INSTRUCTIONS MANUAL FOR FILLING ONLINE APPLICATION FOR NATIONAL OVERSEAS SCHOLARSHIP FOR ST CANDIDATES
(Academic Year 2022-23)

Please read all instructions carefully, before filling the "National Overseas Application Form"

1. **Basic Instruction**: The Candidate is required to follow the below mentioned instructions.
   a. It is necessary to register at Digilocker for all candidates.
   b. All candidates need to upload their required documents first on Digilocker. The uploaded documents will be used while filling the application form by fetching from the Digi locker to fill the application form.
   c. All documents should be uploaded in **pdf file** and the **Profile Photo** should be in **.jpg/.jpeg** format.
   d. If candidates face any problem while filling the application form in Google Chrome or any other browser, it is advised to use internet explorer. In case any issue/error in internet explorer as well, it is advised to clear browser history/cache and try again.

2. Before initiating registration process, Candidates are advised to keep following legible documents ready in **pdf file** only;

Sl no.	Name of the documents	Valid document required
1.	Profile Photo	Passport size photo : [50 KB to 100 KB] only JPEG/JPG
2.	DOB Certificate	10th Board Certificate where DOB is mentioned
3.	PVTG	Issued by the competent authority not below the rank of Tehsildar. For PVTG list, refer the below link: https://tribal.nic.in/downloads/statistics/AnnualReport/AREnglish2122.pdf Annexure-9A, page no 238, and Notifications for Scheduling/ De-Scheduling of STshttps://tribal.nic.in/Clm.aspx Note: In case of any discrepancies in the spelling of the community in above list, the concerned original Notification will be final & authenticated.
4.	ST Certificate	Issued by the competent authority not below the rank of Tehsildar, or any other authority authorized by the respective State/UT. For ST list, refer the below links: https://tribal.nic.in/downloads/statistics/AnnualReport/AREnglish2122.pdf Annexure-5B, page no 192 to 201and Notifications for Scheduling/ De-Scheduling of STshttps://tribal.nic.in/Clm.aspx

5.	Income Certificate	Total family income from all sources issued by the competent authority authorized by the competent authority for the financial year 2021-22 [1st April'2021 to 31st March,2022). Family income includes income from all sources of parents, self and spouse.		
6.	Tax assessment	(ITR/Form16), if applicable: Assessment Year 2022-23.		
6.	Marksheet	Master degree	Graduation [all years/semester marks with consolidated grade sheet]	Conversion formula sheet [where it shows formula from CGPA/OGPA/FGPA to percentage]
		Ph.D	Master degree [all years/semester marks with consolidated grade sheet]*No M.phil marksheet is allowed*	
		Post-doctoral	Master degree [all years/semester marks with consolidated grade sheet] and Ph.D awarded certification. *No M.Phil marksheet is allowed*	

❖ There are three stages for filling application of National Overseas Scholarship for ST Candidates:

- **Step-I. Registration Processing National Overseas Portal.**
- **Step-II. Registration Processing Digilocker Portal**(Only for those candidates who doesn't have Their Digilocker Account.)
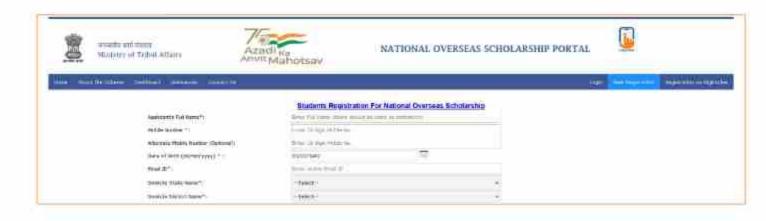- **Step-III. Filling Application Form**

Note: It is mandatory for all the candidates to register separately on Overseas portal [https://overseas.tribal.gov.in/and Digi locker portal "[https://digilocker.gov.in]"

Step-I. Registration Process in National Overseas Portal

❖ The candidate is required to register him/herself in the portal at https://overseas.tribal.gov.in with valid E-Mail ID and Mobile Number.

- After clicking on **New Registration** ➡ **Student Registration** tab, the registration form will open.

Applicant's Full Name*	:	Enter name as mentioned in Matriculation/10th/SSC Certificate.
Mobile Number*	:	Enter valid mobile number.(This mobile number should be active Throughout the selection process)
Alternate Mobile Number(Optional)	:	Enter any alternate mobile number, if available.
Date of Birth*	:	Select your Date of Birth as per the10th/matriculation certificate from the calendar. It is to be noted that applicant should not be more than 35 years of age as on 1st July2022.
E-mail Id*	:	Enter your valid email id (All in Small Letters, E.g.:abc123@gmail.com).**Your emailed will be your User ID for login.** [This email id should be active till the completion of the course]

Domicile State Name*	:	Select Domicile state[mentioned in ST/PVTG certificate] from the dropdown box available.
Domicile District Name*	:	Select Domicile district from the dropdown box available.

Set Password*	:	Create a password which should have minimum 8 characters.
Retype Password*	:	Retype the password same as above.
Enter Captcha Code*	:	Enter the Captcha code.

"Register"	:	After filling student registration form, applicants are advised to verify the information before clicking on **"Register"** button. Once Registration process is completed, the basic information can't be changed. i.e name, DOB, email id, mobile, domicile State and district)

*!!! After clicking on **register button,** You will receive on OTP message on your mobile Number and email id mentioned during registration process. Now you are required to enter the same OTP in the text box and also click at submit button*

- If incase OTP is not received, kindly click on the resend OTP button.

- The applicant will get confirmation message as "Your registration completed successfully" after entering correct OTP and submit it.

!!!Remember the login and password for all future correspondence.

Step – II Registration Process for Digi locker

(Only for those who doesn't have their Digi locker ID)

> The applicant whose account is not on Digi Locker will have to register his new account by clicking on the **"Register on Digi Locker"** button.

!!!No need to create another account, if you have already registered on Digilocker.You may use the same account ID for login and Upload /retrieve your related documents from Digi locker. The documents available on Digi locker will be directly fetched and need not be uploaded again. Only those documents which are not available in Digi locker will required to be uploaded by the applicant.

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- **Process for Sign Up:** By clicking on Sign Up button, where the applicant will be asked to enter Aadhar number and click on Next button.

- Enter the OTP received on mobile number and click on Submit button.

- Now you have to create a security Pin code (6 digit) by yourself and remember it for further use and click on submit button. Then your Digi locker account will open.

Please verify your email: Kindly enter your mail id shown in the below image and click on "Send Verification button". Then you will get an OTP on your entered e-mail Id. After entering the received OTP your Digi locker account will be activated.

In the dash board of Digi locker there are two columns one is "Issued Documents (Verified by Government or competent authority)" and another is "Uploaded Documents (self-uploaded)".

> **How to Upload the Documents on Digi Locker:** If any related document is not under Issued documents, upload all the required document at "**Uploaded documents**" section.

Step-III National Overseas Application Form:

> The candidate is required to fill the application form with all necessary information and documents.

> **Log In Screen:** Enter your email Id, password and valid captcha code.

- After successful login Application form will be displayed to fill information.

1. Personal Information:

NATIONAL OVERSEAS SCHOLARSHIP PORTAL
भारतीय कार्य मंत्रालय
Ministry of Tribal Affairs

Update Deficient Documents   Acceptance for Interview   Wel_____ Logout

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App. No.: 202223-NOS-ASS-00004   **Application Status : Submitted**

| Personal Information | Address Details | Candidate Status | Education Details | Work Experience Detail | Relatives Details | Candidate's Document |

Full Name*		Gender*	Male
Mother's Name*		Father/ Guardian's Name*	
Date of Birth*		Domicile State*	ASSAM
Mobile Number*		Email ID*	
Aadhaar No*	Enter Aadhaar No	ST Certificate Issuing State*	ASSAM
Tribe's/ Community*	--Select--	Religion*	Christian

Save & Next

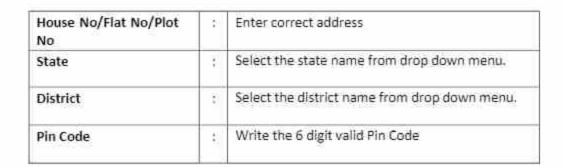| Full Name	:	Pre-filled
Mother's Name	:	Enter Mother'snameasper10th board certificate.
Father/Guardian's Name	:	Enter Father/Guardian'snameasper10th board certificate.
Gender	:	Select the Gender from the drop-down menu (Male/Female/Others).
Date of Birth	:	Pre-filled
Mobile number	:	Pre-filled
Email id	:	Pre-filled
Domicile State	:	Pre-filled
Aadhaar Number	:	Enter valid Aadhaar Number.
Religion	:	Select the religion from the drop-down menu.
Tribe/Community Name	:	Select the Tribe/Community name from the drop-down menu.

2. Candidates Address Details:

Permanent Address:-

House No/Flat No/Plot No	:	Enter House No/Flat No/Plot No etc.
State	:	Select the state name from drop down menu.
District	:	Select the district name from drop down menu.
Pin Code	:	Write the 6 digit valid Pin Code

Correspondence Address: - [Note: In case the Permanent address and correspondence address are same, "tick" in the check box]

House No/Flat No/Plot No	:	Enter correct address
State	:	Select the state name from drop down menu.
District	:	Select the district name from drop down menu.
Pin Code	:	Write the 6 digit valid Pin Code

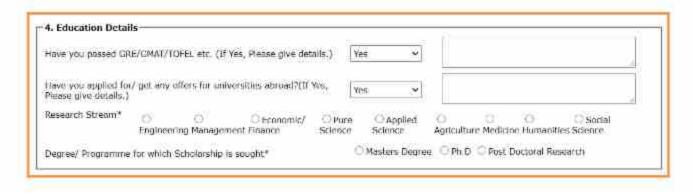| Relative's Name	:	Enter Relative's Name
Relation	:	Select the Relationship with relative from drop down menu.
Contact No.	:	Enter Relative's Contact Number
Relative's Email ID	:	Enter Relative's valid Email ID

3. **Candidate's Status:**

Do you belong to PVTG	:	If belong to PVTG select "YES" and further select PVTG community from the dropdown list. Otherwise select "No".
Self(Annual Income)	:	Enter your annual income during 2021-22,ifany
Father(Annual Income)	:	Enter your father's annual income during 2021-22, if any
Mother(Annual Income)	:	Enter your mother's annual incomes during 2021-22,if any
Spouse(Annual Income)	:	Enter your Spouse's annual income during 2021-22,if any
Other Source (Annual Income)	:	Enter other source of annual income during 2021-22,if any
Family's Annual Income	:	Automatically calculated based on above information

Note:

1. The Total family's income from all sources of the candidate or his/her parents/guardians or spouse should not exceed Rs. 6,00,000/- per annum (excluding such allowances as are not treated as part of total income for the purpose of Income Tax) as certified by the employer. If the candidate is currently employed, a copy of latest tax assessment [ITR, Form-16]be also enclosed in the application.

2. The candidate is required to provide details of income from all sources of his/her family members aforesaid of last financial year[2021-22]

3. The Income certificate should be issued by competent authority not below the rank of Tehsildar.

4. The Candidates are advised to upload all income certificates in single PDF file, while up loading the documents in the application form.
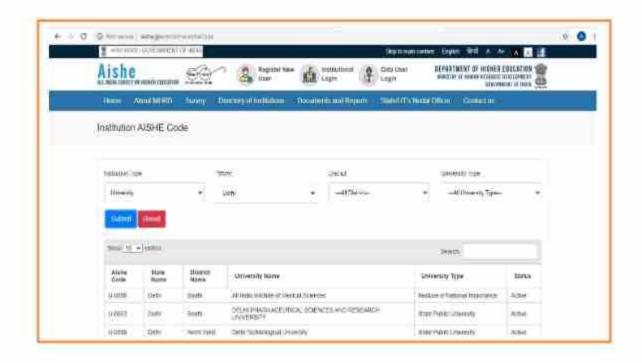
4. **Education Details:**

Have you passed GRE/GMAT/TOEFL etc.	:	If you passed GRE/GMAT/TOEFL etc. select "Yes" from Drop down menu, then give details, otherwise select "No"
Have you applied for/get any offer for universities abroad	:	If you applied for/get any offer for universities aboardselect"Yes"from,dropdownmenu,thengivedetails, otherwiseselect"No"
Research Stream	:	Thecandidatemayclickradiobuttonindicatingtheresearchstr eamunderwhichhe/sheis applying.

Degree/Programme for which Scholarship: The scholarship is provided for Master's Degree, Ph.D and Post-Doctoral Research . The relevant course need to be selected by the candidate.

forMasterDegreeCourse

> Enter University name

> EntertheUniversityAISHEcode[refer**http://aishe.gov.in/aishe/aisheCode**]

- ➢ Enter name of the examination and stream details

- ➢ Select the year of passing from drop down menu

- ➢ **CGPA/OGPA:** Select **"YES"** if Graduation degree marking system is based on CGPA (Cumulative Grade Point Average) or based on OPGA (Overall Grade Point Average). Otherwise select **"NO".**

- ➢ Enter the total percentage of marks [or enter equivalent percentage in case of CGPA/OGPA] for Ph.DCourse
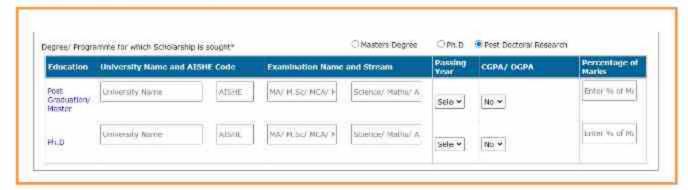

- ➢ Enter University name

- ➢ Enter the University AISHE code [refer http://aishe.gov.in/aishe/aisheCode]

- ➢ Enter name of the examination and stream details

- ➢ Select the year of passing from drop down menu

- ➢ **CGPA/OGPA:** Select **"YES"** if Post Graduation degree marking system is based on CGPA (Cumulative Grade Point Average) or based on OPGA (Overall Grade Point Average).

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Otherwise select "**NO**".

➤ Enter the total percentage of marks [or enter equivalent percentage in case of CGPA/OGPA]

<mark>Post-Doctoral Research Course</mark>

➤ Enter University name

➤ EntertheUniversityAISHEcode[refer**http://aishe.gov.in/aishe/aisheCode**]

➤ Enter name of the examination and stream details

➤ Select the year of passing from dropdown menu

➤ **CGPA/OGPA:** Select **as "YES"** if Post Graduation//Ph.D degree marking system is based on CGPA (Cumulative Grade Point Average) or based on OPGA (Overall Grade Point Average).Otherwise select as **"NO"**.

➤ Enterthetotalpercentageofmarks[orenterequivalentpercentageincaseofCGPA/OGPA]

[NOTE: If the applicant's grading system is in CGPA/OGPA then applicant has to provide the Conversion document **(from CGPA/OGPA to equivalent Percentage)** as per their respective University Norms.]
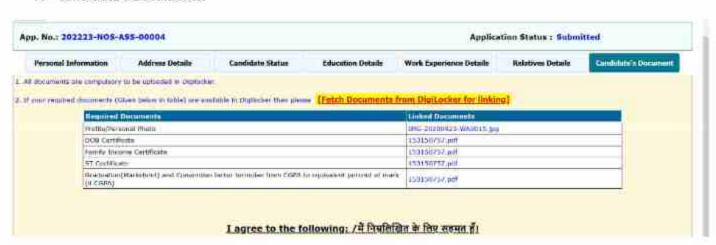
5. **Work Experience Details:**

Whether currently working	:	If you are currently working, select "Yes" otherwise select "No". **Note:** upload ITR or Form16 if currently working for the year 2021-22.
Year of work experience	:	Select No. of years of experience from drop down menu
Work experience Area	:	Select work experience area from the given options
Details of work experience	:	Please provide experience details in brief

6. **Relatives Details (Awarded Scholarship):**
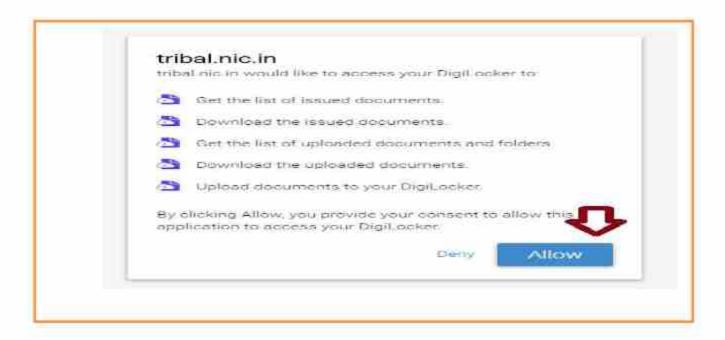

Note# If any relative been awarded the NOS Scholarship earlier for ST, kindly provide the required information.

7. **Candidate's Documents:**

- **Fetching of document from Digilocker:** Candidate can fetch the document from the Digilocker by clicking on Option No3. **Fetch Documents from DigiLocker for linking.**

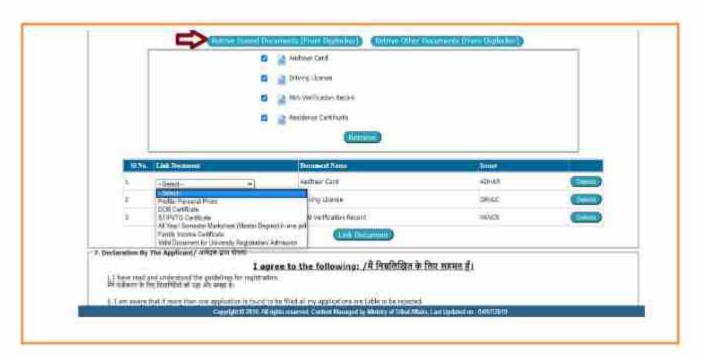- It will redirect the applicant to the Digilocker window, then applicant have to sign in and

click on "allow" button to get the documents from the Digi-locker.

- After click on allow button, applicant will get the access for the section of "Issued

Documents" and " Uploaded documents "on the application form.
- To **"Retrieve issued document"** applicant needs to click on Retrieve button.

- **Retrieve Other Documents :** By clicking on "**Retrieve other documents** "you will get those documents which have been uploaded by you in DigiLocker.

- **Link Document:** Applicant is required to Link all the relevant documents on their respective Place.

Declaration by the Applicant: Read declaration part carefully and submit your application.

- Read the declaration table carefully before you submitting your application. When you are submitted the application then it will be automatically considered that you have agreed to the Norms and conditions written in the Declaration Section.

- The applicant needs to click **"Save As Draft"** button whenever required to resume the application form in edit mode.

- Click on **"Submit"** button for final submission of the Application.　　(Any　　information cannot be updated/edited, if application submitted successfully.)

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