service Period Data not saved.

- 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 DETAILS

1 Work done by teacher to encourage community, parents, alumni etc. to contribute to the school in any way e.g. physical infrastructure, computers, midday meal, funds, books etc. किसी भी तरह से स्कूल में योगदान करने के लिए समुदाय, माता-पिता, पूर्व छात्रों आदि को प्रोत्साहित करने के लिए शिक्षक द्वारा किया गया कार्य | उदाहरण के लिए: भौतिक आधारभूत संरचना, कंप्यूटर, मध्य भोजन, धन, किताबें इत्यादि।

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज No file selected.

Remarks / टिप्पणियाँ (5000 Char Max) *

Save Point No. - 1 Details

2 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) * अंतर्राष्ट्रीय स्तर (लेखों की संख्या)

National Level (No.of Articles) * राष्ट्रीय स्तर (लेखों की संख्या)

State Level (No.of Articles) * राज्य स्तर (लेखों की संख्या)

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB) No file selected.

Remarks / टिप्पणियाँ (5000 Char Max) *

Save Point No. - 2 Details

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.

3 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।

2018-19 * Outstanding / उत्कृष्ट Very Good / बहुत अच्छा Good / अच्छा Not Applicable / लागू नहीं

2017-18 * Outstanding / उत्कृष्ट Very Good / बहुत अच्छा Good / अच्छा Not Applicable / लागू नहीं

2016-17 * Outstanding / उत्कृष्ट Very Good / बहुत अच्छा Good / अच्छा Not Applicable / लागू नहीं

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB) No file selected.

Remarks / टिप्पणियाँ (5000 Char Max) *

Save Point No. - 3 Details

4 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

Supporting Video (URL) / सहायक वीडियो (यूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB) No file selected.

Remarks / टिप्पणियाँ (5000 Char Max) *

Save Point No. - 4 Details

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

5 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 ?

Yes / हाँ
 No / नहीं
 Not Applicable / लागू नहीं

Supporting Video (URL) / सहायक वीडियो (सूआरएल)
Supporting Video (URL) / सहायक वीडियो (सूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)
Browse... No file selected.

Remarks / टिप्पणियाँ (5000 Char Max) *
Remarks / टिप्पणियाँ (5000 Char Max)

Save Point No. - 5 Details

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

Supporting Video (URL) / सहायक वीडियो (सूआरएल)
Supporting Video (URL) / सहायक वीडियो (सूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 Document Max Size 5MB)
Browse... No file selected.

Remarks / टिप्पणियाँ (5000 Char Max) *
Remarks / टिप्पणियाँ (5000 Char Max)

Save Point No. - 6 Details

7 Whether the teacher is enrolled for any course under SWAYAM or any other MOOCS platform .
क्या शिक्षक SWAYAM या किसी अन्य MOOCS प्लेटफॉर्म के तहत किसी भी पाठ्यक्रम के लिए नामांकित है ।

Supporting Video (URL) / सहायक वीडियो (सूआरएल)
Supporting Video (URL) / सहायक वीडियो (सूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)
Browse... No file selected.

Remarks / टिप्पणियाँ (5000 Char Max) *
Remarks / टिप्पणियाँ (5000 Char Max)

Save Point No. - 7 Details

8 Development of e-content, textbooks, teacher handbooks for SCERTs, boards or NCERT .
एससीईआरटी, बोर्ड या एनसीईआरटी के लिए ई-सामग्री, पाठ्यपुस्तक, शिक्षक हेडबुक का विकास

NCERT / एनसीईआरटी *
E-content/ई-कॉन्टेंट
Number

Text Book/पाठ्यपुस्तक
Number

Hand Book/हस्त-पुस्तिका
Number

Others/अन्य
Number

SCERT / स्कर्ट *
E-content/ई-कॉन्टेंट
Number

Text Book/पाठ्यपुस्तक
Number

Hand Book/हस्त-पुस्तिका
Number

Others/अन्य
Number

Supporting Video (URL) / सहायक वीडियो (सूआरएल)
Supporting Video (URL) / सहायक वीडियो (सूआरएल)

Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB)
Browse... No file selected.

Remarks / टिप्पणियाँ (5000 Char Max) *
Remarks / टिप्पणियाँ (5000 Char Max)

Save Point No. - 8 Details

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

8. Criteria Based on Performance

CRITERIA BASED ON PERFORMANCE

1 Innovative experiments (like use of ict, joyful learning technique) undertaken by teacher for greater impact of his/her teaching on the students. development and use of appropriate pedagogic approaches in day to day teaching activities including teaching learning material, low cost teaching aids etc. (based on number, scale and impact of innovations/experiments).
छात्रों पर अपने शिक्षण के बेहतर प्रभाव के लिए शिक्षक द्वारा किए गए अभिनव प्रयोग (जैसे आईसीटी, आनंददायक सीखने की तकनीक का उपयोग)। शिक्षण अधिगम सामग्री, कम लागत वाले शिक्षण साधन आदि सहित दिन-प्रतिदिन शिक्षण गतिविधियों में उचित शैक्षणिक उपकरणों का विकास और उपयोग। (संख्या, पैमाने और नवाचारों / प्रयोगों के प्रभाव के आधार पर)।

Number of innovations/ Experiments नवाचारों/ प्रयोगों की संख्या *
List of innovations/ experiments नवाचारों/ प्रयोगों की सूची *

Supporting Video (URL) / सहायक वीडियो (यूआरएल)
Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB) No file selected.

Remarks / टिप्पणियाँ (5000 Char Max) *

Save Point No. - 1 Details

2 Organization of extra and co-curricular activities (based on number, scale and impact of experiments).
पाठ्येतर और पाठ्य सहायकी गतिविधियों का संगठन (परिमाण, संख्या और प्रयोगों के प्रभाव पर आधारित)।

Number of Activities गतिविधियों की संख्या *

Supporting Video (URL) / सहायक वीडियो (यूआरएल)
Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB) No file selected.

Remarks / टिप्पणियाँ (5000 Char Max) *

Save Point No. - 2 Details

3 (A) Mobilization of society for school infrastructure and for spreading social awareness among children .
स्कूल के बुनियादी ढांचे और बच्चों के लिए सामाजिक जागरूकता फैलाने के लिए सामाजिक गतिशीलता।

Supporting Video (URL) / सहायक वीडियो (यूआरएल)
Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB) No file selected.

Remarks / टिप्पणियाँ (5000 Char Max) *

Save Point No. - 3 (A) Details

3 (B) Promotion of nation building and national integration.
राष्ट्र निर्माण और राष्ट्रीय एकीकरण का प्रचार।

Supporting Video (URL) / सहायक वीडियो (यूआरएल)
Supported Documents / समर्थित दस्तावेज (Only 1 pdf file Max Size 5MB) No file selected.

Remarks / टिप्पणियाँ (5000 Char Max) *

Save Point No. - 3 (B) Details

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

9. Upload Supporting Documents

UPLOAD SUPPORTING DOCUMENTS Instruction manual

You can upload the all the supporting documents on 'Google Drive' and provide the link here.

Google Drive Link*

Remarks (1000 Char Max) *

Save

If applicant facing any issue while uploading pdf file on form, then applicant can save all documents in google drive. After that applicant can share google drive link here. User manual for documents uploading on google drive available on form.

10. 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

PERSONAL DETAILS
Personal Data not Saved by Applicant
OTHER INFORMATION
Other Information Data not Saved by Applicant
SCHOOL DETAILS
School Details Data not Saved by Applicant
SERVICE RECORD
Service Records Data not Saved by Applicant
INSTITUTION / SCHOOL WISE SERVICE RECORD
Service Records Schoolwise Data not Saved by Applicant
EXPERIENCE
Service Records Experience Data not Saved by Applicant
OBJECTIVE CRITERIA DETAILS
1 Work Done By Teacher To Encourage Community, Parents, Alumni Etc. To Contribute To The School In Any Way E.G. Physical Infrastructure, Computers, Midday Meal, Funds, Books Etc. किसी भी तरह से स्कूल में योगदान करने के लिए समुदाय, माता-पिता, पूर्व छात्रों आदि को प्रोत्साहित करने के लिए शिक्षक द्वारा किया गया कार्य उदा। भौतिक आधारभूत संरचना, कंप्यूटर, मध्य भोजन भोजन, धन, किताबें इत्यादि। Point Number - 1, Data not Saved by Applicant
2 Publication (Research Papers/Articles In International/National Journals (With ISSN), Books (With ISBN), Etc.) In The Last 5 Years. पिछले पांच वर्षों में प्रकाशन (अंतरराष्ट्रीय/राष्ट्रीय पत्रिकाओं (आईएसएन सहित) पुस्तकों (आईएसबीएन सहित) आदि में अनुसंधानपत्र/लेख) Point Number - 2, Data not Saved by Applicant

11. Final Submission of Application

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 * ✘
 - Schoolwise Record * ✘
 - Service Record Document (pdf file) ✘
 - 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) ✘

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

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

12. 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 *	<input type="password"/>
New Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
	<input type="button" value="Update"/>

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