

FAQs related to Application Process

- 1) What is Aritra Online Application Portal and how can I access it?
- Aritra Online Application Portal is the online platform where the applicants can access the Application Form. The Portal contains the Application Form, Applicant's Dashboard and process details of the other rounds.
- To access the portal: www.aritra.org-> Apply page-> Click Apply Here button

- 2) What is the timeline for the entire application process?
- The timeline of the entire application process is as follows:

Process	Dates
Round 1- Application Form	13 th November 2017 to 31 st December 2017
Round 2- Upload Videos/Recommendation Letters/Commitment Letter	22 nd January 2018 to 2 nd February 2018
Round 3- Panel Discussion	19 th February 2018 to 26 th February 2018
Round 4- Final shortlisting and selection	13 th March 2018 to 15 th March 2018
Announcement of final selected candidates	15 th March 2018

- 3) So the last date of submitting the application form is 31st December?
- Yes, after which the application forms will not be accepted.
- 4) Ok I can access the Portal. It is now asking me to Register and Login. What should I do?
- Since this is for the first time you are accessing the Portal you have to first register yourself. Use your personal email ID for registration. An email, with your username and password, will be sent to the email ID used for registration. Now use the username and password to login to the Portal.
- 5) I have logged-in to the portal. I can see few tabs on top of the portal. What are they?
- Once you have logged-in to the Portal you can access your Dashboard, Round 1- Application Form, Round 2- Upload videos/Recommendation Letters/Commitment letter, Round 3- Panel Discussion and Round 4- Final selection and shortlisting.

The Dashboard will help you know the status of your application. In Round 1 tab you can fill and submit your application form. In Round 2 tab you can upload your videos and letters, once you have cleared Round 1. In Round 3 tab you will get to know if you have cleared Round 2 and update about your panel discussion. In Round 4 tab you will get to know if you have been selected for batch 2 of the Aritra Leadership Accelerator Program.

6) In the Dashboard there are 2 sections- validation status and admin status. What are they?

- The validation status section gives you the status of your submissions. If you have not submitted your Application Form, videos, recommendation letters or commitment letter, then the status will show 'Not submitted'. If you have submitted these then the status will show as 'Submitted'.

The admin status section gives the status of your application. If you have been selected in a round, then the status against that round will show 'Approved'. If you are not selected, then the status will show 'Rejected'. The default status is 'Pending'.

7) When I click Round 1 tab to fill the application form, I can see different tabs. What are they?

- All these 7 tabs constitute the application form. These tabs are- Basic Info, Experience & Organization Details, Project Details and Organogram, Your Commitment, Statement of Purpose, Personal Narrative and CV. It is mandatory to fill the details in all these tabs.

8) Who are the Recommenders?

- In Basic Info tab there is a section which asks you to fill the names and email IDs of your recommenders. We are asking the details of your recommenders because if you are selected in Round 1, then in Round 2 you have to initiate recommendation letters. You must ask these recommenders to upload recommendation letters on a link which we will sent to them. You have to give name and email ID of your immediate reporting manager in the current organization and of a senior leader who knows you for quite some time.

9) Can the recommenders be related to me?

- No, in any case the recommenders- immediate reporting manager and senior leader should not be related to you.

10) When I am trying to save my form and move to the next tab I am not able to do so. The Save button is not activated. What should I do?

- This is happening because you have missed out a mandatory field. Please check that all the fields are filled. Once all the mandatory fields are filled, the Save button gets activated and you can save that particular tab and move forward.

11) What is the format and size of the photograph which needs to be uploaded?

- The size of the photo should not be more than 50 KB. The photo has to be in JPEG format only.

12) Is there a word count for Statement of Purpose and Personal Narrative?

- Yes. Your Statement of Purpose should not be of more than 500 words. The first response of your Personal Narrative should not be of more than 500 words while the second and the third response should not be of more than 200 words each. It would be better if you draft your responses in an MS Word document and then paste it in the text boxes of the respective tabs.

13) I have filled all tabs. Now what to do?

- Once you have filled the details in all the 7 tabs, you are set to submit your application form. To submit your application form click Submit Application button.

14) Once I have submitted my application form, can I edit it?

- No, you cannot edit your application form once you have submitted the form. However, it will ask you to review your application form after you click Submit Application button.

15) After submitting can I see my entire application form?

- Yes you can download the entire application form in the PDF format. Go to your dashboard and click the Round 1 tab, you can download the application form by clicking on the icon.

16) If I am selected in Round 1, then what are the steps for Round 2?

- After you are selected in Round 1, you will receive an email from the Aritra Team about the next steps. In Round 2 you have to pre-record and upload videos of not more than 3 minutes each. In each video you have to talk about different topics.

You have to upload these videos in Round 2 tab of the online portal. In addition to this you have to initiate the recommendation letters and upload a commitment letter of your organization.

17) What should be the size and the format of the videos?

- The videos should be in MP4 format. The size of EACH video should not be more than 3 MB.

Please make sure that you record these videos in a place which is well illuminated and where there is less background sound. Record these videos in low resolution so that you can easily upload the videos on the portal.

18) My recommender has not received any email regarding my recommendation letter. What to do?

- Ask your recommender to check the spam folder of the email. If still the email is not received, then write to us at aritra2018@phicus.org

19) Are videos, recommendation letters and commitment letter mandatory?

- Yes all three- videos, recommendation letters and commitment letter are mandatory. Without any one of them we won't be able to move your application to the next round of selection.

20) In what format the recommendation letters and the commitment letter has to be uploaded?

- The recommendation letters and the commitment letter must be uploaded, after being scanned, in PDF format only.

21) I am facing problem in uploading my videos. What to do?

- Please write to us at aritra2018@phicus.org. To probe into the issue it would be helpful if you can attach the screenshot of the issue in the email.

22) If I clear Round 2, then what are the steps for Round 3?

- If you clear Round 2, then your application will progress to Round 3 which is a panel discussion round. The panel discussion will be done over Skype. The Aritra Team will coordinate with you to fix your panel discussion slot.

23) If I clear Round 3, then what are the next steps for Round 4?

- If you clear Round 3 which is a panel discussion, then your application will progress to Round 4. In this round the selection committee will do a final round of shortlisting and selection based on all the information collected in the previous 3 rounds. If you are shortlisted, then you are the part of batch 2 of Aritra Leadership Accelerator Program. You will get an on-boarding email from the Aritra Team.

24) I have few queries regarding my program fee. Whom should I contact?

- For any queries regarding program fee and scholarships please write to aritra2018@phicus.org