

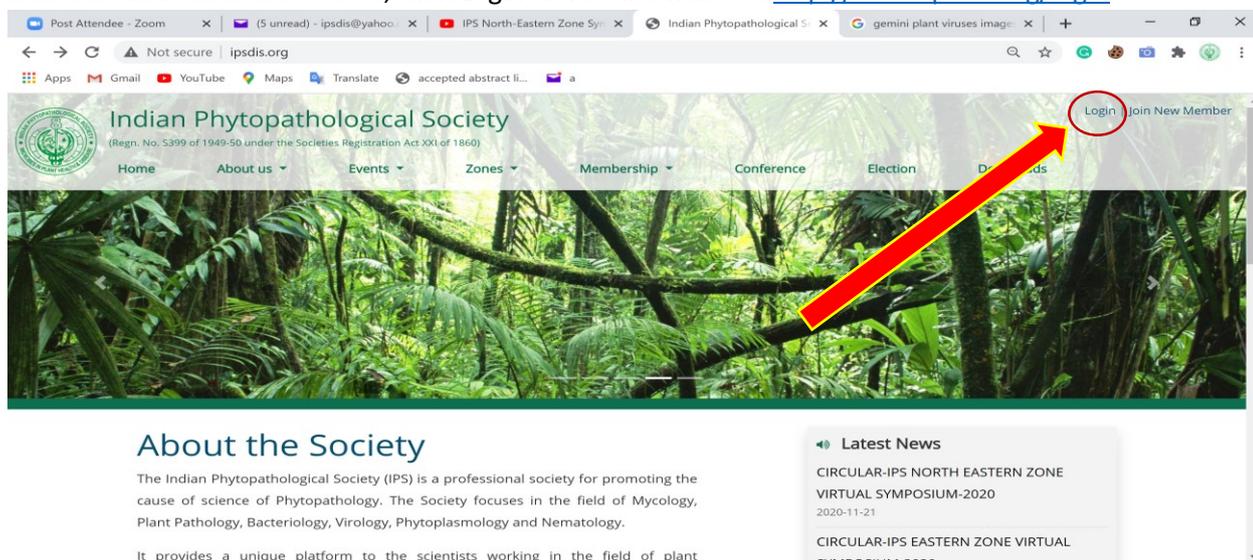
# GUIDELINES FOR ONLINE NOMINATION PROCESS

The **ONLINE preliminary election** of the Society (Nomination of candidates for six portfolios, viz., President Elect (2023), Secretary (2023-25), Joint Secretary (2023-25), Treasurer (2023-25), Zonal Presidents (2023) and Zonal Councillors (2023) has been started from **(November 4, 2022)**.

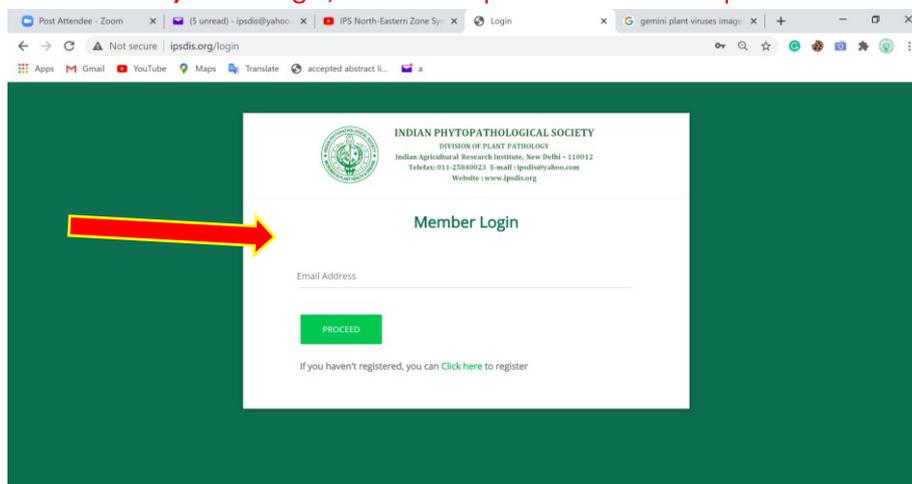
For any technical problem/issues in online system, feel free to contact on email ([ipsdis@yahoo.com](mailto:ipsdis@yahoo.com)) or make a call to Dr. Robin Gogoi - 9718811267 and Mr. Raj Kumar – 9953306269.

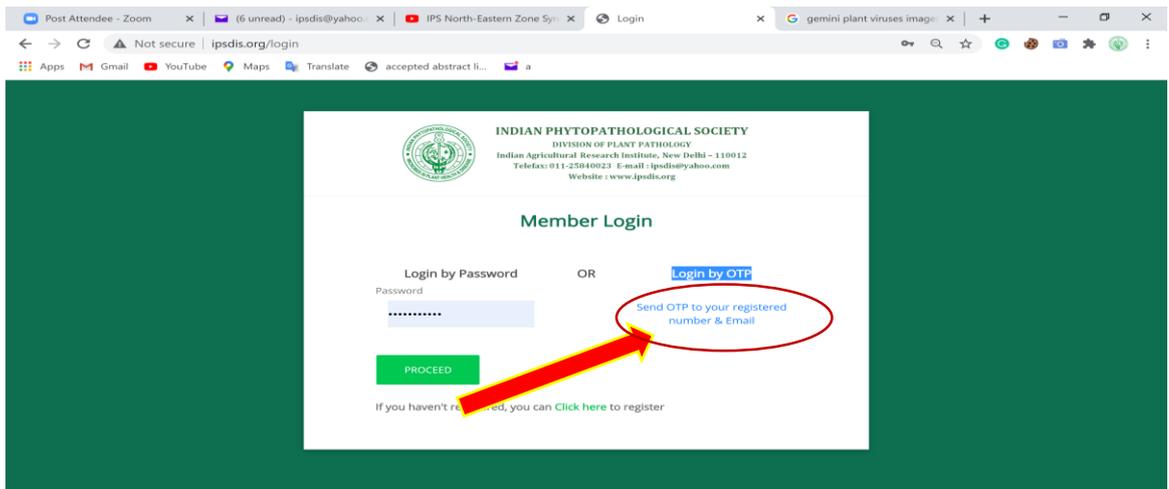
The steps for online nomination process are as follows:

1. Before Login and nomination, **please check and ensure your email and mobile number are correct on members database available on IPS website: <https://ipsdis.org/allmembers>**. If the email /mobile number is not correct, please write a mail to the Secretary, IPS (email: [ipsdis@yahoo.com](mailto:ipsdis@yahoo.com)) to update your email and mobile number, failing of which, members will not get the OTP for login.
2. **If mobile and email are correct**, then Login to Visit IPS website: <http://www.ipsdis.org/login>

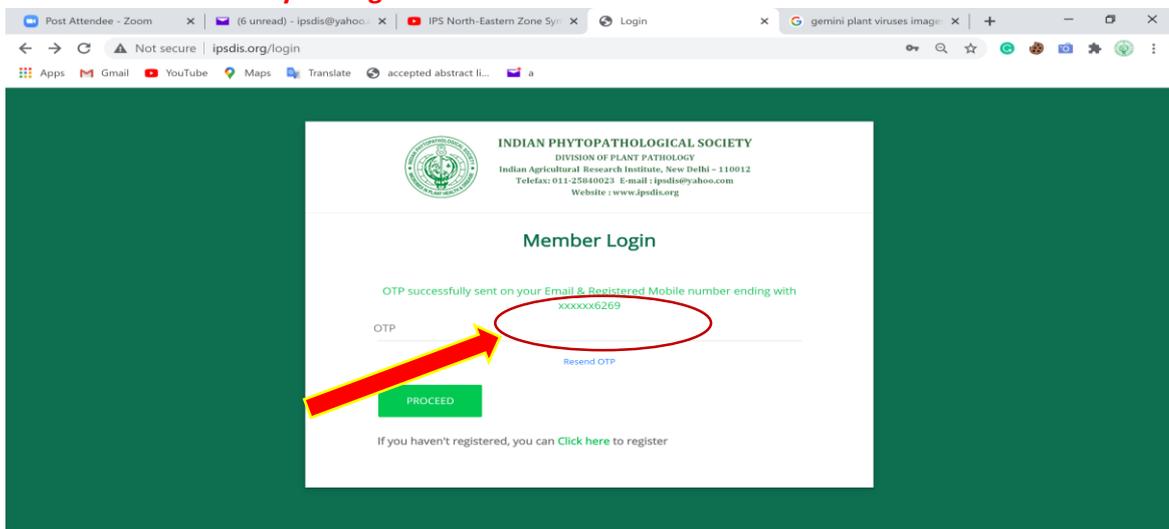


3. Enter your registered Email ID and proceed for next step and **use option Login by OTP (for first time user)**. After Login, create new password for subsequent use.

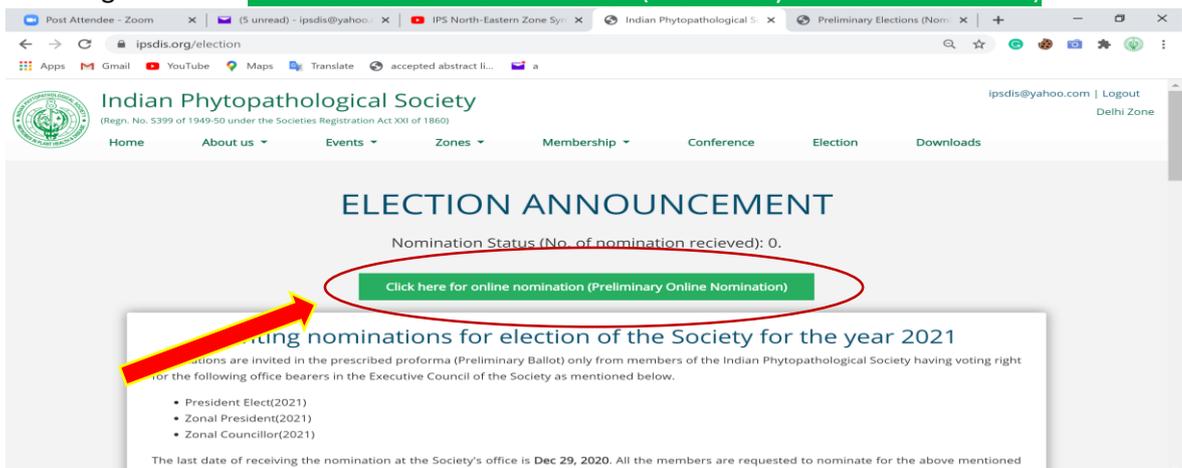




**Enter the OTP sent on your registered mobile number and email ID.**



4. After Login: click on [Click here for online nomination \(Preliminary Online Nominations\)](#)



- After that **PRELIMINARY NOMINATION 2023** page will appear. Before nomination, **check the names of the nominees on MEMBERS ONLINE DIRECTORY on IPS website: <https://ipsdis.org/allmembers>.**

Fill the nomination form with the names to whom you want to propose for the respective positions. Search the name by typing in the search box and select the candidate from the appeared list of members. The address of the selected candidate will also automatically appear in the side box under **Nominee Info** column. If nominee's address is not appearing, the system will not accept the nomination.

**Zonal President and Councillor** should be selected from same city, else the system will not accept the nominees' names.

- Submit** your nominations by entering fresh OTP sent again on your registered mobile number and Email.

- The message **“Nominations Successfully Submitted”** will confirm your successful nomination and you will get the confirmation message **“You have successfully submitted your nomination”** on your email. The nominations made by the members will appear in ballot form on the individual's portal only.