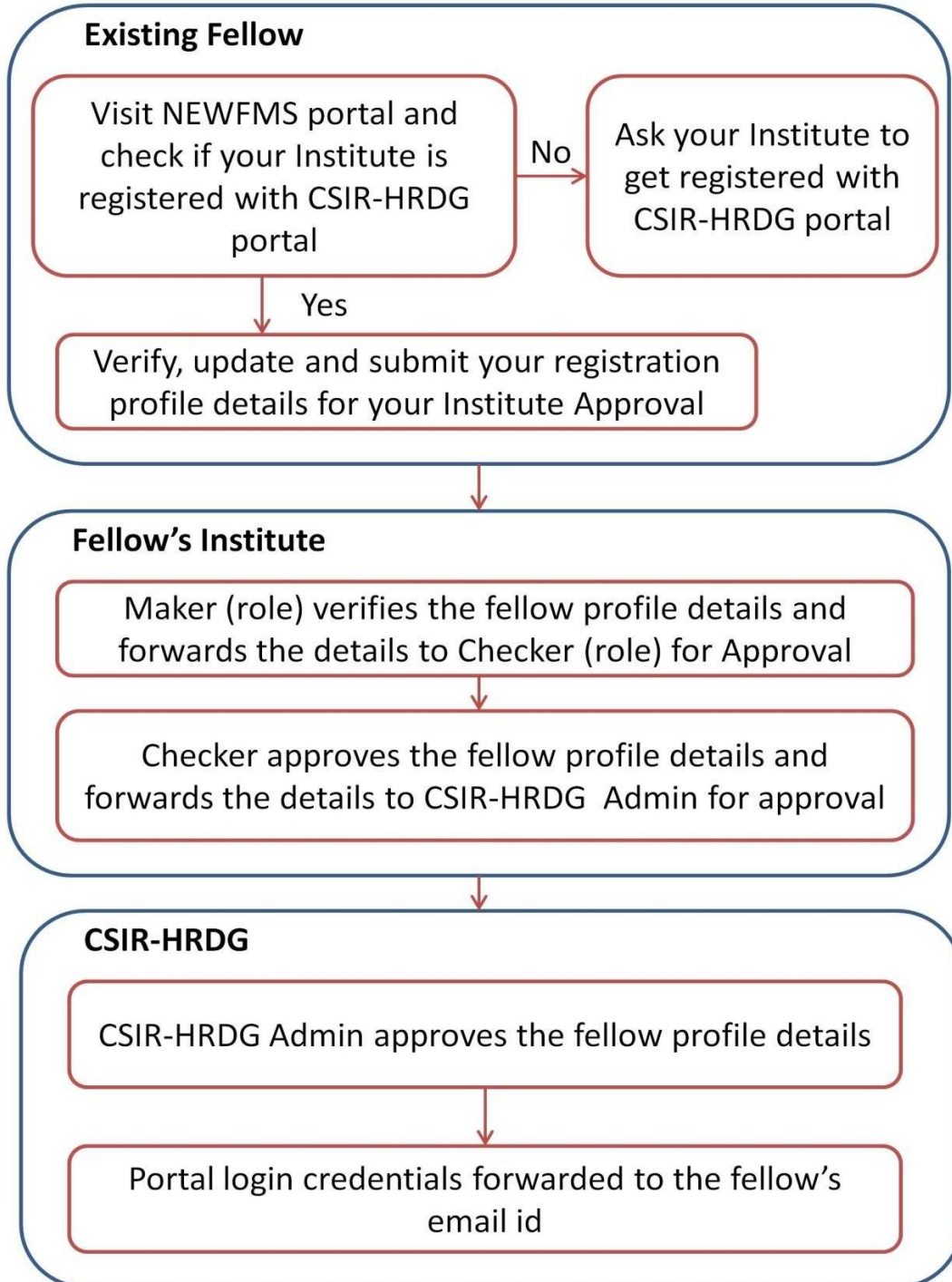# Existing Fellow Registration Process

CSIR-Human Resource Development Group, Pusa New Delhi

(Council of Scientific and Industrial Research)

EXISTING FELLOW REGISTRATION PROCESS

Workflow

Existing Fellow Registration Process on NEWFMS Portal
(https://www.newfms.ncl.res.in)

Existing Fellow

Visit NEWFMS portal and check if your Institute is registered with CSIR-HRDG portal

No → Ask your Institute to get registered with CSIR-HRDG portal

Yes

Verify, update and submit your registration profile details for your Institute Approval

Fellow's Institute

Maker (role) verifies the fellow profile details and forwards the details to Checker (role) for Approval

Checker approves the fellow profile details and forwards the details to CSIR-HRDG Admin for approval

CSIR-HRDG

CSIR-HRDG Admin approves the fellow profile details

Portal login credentials forwarded to the fellow's email id

Step-1

Fellow should visit the NEWFMS website at **https://www.newfms.ncl.res.in** and click on "Institute Registration status" link.

Step-2

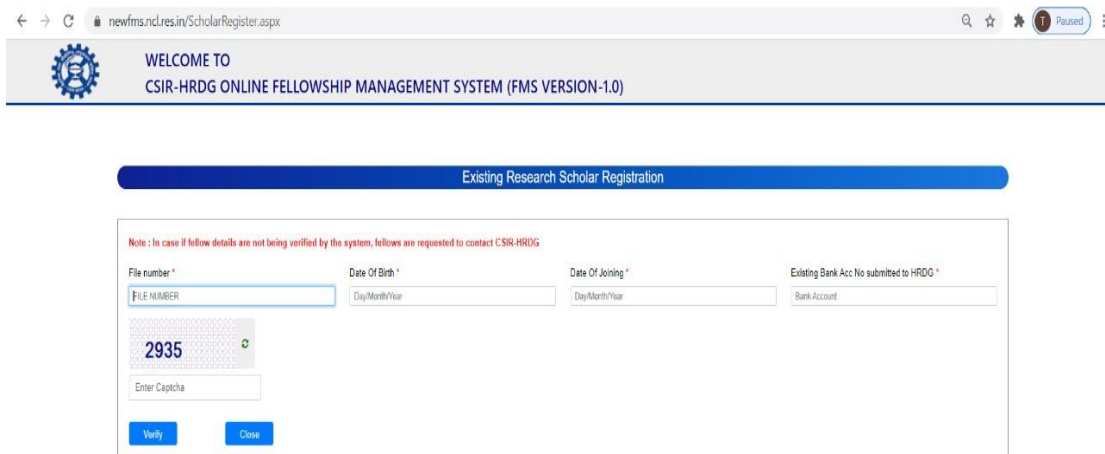Fellow should check if his/her institute is registered with NEWFMS portal of CSIR-HRDG.

Step-3

If fellow's Institute is registered with NEWFMS portal, he/she can proceed further to update his profile details by clicking at the link "**Existing Fellow Registration"** from NEWFMS home page.

A form will open and the existing fellow should enter the following information

i.   Exact file number in the file number field
ii.   Date of Joining for CSIR fellowship
iii. Bank Account Number (as existed in the existing HRDG fellowship payment)
iv.   Captcha
v.   Click on SUBMIT (Verify)

After submission of this form, the system will verify and populate the fellow's details as available in the existing database of CSIR-HRDG. If system doesn't verify the details, fellow should contact CSIR-HRDG at "nfms_tech @csirhrdg.res.in".

Once the fellow's profile details are populated on the screen, the fellow should verify and update his/her details and press "Submit for Approval" button. Please note that certain fields are un-editable by the fellow (that cannot be edited by the research fellow) as shown in below screens.

After a fellow presses "Submit for Approval" button, his/her registration form details will be automatically forwarded to his/her Institute for approval.

STEP-4

At the Institute of the fellow, Maker (role) will approve the existing fellow registration from the CART and automatically the request will be forwarded to Checker/Nodal (role) of the Institute for approval.

STEP-5

Checker/Nodal of the Institute will approve the Existing fellow registration from the CART and automatically the request will be forwarded to HRDG Administrator for Final authentication.

STEP-6

HRDG Administrator will approve the Existing fellow registration from the CART and automatically system will **dispatch loginID and Password** to Primary email ID of the Research Fellow.

-----------End of Existing fellow registration process--------------

INSTRUCTION TO RESEARCH FELLOWS

Research fellows should wait for further information/Instructions from maker / Checker / HRDG about operations of portal and user manual's availability.