

## Steps to Apply for the Short-Term Studentship (STS) Fellowship

1. Go to the ePMS portal of DHR: <https://schemes.dhr.gov.in>.
2. Click on **DHR e-PMS Login**.
3. Click on **Register (Only for HRD)** link at the bottom of the login panel.
4. Fill out all the details in the **User Registration Form**.
5. You will receive an auto-generated email to verify your registered email ID.
6. Verify your email ID by following the instructions in the email.
7. Login using your registered email ID and password.
8. Click on **Applicant Profile** on the left panel.
9. Click on **Personal Details** and complete the form.
10. Click on **Proposal Submission**.
11. Click on **HRD**.
12. Click on the **Apply** button for **Short-Term Studentship (STS)** at Sr. No. 1.
13. Complete **Part A: Personal Details** (Note: A **Reference ID** will be generated after submitting Part A.)

Then continue with:

- **Part B: Guide Details**
- **Part C: Proposal Details**
- **Part D: Attachments Upload**

### Part-A: Personal Details

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Reference ID: will be generated after submission the PART(A) of the online application

Part-A: Personal Details

Full Name (like Mr. XYZ / Ms. XYZ):\*

Registered Email ID:

Mobile No:\*

Gender:\*

Date of Birth:\*

Home Address:\*

City:\*

District:\*

Pincode (only numeric & must be 6 digits):\*

State:\*

Residence Telephone Number:\*

The above details are fetched from Applicant Profile Details. If any field is blank and/or wrong, kindly enter/update the particular details in applicant profile then process further.

Nationality:(kindly note that OCI/PIO/NRI card must be uploaded in the case of OCI/PIO/NRI)\*

-Select-

Name of the College:\*

Course:\*

Course Year:\*

-Select-

-Select-

-Select-

Date of Joining:\*

College Address:\*

City:\*

dd/mm/yyyy

District:\*

Pincode (only numeric & must be 6 digits):\*

State:\*

Telephone Number (only number & 10-12 digits):\*

-Select-

Please fill out this field.

Alternate Email ID:\*

Alternate Mobile No:

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## Part-B: Guide Details

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Reference ID: will be generated after submission the PART(A) of the online application

Part-B: Guide Details

Full Name (like Dr. XYZ/ Mr. XYZ/ Ms. XYZ):\*

Name of the Department:\*

Designation:\*

Experience (in Year's):\*

Mobile Number:\*

Office Telephone Number:\*

Email ID:\*

Residence Telephone Number:

## Part-C: Proposal Details

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Part-C: Proposal Details

(Don't included any personal information like name, contact number, college name, college address, guide name, etc. in the proposal, otherwise your proposal may be rejected as per guidelines)

Title:\*

Type of Study:\*

Subject Area:\*

Name of the Department (where study will be conducted):\*

Upload Proposal file (file must be in pdf format and size must be less than 2 MB)\*

Choose File

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## Part-D: Attachments Upload

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Reference ID: will be generated after submission the PART(A) of the online application

Part-D: Attachments Upload

(Don't included any personal information like name, contact number, college name, college address, guide name, etc. in uploaded documents except Application Attestation Form and Ethics Committee Approval (IEC or IACC) Undertaking, otherwise your proposal may be rejected as per guidelines)

1. Application Attestation Form (File must be pdf format & size upto 1MB)\* (AAF Format)

Choose File

No file chosen

2. Ethics Committee Approval (IEC or IACC) Undertaking (File must be pdf format & size upto 1MB)

Choose File

No file chosen

3. Informed Consent Form (File must be pdf format & size upto 1MB)

Choose File

No file chosen

4. Case Study Form (File must be pdf format & size upto 1MB)

Choose File

No file chosen

5. Study Questionnaire (File must be pdf format & size upto 1MB)

Choose File

No file chosen

6. Any Other Document (File must be pdf format & size upto 1MB)

Choose File

No file chosen

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- After uploading all attachments (Part D), a **Preview Page** will be displayed.
- Check all the details carefully, then click on the **Final Submit** button.
- After final submission, a confirmation page will appear with a link to download your application form (PDF) and view submitted documents.
- You will also receive an auto-generated email confirming successful submission.