

INAE Young Engineer Award

Instructions for online Nomination by non INAE Fellow

**Option 2: Nomination by Head of any Organization/Institution who are not INAE Fellows:
IF the proposer is an INAE Fellow, kindly do not use this process else the application cannot be verified by the proposer and will be null and void.**

The process involves three steps:

- (a) Nominator/Proposer fills the basic information of Nominee (link: <https://www.inae.in/young-engineer-award/>)
- (b) Link goes to Nominee to fill the complete form and submits the form
- (c) Form is sent to email id of Proposer for authentication and final submission to INAE Admin

Before proceeding please ensure the following:

Please contact INAE Secretariat through mail at inaehq@inae.in or helpline number of INAE Digital Centre 91-7428520410 in case you face any problem.

For accessing the applications, please use updated version of Google Chrome/ Internet Explorer/ Edge/ Firefox browser.

Ensure firewall (in case firewall is installed) is enabled to receive mail from INAE server

Kindly follow the steps as given below:

Step 1: Filling Form by Proposer:

1. The first form is for the proposer to fill up preliminary details of the nominee (link <https://www.inae.in/young-engineer-award/>) .
**** Incase the first form is filled by the nominee and the email of the proposer is not provided, the application will stand null and void.**
2. Mandatory fields are marked with red star and need to be filled up before submission of the form.
3. Email id of the nominee is a mandatory field and needs to be filled up as the link for completing further details by the nominee will be sent in that mail id.
4. Submit the form. After submission of the form by proposer, a link will be sent to the nominee through email (as mentioned above).

Step 2: Filling form by Nominee:

5. Intimation mail received by Nominee.
6. Click on the link
7. In the login page emailed is provided as username
8. An OTP will be provided to the nominee after clicking on the OTP field.
9. Once OTP is entered, the digital form submitted by the Proposer can be accessed by Nominee.
**** It is advisable to open the mail in a different window, as the OTP expires if the mail is opened in the same window. ac**
10. Complete form and submit
11. The form is sent back to Nominator/ Proposer

Step 3: Verification of form by Proposer

12. Proposer receives an intimation mail.
13. After verification form is submitted online by the Nominator/ Proposer to INAE Secretariat.
14. An acknowledgement mail received by Proposer after submission.
15. Please note: The mail confirms submission procedure