

## IGSTC PECFAR Application Portal – User Manual

Note that the below process flow for application process is symbolic to give a sense of the application portal. The below information is subject to change without any notice. The most updated information will be exactly in the application portal.

1. Create a new Account, if you are a first-time user. Click on “Create an Account” or you can “Sign in with Google”. If you have already created an account, you can proceed to Step 5.

The screenshot displays the IGSTC PECFAR Application Portal. On the left, the IGSTC logo is at the top, followed by a login form with fields for Email and Password. Below the password field are checkboxes for 'Remember me' and a 'Forgot Password' link. A green 'Login' button is positioned below the form. At the bottom of the login section, there is a box with 'Sign in with Google' and 'Or Create an Account' links. On the right, a dark blue banner for PECFAR (Paired Early Career Fellowship in Applied Research) features a central graphic of a globe with icons representing research, technology, and collaboration. Text on the banner includes 'Create avenues for two-way exchange of young researchers in pairs', 'Support for research stay in India/Germany', 'Explore the Indo-German research landscape on entrepreneurship, joint research and innovation', and 'Build future partnerships with complementary expertise'. Below the banner, a paragraph describes the IGSTC and the PECFAR program. A 'SALIENT FEATURES' section lists eligibility criteria, age limit (35 years), tenure (2 months), and financial assistance (fellowship of ₹ 2300 per month, round trip economy class airfare, and insurance). At the bottom of the right panel, there are three buttons: 'Call Text', 'Basic Guidelines', and 'FAQs'.

**IGSTC**  
INDO-GERMAN SCIENCE AND TECHNOLOGY CENTRE

Email  
Enter your email

Password  
••••••••

☐ Remember me [Forgot Password](#)

**Login**

[Sign in with Google](#) Or [Create an Account](#)

**PECFAR** Paired Early Career Fellowship in Applied Research

Create avenues for two-way exchange of young researchers in pairs

Support for research stay in India/Germany

Explore the Indo-German research landscape on entrepreneurship, joint research and innovation

Build future partnerships with complementary expertise

The Indo-German Science & Technology Centre (IGSTC), a joint initiative by the Department of Science and Technology (DST), Government of India and the Federal Ministry of Education and Research (BMBF), Government of Germany invites applications for Paired Early Career Fellowships in Applied Research (PECFAR) to facilitate exchange of early career Indian and German researchers. The Programme supports short duration visit to explore, connect and network for research collaboration in Science, Technology, Engineering and Mathematics (STEM).

**SALIENT FEATURES**

**Eligibility:**

- Early career researchers holding regular positions in academic/research institutions/industries or long-term nationally recognized fellowship.
- Minimum Qualification: Masters in Science/Bachelors in Engineering
- Applications are to be submitted jointly by the pair of Indian and German researchers.

**Age Limit:** 35 years

**Tenure:** 2 months


**Financial Assistance:**

- Fellowship: ₹ 2300 per month/awardee
- Single round trip economy class airfare including visa fees and medical/travel insurance (approximately ₹ 1 lakh for Indian awardee and ₹ 1500 for German awardee)

[Call Text](#) [Basic Guidelines](#) [FAQs](#)

2. Click on “Create an Account”, you will be re-directed to Registration Page, fill out the required details and click on “Submit”.

- **First Name & Last Name** – Alphabetic fields. Name should be same as mentioned on other documents
- **Institution Organization** – Alpha-numeric field. Enter the name of your company or organization.
- **Type of Applicant** – Drop down option, choose between “India or Germany”
- **Email Address** – Alpha-numeric field. The email address should contain “xyz@domain-name.com” or “xyz@domain-name.in”
- **Password** – Alpha-numeric field. It should contain, A capital letter (Upper case), A small letter (lower case), A number (0-9), Special Character, The length of the password should be Minimum 8 characters and Maximum 15 characters.



REGISTRATION

Firstname

Lastname

Institution/Organization

Type of Applicant


aarushiahawat72@gmail.com

\*\*\*\*\*

**Password must contain the following:**

✓ A capital (uppercase) letter    ✓ A lowercase letter    ✓ A number  
✓ A Special character    ✓ Minimum 8 characters    ✓ Maximum 15 characters

Back    Submit



**PECFAR** Paired Early Career Fellowship  
in Applied Research

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Support for research stay in India/Germany

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**SALIENT FEATURES**

**Eligibility:**

- Early career researchers holding regular positions in academic/research institutions/industries or long-term nationally recognized fellowship.
- Minimum Qualifications: Masters in Science/Bachelors in Engineering
- Applications are to be submitted jointly by the pair of Indian and German researchers

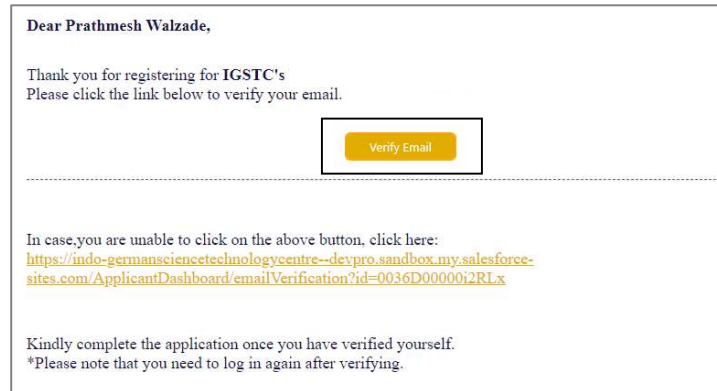
**Age Limit:** 35 years

**Tenure:** 2 months

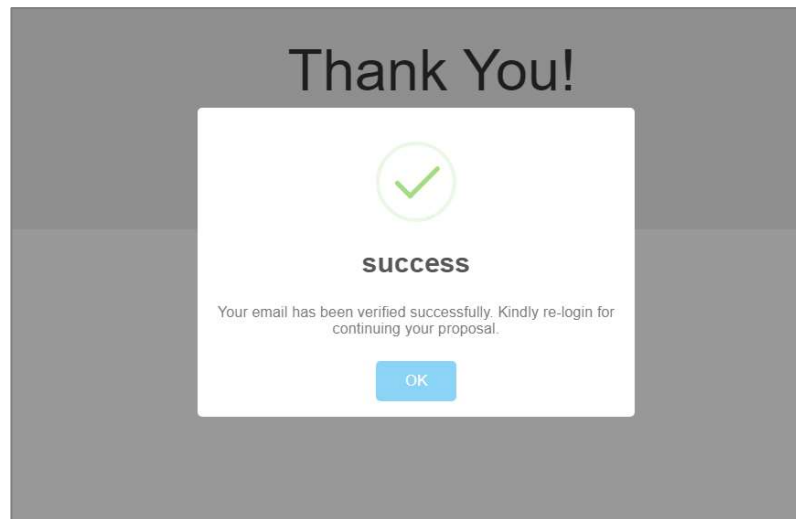
**Financial Assistance:**

- Fellowship: € 2300 per month/awardee
- Single round trip economy class airfare including visa fees and medical/travel insurance (approximately ₹ 1 lakh for Indian awardees and € 1500 for German awardee)

3. Once you register, you will receive a verification email. Click on “Verify Email” button to verify your account.



4. “Thank you” page will open once you verify your email, and your account will be verified.



5. Login with your registered Email ID and Password and then click on “Login”

- **Email Address** – This should be the same Email address, that was entered at the time of registration and the email id on which verification email was received.
- **Password** – A special character password that was entered at the time of registration.

The screenshot shows the IGSTC (Indo-German Science & Technology Centre) login interface. On the left is a login form with fields for Email (placeholder: 'Enter your email') and Password (placeholder: '\*\*\*\*\*'), a 'Remember me' checkbox, a 'Forgot Password' link, and a green 'Login' button. Below the form are links for 'Sign in with Google' and 'Create an Account'. On the right is a banner for PECFAR (Paired Early Career Fellowship in Applied Research). The banner includes a central graphic of a globe with research icons and text describing the program's goals: 'Create avenues for two-way exchange of young researchers in pairs', 'Explore the Indo-German research landscape on entrepreneurship, joint research and innovation', 'Support for research stay in India/Germany', and 'Build future partnerships with complementary expertise'. Below this, a paragraph explains the IGSTC's role. A 'SALIENT FEATURES' section lists eligibility criteria (early career researchers, regular positions, minimum qualification of Masters in Science/Bachelors in Engineering), age limit (35 years), tenure (2 months), and financial assistance (fellowship of ₹ 2300 per month, round-trip economy class airfare, and insurance). At the bottom are links for 'Call Text', 'Basic Guidelines', and 'FAQs'.

6. Click on “Apply” button to proceed with your application.

The screenshot shows the IGSTC PECFAR application page. At the top, the IGSTC logo is on the left, the 'Application submission Deadline : 31st March 2023' is in the center, and 'Home/PECFAR' and 'My Proposal' with a user icon are on the right. The main content area has a dark blue background with a glowing lightbulb graphic. The text reads: 'PECFAR' followed by 'This fellowship encourages two-way exchange of young researchers in pairs and provides an opportunity to explore the Indo-German research landscape.' Below this text is a white 'Apply' button.

7. Fill out the “Pairing Details” and click on “Save and Next”. If the applicant is from India then the pairing member will automatically shown by system as Germany and if the applicant is from Germany then the pairing member will automatically shown by system as India.

#### India Member Pair

- First name, Last name & Email – Auto generated, the details will be auto-generated from the registration page.
- Institution – Free text filed, enter the name of the organization/institution.
- Date of Birth - Drop down option is available in this section, select the Year, Month and Date.

#### German Member Pair


- First name & Last name – Free text field, add the corresponding name of the member.
- Email - Alpha-numeric field. The email address should contain “xyz@domain-name.com” or “xyz@domain-name.in”
- Institution – Free text filed, enter the name of the organization/institution.
- Date of Birth - Drop down option is available in this section, select the Year, Month and Date.

The screenshot shows the IGSTC application portal. At the top, it says "Application submission Deadline : 31st March 2023". There are links for "Home/PECFAR" and "My Proposal". A progress bar shows the following steps: Pairing Details (active), Personal Information, Educational Qualifications, Employment Details, Parent Organization Details, Fellowship Details, Achievements, Attachments, Declaration, and Review and Submit. Below the progress bar, there is a section titled "How to form a pair?" with two bullet points: "Early career researchers holding regular position in academia/research institution/industry or holding a long-term nationally recognized fellowship." and "Minimum Qualification: Master's in Science/Bachelor's in Engineering (4 years)". Below this, there is a section titled "Instructions for Application Submission" with two bullet points: "Please check your eligibility before applying for the fellowship." and "To start the online application, you must register on the portal first using your email address." There is a link "Read more...." at the bottom of this section.

The screenshot shows the "Pairing Details" form. It is divided into two columns: "Indian Member of the Pair" and "German Member of the Pair". Each column has a light blue header with the member's name and a light blue box containing the form fields. The Indian Member fields are: First Name\* (Pratham), Last Name\* (Walzade), Institution / Organization\* (GodrejInfo), Email\* (pratham@godrej.com), and Date of Birth \* (02-05-1994). The German Member fields are: First Name\* (Amit), Last Name\* (Salvi), Institution / Organization\* (GodrejInfo), Email\* (pratham@godrej.com), and Date of Birth \* (05-12-1991). At the bottom right, there is a blue button with a checkmark and the text "Save and Next".

8. Fill out the “Personal Information” and click on “Save and Next”

- **Details that will be fetched automatically** – First name, Last name, Date of Birth, Email Address and Mobile Number.
- **Gender** – Select from drop down option i.e Male, Female or Other
- **Photo** – Upload the image in jpg/jpeg format and the file size should be between 30kb to 500 kb. Click on “Upload” button after choosing an image.
- **Passport No.** – Alpha numeric format, that should be same as on the passport. This field is optional.
- **Expiry Date** – Passport expiry date should be selected from the drop-down option available on the field. Select Year, Month and Date.
- **Alternate Contact Number** – Enter alternate mobile number if any. It should be an emergency contact number if the primary number is not available.
- **Contact Address** – Line 1, Line 2, District, State and Pin code should be entered manually as mentioned on the official document. For country, select from the drop down option.



Application submission Deadline : 31st March 2023

Home/PECFARMy Proposal

Pairing Details

Personal Information

Educational Qualifications

Employment Details

Parent Organization Details

Fellowship Details


Achievements

Attachments

Declaration

Review and Submit

Click on upload button to upload the Profile picture



Upload in jpg/jpeg format min 30 kb max 500kb

Choose FileWhatsApp: 8 PM.jpgUpload

Full Name(As on passport)\*  
Pratham Walcade

Date of Birth\*  
02-05-1994

Gender\*  
Male

Nationality\*

Email\*  
ormadmin@godrejinfotech.com

Mobile No.\*  
8976875123

Institute / Organization\*  
Godrej Info

Designation\*  
Gm

Contact Address

Line 1\*  
GB Road

Line 2

City  
Mumbai

Country  
India

State

PinCode  
400012

Previous

Save and Next

9. Fill out the “Education Qualification” and click on “Save and Next”

- **Degree** – Text field, enter the degree level
- **Subject/Area of specialization** – Text field, enter the specialization subject for the degree obtained.
- **Year of Completion** – Free text field, add the year of passing the same degree.
- **Board/Institution** – Free text field, the name of the board/institution from which degree was obtained.
- **Percentage/CGPA** – Select the drop down menu and select “Percentage” or “CGPA” and add the same.
- Click on “+” button to add more rows in Educational Details
- **Master Thesis** – Thesis title/Topic and Institution, a free text field. Add the topic of thesis and the Institution name from which the thesis is done
- **Start date and End Date** – Select the date from drop down option, Year, Month and Date.

IGSTC Application submission Deadline : 31st March 2023 Home/PECFAR My Proposal

Pairing Details Personal Information Education Qualification Employment Details Parent Organisation Details

Fellowship Details Achievements Attachments Declaration Review and Submit

Please enter your marks/grades in Percentage/CGPA form.  
For CGPA, the maximum grade scale should be specified. E.g. - You may write CGPA as 4.72/5, 9.5/10.  
Kindly note, if there are no Percentage/CGPA allotted in your PhD program, choose CGPA option and fill NA in that field.

Kindly add your degrees in reverse chronological order starting from PhD

Degree *	Subject/Area of specialization *	Year of Completion *	Board/Institution *	Percentage/CGPA *	
Management MBA/BBA		2016	Mumbai University	Percentage 72	+ X

Master Thesis

Thesis title/Topic  
Topic sample

Institute/Organisation  
Mumbai University

Start Date  
15-01-2015

End Date  
20-01-2016

Subject/Area of specialisation

Thesis Supervisor(s)  
Amit Salvi

Nature of Thesis Work

PhD Thesis

Thesis title/Topic

Institute/Organisation

Start Date  
dd-mm-yyyy

End Date  
dd-mm-yyyy

Subject/Area of specialisation

Thesis Supervisor(s)

Nature of Thesis Work

Previous Save and Next

10. Fill out the “Employment Details” and click on “Save and Next”

- **Employment Date** – From & To, drop down option from where you can select Year, Month and Date.
- **Position, Organization and Nature of Job** – Free text field, add the Position/Designation, the organization name for which your working and Nature of the job.
- Click on “+” button to add more jo experience.

IGSTC

Application submission Deadline : 31st March 2023

Home/PECFAR

My Proposal

Pairing Details

Personal Information

Educational Qualifications

Employment Details

Parent Organization Details

Fellowship Details

Achievements

Attachments

Declaration

Review and Submit

For your present organisation, kindly add present in the "To" Column

Kindly add your employment details in reverse chronological order

From (DD/MM/YYYY)*	To (DD/MM/YYYY)*	Position*	Organization*	Nature of Work*	
		GM	Godrejinfotech	Other-Please specify	<div><div>+</div><div>×</div></div>

← Previous

✓ Save and Next

11. Fill out the “Parent Organization Details” and click on “Save and Next”.

- **Organization Name** – Alpha numeric field, enter the name of the organization
- **Street, City, State and Pin code** – Address of the organization who is supporting in this project.
- **Country** – Select from a drop down option.
- **Name of Mentor** – Text field. Name of the Guide/Mentor under the guidance of the person project was executed.
- **Designation/Position of the Mentor** – Text field, enter the designation of the mentor.
- **Mentor Contact Number** – Numeric field, enter the contact number of the mentor without the state/country code.
- **Mentor E-mail Id** - Alpha-numeric field. The email address should contain “xyz@domain-name.com” or [xyz@domain-name.in](mailto:xyz@domain-name.in)
- **Brief Portfolio of the organization** – Alpha numeric field which contains, details about the organization. This should not exceed 250 characters.

Application submission Deadline : 31st March 2023

Home/PECFAR My Proposal

Pairing Details Personal Information Educational Qualifications Employment Details Parent Organization Details

Fellowship Details Achievements Attachments Declaration Review and Submit

**Details of the Parent Organisation/Institution :**

Organization Name \*  HomePage URL \*

Street  City

Country \*  State

Pin Code \*

**Brief Portfolio of the organisation (Max 500 characters without space): \***

To use the below RTF box more efficiently, make sure you write your content in word document first and then copy paste here

**B I U S** | **Text** | **Link** | **Image** | **Table** | **Code** | **Quote** | **Table of Contents** | **Table of Figures** | **Table of Equations** | **Table of Lists** | **Table of References** | **Table of Contents** | **Table of Figures** | **Table of Equations** | **Table of Lists** | **Table of References**

Styles | Format | Font | Size | Color | Source | Table | Table of Contents | Table of Figures | Table of Equations | Table of Lists | Table of References

To the sample for the testing of the portal

Total characters : 35

Previous Save and Next

12. Fill out the “Fellowship Details” and click on “Save and Next”. The Proposal should reflect some overlapping joint activity between the members of the pair

- **Planned research activities of the visit** - Free Text field, should not exceed more than 1500 characters. Mention the objective/workplan about the project.
- **Expected outcomes including future plans emerging out of the visit & value addition to the parent organization.** - Free text field, should not exceed more than 500 characters. Mention the outcomes that are expected from this project.
- **What is the basis for choosing your paired member of the application** - Free text field, should not exceed more than 500 characters. Reason for choosing the partner.
- **Tentative plans for networking visits to different institutions during the fellowship** - Free text field, should not exceed more than 500 characters. Details for growing network with other people or institution.
- **Tentative Start Date & End Date** – There is a drop down option from where you can select Year, Month and Date. Start Date should start after 1<sup>st</sup> June 2023 and End date should be less than the period of 2 months.
- **Are you availing any other fellowship currently?** - Select the drop down menu and select “Yes” or “No”
- **Whether the applicant/host/mentor/supervisor was previously associated with the IGSTC in past?** - Select the drop down menu and select “Yes” or “No”. If any of the mentor or partner was related to IGSTC then select “Yes”, else “No”.

The screenshot shows the IGSTC Application Submission Dashboard. At the top, there's a navigation bar with the IGSTC logo and links for Home/PECFAR and My Proposal. Below the navigation bar is a progress bar with five steps: 1. Planning Details, 2. Personal Information, 3. Educational Qualifications, 4. Employment Details, and 5. Check Organization Details. The current step is 3. Below the progress bar, there are two text input fields. The first field is titled "Planned research activities of the visit (Maximum 1500 characters without space)" and contains a rich text editor with a toolbar and a text area. The second field is titled "Expected outcomes including future plans emerging out of the visit and value addition to the parent organization (Max 500 characters without space)" and also contains a rich text editor with a toolbar and a text area.

The screenshot shows the IGSTC Application Submission Dashboard. At the top, there's a navigation bar with the IGSTC logo and links for Home/PECFAR and My Proposal. Below the navigation bar is a progress bar with five steps: 1. Planning Details, 2. Personal Information, 3. Educational Qualifications, 4. Employment Details, and 5. Check Organization Details. The current step is 5. Below the progress bar, there is a text input field titled "Tentative plans for networking visits to different institutions during the fellowship, if any (Max 500 characters without space)". Below this field is a "Total characters: 0" label. Below the text input field, there are two dropdown menus. The first dropdown menu is titled "Tentative Start Date" and has a value of "dd-mm-yyyy". The second dropdown menu is titled "Tentative End Date" and has a value of "dd-mm-yyyy". Below these dropdown menus, there are two more dropdown menus. The first dropdown menu is titled "Are you availing any other fellowship currently?" and has a value of "No". The second dropdown menu is titled "Whether the applicant/host/mentor/supervisor was previously associated with the IGSTC in past?" and has a value of "No". At the bottom right of the form, there are two buttons: "Previous" and "Save and Next".

13. Fill the “Achievement” details and click on “Save and Next”.

- **Awards and Honors** – Free text field. Mention the Awards if any for the project
- **List of Publications** – Free text field. If the project was published in any publication, journals or magazines, mention the same.
- **List of Patents filled/granted** – Free text field. If the project have received any Patent or grants or has applied for patent or grant, mention the details of the same.
- **Book Chapters/Monographs** – Free text field. If the project was mentioned in any book or as a monographs, mention the details of the same
- **Any other notable achievements** – Free text field. Mention if the project has received any award or achievement or any mentions.

The screenshot displays the IGSTC application form interface. At the top, the IGSTC logo is on the left, and the text 'Application submission Deadline: 31st March 2022' is in the center. On the right, there are links for 'Home/PECAR' and 'My Proposal' with a user profile icon. A progress bar with five steps is shown: 'Filing Details', 'Personal Information', 'Educational Qualifications', 'Employment Details', and 'Recent Organization Details'. The 'Achievements' section is currently active, indicated by a green circle and a downward arrow. Below the progress bar, there are five input fields: 'Awards and Honours', 'List of Publications', 'List of Patents filed/granted', and 'Any other notable achievements'. Each field has a dropdown arrow on the right. The 'Awards and Honours' field is expanded, showing a rich text editor with a toolbar containing various icons for text formatting, alignment, and insertion. At the bottom right of the form, there are two buttons: 'Previous' and 'Save and Next'.


14. Attach the required Images/ Files in the format as mentioned and click on “Save and Next”. Upload the required documents in the Image (jpg/jpeg) or PDF format. The file should not exceed more than 1MB. Choose the file from the computer and click on “Upload” button to upload the documents. You can view the document by clicking on “View” option.

The screenshot shows the IGSTC application form with the 'Attachments' step highlighted. The progress bar at the top indicates the following steps: Pairing Details, Personal Information, Educational Qualifications, Employment Details, Parent Organization Details, Fellowship Details, Achievements, Attachments (current), Declaration, and Review and Submit. Below the progress bar, there are instructions: 'Kindly upload all the documents in a pdf with maximum size of 1 MB' and 'Click on upload button to upload the documents'. The main content area contains three upload sections: 'Proof of Date of Birth', 'Educational Qualification certificates', and 'Invitation letter from the host organization of the paired fellow on an official letterhead with signature and seal'. Each section has a 'Choose File' button, a 'No file chosen' status, and an 'Upload' button. At the bottom right, there are 'Previous' and 'Save and Next' buttons.


15. Declaration – Review the document in chronological order by clicking “Previous” button and once confirmed, click on “Submit” button to finish the application form. Applicant name and date will auto fill. Place should be entered manually. Upload the signature in Image format (jpg/jpeg). Once the process is done, click on “Save” button and “Submit” button to finish the process.


The screenshot shows the IGSTC application form with the 'Declaration' step highlighted. The progress bar at the top indicates the following steps: Pairing Details, Personal Information, Educational Qualifications, Employment Details, Parent Organization Details, Fellowship Details, Achievements, Attachments, Declaration (current), and Review and Submit. Below the progress bar, there is an instruction: 'Click on upload button to upload the Signature'. The main content area contains a 'DECLARATION' section with a text box for the declaration. Below the text box, there is a 'Date' field with the value '17-02-2023' and a 'Signature (jpg/jpeg, Max 1 Mb)' section with a 'Choose File' button, a 'No file chosen' status, and an 'Upload' button. At the bottom right, there are 'Previous' and 'Save and Next' buttons.


16. Review & Submit - If you wish to review the details you can click on “Previous” option, check the details and edit if required. Click on the “Submit” button to finish the application process.





Application submission Deadline : 31st March 2023


[Home/PECFAR](#) [My Proposal](#) 


  
Pairing Details


  
Personal Information


  
Educational Qualifications


  
Employment Details


  
Parent Organization Details

  
Fellowship Details

  
Achievements

  
Attachments

  
Declaration

  
Review and Submit

**NOTE**

- Both the fellows (from India and Germany) must individually complete their application within the same proposal.
- If you wish to make any changes in the application, you may do so before final submission.
- The final submission of the application will be done by the Primary application only.
- It is the responsibility of the Primary applicant to make sure that the application is completely by his/her partner before final submission.
- Once submitted, the application cannot be further edited.
- Applicants must strictly follow the instructions given for application submission. Failure to do so may result in cancellation of the application.

[← Previous](#) [Save As Draft](#) [✓ Submit](#)