

## INSTRUCTIONS MANUAL FOR FILL-IN ONLINE APPLICATION FOR NATIONAL FELLOWSHIP FOR ST CANDIDATES

1. New Applicant Students applying for scholarship for the first time need to “Register” on the portal as “new applicant” by providing accurate and authenticated information in "**Student Login Form.**"
2. Log into the portal by using User Id and password which has already been received at your registered Mobile number. Application form will be displayed to fill information.
3. Personal Information:
  - Candidate’s Name: Automatically displayed
  - Father/Guardian’s Name: Enter full name of your father/guardian name
  - Gender: Select the gender from the pull-down menu (Male/Female/Other)
  - Date of Birth: Automatically displayed
  - Nationality: Indian Citizen (this field cannot be edited. Only candidates from India are eligible for this scholarship)
  - Mobile number: Automatically displayed (please ensure this number should be remain with you till the course completion.)
  - Email id: Automatically displayed (Please remember email id is used as a user-id for entire process)
  - Domicile State: Select your domicile State from the pull-down menu
  - Aadhaar No: Enter valid Aadhaar number
4. Postal Address:
  - Address (Line 1): Enter House No, Plot No etc.
  - Address (Line 2): Enter street no/road no/location name
  - State: Select the state from drop down menu
  - District: Select the district from drop down menu
  - Pin code: Enter pin code
5. Candidate status:
  - Person with Disability: If you click “Yes”, you need to upload disability certificate issued by competent authority at Candidate’s document section.
  - PVTG: select “Yes” if you belong to PVTG, you need to upload PVTG certificate. The community name should be same in the PVTG list attached, otherwise by default it will appear as “NO”
  - BPL: If you click If you click “Yes”, you need to upload BPL card at Candidate’s document section.
  - Family income (Annual) : Enter annual income (***from all the sources of your family***)
6. Post-Graduate Details:
  - Examination Name: Enter name of the examination i.e. M.A/M.Sc/M.Com/MCA etc.( ***do not mention subject here***)
  - College/University: Enter the name of the College/University from where you did your Master degree/post-graduation (***do not give full address***)
  - Subject taken: Enter the main subject under which you have done your Master Degree/Post-graduation, i.e Physics, Chemistry, Economics, History etc.

- Year of passing: Enter year of passing (*i.e year when you gave the final examination*) from the pull-down menu.
- Marks: CGPA/OGPA: If last passing marks in CGPA/OGPA, Select “Yes”, enter grade (0 to 10) also give equivalent % marks (30 to 100) , Upload document which shows equivalent % marks of CGPA/OGPA, ***without this your application may not be considered.***

#### 7. Current University/Institute details:

- Registration/Admission Date: Enter registration date from date calendar
- Joining Date : Enter joining date from date calendar
- End Date : Enter completion date from date calendar
- University registration No: Enter valid university registration number
- Registered for M.Phil/Ph.D/M.Phil (2 yr) + Ph.D(3 yrs) : Select one of the option
- University/Institute: Select University name from the drop down list, if university name is not in the list, please select “**UNIVERSITY NOT AVAILABLE**” and mention the name of the University with AISHE code under the column College Affiliation which should be recognized under section 2f/12b of UGC Act 1956/ICAR norms
- Department : Enter Department
- Stream: Select one of the option
- Title/Topic of research: Enter the proposed/registered title of research
- Description: Enter the description of the research (***this should not exceed more than 500 characters***)

#### 8. Bank Account Details

- IFSC code: Enter valid IFSC code
- Bank Name: Automatically displayed
- Branch name: Automatically displayed
- Account No: Enter valid account number (kindly link with Aadhaar number with your bank account)

#### 9.Candidates Document: Documents must be uploaded, **without valid documents, your application may not be considered**

- Profile/Photo: Passport size photograph
- DOB Certificate: 10<sup>th</sup> /Matriculation certificate where Date of birth is mentioned
- ST/PVTG certificate: ST certificate, In case of PVTG, Upload PVTG certificate
- Last Qualifying marksheet (Master Degree):
- Family income certificate
- University registration number:
- Handicapped (Person with Disability) [if applicable]
- BPL (if applicable)
- Equivalent percentage marks (Applicable for CGPA/OGPA)