

General Instructions (Please read these instructions carefully before filling out the application form):-

- The entire selection process has been divided into **four phases** and applicants will be informed about the status of their application at the end of each phase.
- Applicants are advised not to leave any field blank: they may write "Not applicable" wherever necessary.
- Applicants are required to save the draft while either moving to the next tab or before exiting the form each time.
- Once the application is submitted, applicants cannot make any changes. If they wish to make any changes/corrections they are required to send an email to [inteapplication@tatatrusters.org](mailto:inteapplication@tatatrusters.org) quoting the reference number which appears on the top left side of the application form.
- Each tab in the application has a character limit.
- Applicants are required to provide only such information for which they have supporting documentary evidence. All documents should be uploaded in a **grayscale pdf** suitably named to identify the nature of the document being shared.
- Profile Photo should be uploaded in 500\*500 pixels in jpeg format.
- Applicants are required to validate the application form before final submission, after which applicants will not be able to make any changes.

## Phase-wise instruction

### PHASE I

#### Application Form:-

#### 1<sup>st</sup> page - Personal Details

The screenshot displays the 'Personal Details' section of an application form. At the top, it shows 'User: [redacted]' and 'Ref. No.: 41 - 2024'. The title of the form is 'THE J.N. TATA ENDOWMENT FOR THE HIGHER EDUCATION OF INDIANS'. The form fields are as follows:

- Name:** Text input field.
- Upload Aadhar Card:** File upload button.
- Mobile No.:** Text input field.
- Upload Your Photo:** File upload button.
- Gender:** Dropdown menu with 'Female' selected.
- Date of Birth:** Date picker.
- Alternate Mobile No.:** Text input field.
- Upload Passport:** File upload button.
- Passport Number:** Text input field.
- Place of Issue:** Text input field.
- Date of Issue:** Date picker.
- Date of Expiry:** Date picker.
- Choose File:** File upload button.
- No file chosen:** Text label.
- Correspondence Address:** Four text input fields labeled 'Correspondence Address Line 1' through '4'.
- Permanent Address:** Four text input fields labeled 'Permanent Address Line 1' through '4'. A checkbox labeled 'Same as Correspondence Address.' is checked.

- Applicant needs to fill in personal details such as an alternate contact number, passport details, correspondence, and permanent address.
- Mandatory documents to be uploaded are Aadhar card and Applicant's photo.

2<sup>nd</sup> page - Academic section

User: *anandh Parak (andh...)*  
Ref. No.: 41 - 2024

**THE J.N. TATA ENDOWMENT FOR THE HIGHER EDUCATION OF INDIANS**

Academics *(The degree should be selected as per the degree identified in the mark sheet/degree certificate)*

Bachelor's Degree

Year	Pass Year	University	Marks/CGPA Obtained	Maximum Marks/CGPA
1st Year	2024	University Name	0.0	0.0
2nd Year	2024	University Name	0.0	0.0
3rd Year	2024	University Name	0.0	0.0
4th Year	2024	University Name	0.0	0.0
5th Year	2024	University Name	0.0	0.0

Second Graduation if any:

Master's Degree

Year	Pass Year	University	Marks/CGPA Obtained	Maximum Marks/CGPA
1st Year	2024	University Name	0.0	0.0

- Applicants should mention either the marks or the CGPA scores secured along with the total marks/CGPA they have been scored against.
- Kindly note that marks/CGPA is a numerical field and will not accept any alphabetical characters.
- Applicants have to mention the degree name as per the degree identified in the marksheet / degree certificate.
- In case an Applicant has more than one Bachelors / Masters / Ph.D. degree, they are, required to provide information related to all of them.
- Applicants should mention the degree name as it appears in the marksheet / degree certificate.
- It is mandatory to upload the transcripts/marksheets supporting each academic qualification. Please merge all of these into **one** grayscale pdf for uploading.

3<sup>rd</sup> Page – Academic Related Internships / Project work / Research

User: [jntua2024@jntua.ac.in](#)  
Ref. No.: 41 - 2024

**THE J.N. TATA ENDOWMENT FOR THE HIGHER EDUCATION OF INDIANS**

Academic Related Internships / Research / Projects Work

Internships	Organization	Duration
Internships	0/1000 Organization	0/100 0 Months
Internship.	0/1000 Organization	0/100 0 Months
Internship .	0/1000 Organization	0/100 0 Months

  

Research/ Project Work	Sponsor	Duration
Research Topic/Project Description	0/1000 Sponsor/Organisation	0/100 0 Months
Research Topic/Project Description	0/1000 Sponsor/Organisation	0/100 0 Months
Research Topic/Project Description	0/1000 Sponsor/Organisation	0/100 0 Months

- Applicants should mention only those internships/research works which are relevant to the Applicants current curriculum or proposed course of study.
- Published research work paid for by the Applicant will not be considered. So please don't mention it.
- The Applicants will be required to upload the documents only if selected for Phage 3 at the interview stage.

#### 4<sup>th</sup> Page – Extra-Curricular Activities

User: sandhya B to University Registration System  
Ref. No.: 41 - 2024

**THE J.N. TATA ENDOWMENT FOR THE HIGHER EDUCATION OF INDIANS**

Extra-Curricular Activities

Music	Please Enter Details about	0/1000
Dance	Please Enter Details about	0/1000
Theatre	Please Enter Details about	0/1000
Debate/Elocution	Please Enter Details about	0/1000
Sports	Please Enter Details about	0/1000
Others Extra Curricular Activities	Please Enter Details about	0/1000

- Applicants should only fill in details and will be required to upload the documents only if selected for Phase 3 at the interview stage.

#### 5<sup>th</sup> Page - GRE / GMAT / TOEFL / IELTS / PTE Score

User: sandhya B to University Registration System  
Ref. No.: 41 - 2024

**THE J.N. TATA ENDOWMENT FOR THE HIGHER EDUCATION OF INDIANS**

GRE / GMAT / TOEFL / IELTS / PTE

If the marks are not yet obtained, please mention the date on which you will obtain...

Topic	Marks	Percentile/Bands	Date
GRE	Marks	0.0	Date
GRE Verbal	Marks	0.0	Date
GRE Quantitative	Marks	0.0	Date
GRE Analytical Writing	Marks	0.0	Date
GRE Advance	Marks	0.0	Date
GMAT/GATE	Marks	0.0	Date
TOEFL	Marks	0.0	Date
IELTS	Marks	0.0	Date
PTE	Marks	0.0	Date

- Applicants are required to upload the required scorecard/s at the time of the interview.

- Applicants who plan to reappear for any of these tests should update their scores through an email to [inte@tatatrusters.org](mailto:inte@tatatrusters.org) quoting the reference number (which appears on the top left side of the application form.)
- Applicants who have taken multiple language tests (TOEFL/IELTS/PTE) are required to mention only **one**.
- If these scores are not part of the eligibility criteria for the proposed University, the applicant may mention/NA/NIL/Zero.

### 6<sup>th</sup> Page – Work Experience

N.B.:- This section should not contain any information related to internship/voluntary work.

The screenshot shows the 'Current Work Profile' section of an application form. At the top, it displays 'User: ' and 'Ref. No.: 41 - 2024'. The main title is 'THE J.N. TATA ENDOWMENT FOR THE HIGHER EDUCATION OF INDIANS'. The section is titled 'Current Work Profile' and contains several input fields and upload buttons:

- Name of the Organisation:** A text input field with the placeholder 'Name of the Current Organisation' and an 'Upload Appointment Letter' button.
- Duration in the Company:** A numeric input field with '0' and '(In Months)' next to it.
- Designation:** A text input field with the placeholder 'Current Designation'.
- Gross Salary (Per Annum):** A numeric input field with '0' and an 'Upload Last 3 months Pay Slip' button.
- Address:** Four stacked text input fields labeled 'Office Address Line 1' through 'Office Address Line 4'.
- Telephone Number:** A text input field with the placeholder 'Telephone Number'.

Below this section is a yellow bar labeled 'Previous Work Experience'.

- Applicants can mention the details of their full /part-time employment.
- Documents to be uploaded include a work experience certificate from a previous employer, appointment letter of an existing employer, and salary slip for the last 3 months.

7<sup>th</sup> page – Statement of Purpose (SoP)

The screenshot shows the application form for 'THE J.N. TATA ENDOWMENT FOR THE HIGHER EDUCATION OF INDIANS'. The form includes the following sections:

- Statement of purpose**: Contains input fields for 'Preferred Course of Study' (Specify Degree to be obtained and Field/Discipline of Study), 'Area of Specialisation', 'Preferred University applied to' (Name of the Applied University), and 'Country' (Country of the Applied University).
- Guidelines for SOP:-**: Lists two guidelines:
  - Your interest in the chosen field of study in the context of your academic pursuits and achievement/research experience, work experience, and publications (as may be relevant)
  - The choice of University and area of study and how these align to your short and long term academic and professional goals.
- Statement Of Purpose(S.O.P)**: A large text area for writing the SoP, with a character count of 0/7500.
- Buttons**: A green 'Draft Save & Next' button is located at the bottom of the form.

- Applicants are required to mention the proposed course of study, specialization, University (only the **one** preferred in case the admission letter has not been received yet), and the country of study.
- The SoP - carries considerable weight in the selection process and while there is no set template for the same, it is expected that the content be written by the applicant and be free of plagiarism and biographical details. The narrative should not exceed 800 words. The SoP should clearly convey the thinking behind your academic choice and the preferred / chosen University and how the same ties in with your academic qualifications, work experience if any and career goals/ plans; both short term as well as long term.
- Applicants will be questioned during the interview on what they claim to have done; applicants are requested to not mention anything that they have done but forgotten.

**End of Phase I**