

## **Guide to fill the application form for Javed Abidi Fellowship on Disability**

*Please Note: [Click here](#) to learn working on google applications. It will help you fill the application form*

### **A. Personal Information**

1. The applicant must mention their full name as mentioned in Government authorised identity cards in CAPITAL letters.
2. The functional email id of the candidate must be mentioned in the next question. Please do check your account storage before sharing the email id as a precautionary measure to not miss further communication in your inbox from our end.
3. Please mention your contact number to facilitate background check and telephonic interview if required.
4. Please provide an alternative contact number for ensuring communication. In case you may be owning only one number then you can provide the number of your relative or friend or guardian or caregiver staying with you.
5. In the subsequent question highlight the state of permanent residence, district applicable and complete address.
6. Kindly mention the broad category of disability in the following question. For example – Multiple Sclerosis emerges from a neurological condition and thus it is categorised as a neurological disability; Likewise, you need to check the broad category of disability applicable in your case and apply accordingly
7. The next question needs your specific disability where the applicant is required to mention the disability as mentioned in their disability certificate or medical document highlighting such conditions. Please mention this in CAPITAL letters. In the same section please upload your Government authorised photo id card (aadhar card / driving license / voter id card).
8. Please provide a disability percentage as mentioned in the medical record or disability certificate in numeric representation. Do not write percentages in words. Please upload a scanned copy of the disability certificate while applying through google form.
9. The next question requires you to mention if you use any assistive device / technology / need a caregiver or an interpreter. Please note that this is for us to gain a better understanding of disability. For example- A person with severe multiple sclerosis may be using a wheelchair for mobility. Although it's a neurological disability the impact is on mobility as well.  
Please note this information will help us plan the activities better and is not for the sake of providing financial support for the same.
10. Please select Yes in the next question if you own a personal laptop or smartphone. In case you do not have access to either of the devices then select No.
11. Please provide your date of birth as mentioned in government authorised records in DDMMYYYY format. For example, if you were born on 2<sup>nd</sup> of February 1998 then you need to fill it as 02/02/1998.
12. Please provide age in numeric form in the next question. For example, if you have completed twenty-six years of age being born as per the above-mentioned date then you need to input 26 in the assigned space.
13. Please indicate the current marital status in the next question.
14. You can reveal your gender in the next question or choose to stay discreet.

## **B. Educational and Professional Information**

15. The following question requires the highest educational qualification attained. For example, if you are pursuing a postgraduate course then you will only opt for Graduation as your reply as you have not completed the ongoing course.
16. In the next question you need to provide a brief on the highest educational qualification. For example, if you did graduation in English Honors then details will be Name of University – Delhi University, Course – Bachelor of Arts, English Honors, Year of Completion – 2020. Please do not use abbreviations or short forms like for the state example do not mention Bachelor of Arts as BA and English Honors as English Hons.
17. Please upload your last educational qualification marksheet in the following question
18. Likewise in the next question you can provide details of ongoing courses only if you may be pursuing one. For example, you can mention – Course – Master's in Business Administration, Subject- Human Resources Management, Year of Joining- 20XX, Time remaining for completion – 1 and a half years or 1 year as may be the case. Please leave this section blank if you may not be pursuing any educational degree currently.
19. The question on status of employment in the past one year, requires you to select an appropriate option. In case you have a permanent job or you are in a contract of one year or higher then you can mark yourself as employed. In case you work on a freelance basis or as a consultant with a contract less than a year or part time then mark yourself as one having part time employment. In case you are in the process of attaining any educational degree then mark yourself as a student. If either of the above scenarios do not apply, then mark yourself unemployed. Please note you can mention experience of internship in the last one year under the unemployed category in case you only worked as intern in the past year.
20. In case you were employed or part time employed then provide a brief of the same in successive questions. For example – Company – XYZ batteries Pvt. Ltd.; Designation – Area Sales Manager; Duration- 20XX(i.e. starting year) – 20YY(end year; Do not mention end year in position where you are still continuing), Role(i.e. major responsibilities)- To coordinate supply with the distributor and retailer network; Achievement – Increased sales of the product by increasing number of sales channel and promoting retailer push in quarter 1 of financial year 2024 – 2025. You will have to provide a brief for the past three years. It will include experience of internships undertaken.
21. Provide the household income bracket in subsequent questions. To calculate the same check which all members of the household are eligible to be employed? If all of them consume food from the same kitchen? (there can be cases that a large family lives together in the same space with them having multiple kitchens. It may seem like a joint family but technically is not because there are multiple nuclear families who just happen to live in the same space). Accordingly, sum up the annual earnings of all such members on an annual basis and then check the income levels of the household.

### **C. Fellowship Related Question**

22. Please state in the subsequent question a state and a community development block where you intend to work if selected for fellowship. For example, if you want to work in Jharkhand then select the state as Jharkhand and look for the block within the district in the respective district handbook manual where you want to work to provide such information. Please be cognizant of choosing a block that will be feasible for you to engage actively. Please note that we will prefer you working in the mentioned states or in other northern states for the year 2024 – 2025 and the subsequent batch of fellows in the next year will be from southern India.
23. The same effort must go in choosing a municipal ward or panchayat in the subsequent question. If it is a municipal ward, then mention Municipal Ward – Name of the ward or Gram Panchayat – Its name; followed by providing your current address.
24. In the next question, select yes if you were part of any self-advocacy or community level advocacy for disability inclusion. For example, you have filed a case against a service provider for discriminatory practices against you, which will qualify as self-advocacy. While if you were part of self-help groups which were engaged in collecting data of all the persons with disabilities in a village eligible for receiving pension then, it qualifies as community level advocacy because it does not serve one person.
25. You must provide a brief of the case as to what was the issue, steps taken, personal contribution in it and recent update in the next question within word limit.
26. You can provide evidence of documents supporting such measures elaborated in the last section for next question. Please do not provide reference to more than one case and provide multiple links (if available) for its evidence. You can put together photos, media snapshots etcetera on google drive. You can provide viewer access to all these files. You can put together the links from the folder in .docx / pdf format ; Upload the .docx / pdf file on google drive link provided in the application form.  
Also note that only social media posts without work with conventional media and utilisation of proper governance channels will not be considered as self-advocacy. For example, Making a social media post on inconvenience caused while using banking services can be self-advocacy, but without it being raised over email and through ombudsman, the issue gets restricted to self-benefit where the evidence, mechanism of resolution and outcomes cannot form a basis for relief to others as well.
27. Likewise in the subsequent questions you can provide insights on if you have prior experience of documentation or reporting or basic research or study. You can consider examples of poetry, articles or blogs as well to choose the answer as yes for having prior understanding of documentation of any kind. You need to provide the sample of the same through links (Not more than two) in the next question. You can upload the same in case filling it through google forms by creating a .docx file that can have multiple links like done for previous question. In case you do not have any such experience then as well you will have to write an essay on a topic of your interest and upload it like stated earlier.

28. In the next question, choose a thematic area in which you prefer to intervene. In subsequent questions you can find the list of probable specific areas of interest within several thematic domains. In case thematic area or specific area do not align with your interest then, in the next question you can mention it separately. For example, Education in a broad thematic area which can have numerous specific interventions like Accessibility of private vs. government schools in a municipal ward / Work on Teacher Student ration in private vs government schools in a municipal ward.
29. Choose a specific topic of intervention carefully upon discussion with seniors / professors / colleagues / disability advocates carefully evaluating its feasibility in the selected region and efforts required to do it. Think thoroughly on the lines of, Will it suit your personal behaviour and preferences for a dedicated one-year work?
30. The next question demands you to write in brief what motivates you to join the fellowship in specified word limit.
31. The fellowship programme expects you to work with an organisation related to Corporate Social Responsibility or Civil Society organisation or Organisations for Persons with disabilities or any local level organisation or community level worker or social worker or activist who can help you in community-based data collection, reduce search friction for working with local authorities and help you in networking within the community based either in rural setting or in Urban Slum. The intervention is strictly not for online posts on social media. Thus, these organisations have executives / community level workers who understand the ground realities and can aid you in not only deciding the topic of work but planning on it. Thus, you will have to get in touch with such people and draw a broad plan on how you would like to intervene on the selected topic.
- It must be prepared within word limit on a .docx file / pdf and directly uploaded through google forms.
- In case it is difficult for you to prepare a plan in word format, you may upload the audio recording / video recording (video including sign language) in not more than 10 minutes. Before recording, you may discuss your plan with the executive or social worker whom you will reach out to carve the plan.
- Please consider the detailed programmed information to realise the bandwidth and timeline of activities and prepare your plan accordingly.**
32. In the last few questions, you need to provide the name and contact details of the respective executive or social worker who helped you carve the plan in the stated manner : Name of the Executive / Designation / Organization / Email id / Contact Number
33. Please also go through general instructions and sample copy of application form to avoid any mistakes and be prepared in advance to fill the form.