

Instructions for filling the online application for SIS 2024-25

Please keep the following documents ready before filling the form.

1. Soft copy of a Photograph in JPEG/PNG format.
2. Bonafide Certificate

Instructions

A. Candidates are advised to read carefully the guidelines of the Student Internship Scheme (SIS), which include eligibility conditions, centre-wise seats, etc. as published in the notification available on <https://www.nabard.org/whats-new.aspx>

B. Clarification on eligibility:

- Only students enrolled in post-graduate degree during the year 2023 and completing first year during 2024 are eligible to apply.
- Similarly, students pursuing 5-year integrated courses should have enrolled in 2020 and completing 4th year of the course during 2024 are eligible to apply.
- Students enrolled in postgraduate/integrated courses in any other year are not eligible to apply for SIS 2024-25.

C. Offline applications will not be accepted.

Read the following instructions before registration and filling up the online Detailed Application Form.

How to Apply

- Candidate must register on SIS web portal (Link of portal is given on <https://www.nabard.org/whats-new.aspx> - Notification for SIS 2024-25). After registration, candidates will receive login credentials through email.
- After registration, candidate can login to portal by using login credentials to fill up detailed application form.

- Candidates should ensure that all columns should be filled in correctly. No correspondence will be entertained by the NABARD from the candidates for change of the entries made in the online Detailed Application Form.

Steps to Fill the Form

- **Step 1.** On the registration module, Name (as recorded in the matriculation/ secondary examination certificate), Date of Birth (as recorded in the matriculation/secondary examination certificate), course pursuing, mobile number, e-mail address, centre for internship and Aadhar Number (Optional) are to be provided.
- i. Candidates who have completed/completing first year of Post-Graduate (PG) programme or completed/completing 4 years of integrated programme in following streams are eligible to apply for Internship;
- PG in Agriculture & Allied Disciplines
 - PG in Agri-business
 - PG in Economics
 - PG in Social Sciences (Sociology, Geography, etc.)
 - PG/PGDM in Management
 - 5 Years Integrated Course (Including law)
- ii. Candidates should ensure that they have provided a valid and an active email address and mobile number in the e-mail address and mobile number field as the login credentials will be sent to the respective registered e-mail address and mobile number provided by the candidates.
- iii. Candidate should **attach Bonafide certificate in format given in Annexure I.**
- After clicking the submission button, the candidates will get a message on their screen, clearly mentioning registration is successful and login credentials will be sent to the candidate's e-mail address and mobile number.
 - The candidates will then be required to click "login" on the portal and log in with their email id along with the password (Sent through email and SMS).

Step 2. Online Detailed Application Form has five modules namely- **Personal Details, Details of Institution / University, Details of the Degree/PGDM pursuing, Academic Qualifications, and Final Submission.**

- Candidates are required to fill all the modules completely before final submission of the Form.
 - **Photograph Image:**
Photograph must be a recent passport size colour picture (4.5cm × 3.5cm)
Dimensions 200 x 230 pixels (preferred)
Size of file should be between 20kb-50kb. Ensure that the size of the scanned image is not more than 50kb.
 - Candidates should save each module after completing the same. However, candidates will have the option to make changes in any module before final submission of Detailed Application Form. No change in the form will be possible after its final submission.
 - After submission of Detailed Application Form, please save/print full form for your future references.
 - No acknowledgement in printed form will be sent to the candidates. It will be candidate's responsibility to check email and portal regularly. Candidate should not share login credentials with anyone.
 - Only those Candidates who will be called for interview are required to upload scanned copies of documents like proof of Age, Educational Qualifications, etc. in the following sequence in one pdf file:
 - a) Mark sheet of SSC/10th (With age of proof)**
 - b) Mark sheet of HSC/12th**
 - c) Mark Sheet of Graduation**
 - d) In the case of 5 years integrated course, mark sheet of first three years needs to be enclosed**
- (**Note:** Link to attach document will pop-up on the portal only for those students who will be short listed for interview).