

**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	10 th Board Certificate where DOB is mentioned
3.	PVTG	<p>Issued by the competent authority not below the rank of Tehsildar.</p> <p>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 STs https://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.</p>
4.	ST Certificate	<p>Issued by the competent authority not below the rank of Tehsildar, or any other authority authorized by the respective State/UT.</p> <p>For ST list, refer the below links: https://tribal.nic.in/downloads/statistics/AnnualReport/AREnglish2122.pdf Annexure-5B, page no 192 to 201 and Notifications for Scheduling/ De-Scheduling of STs https://tribal.nic.in/Clm.aspx</p>

		Note: In case of any discrepancies in the spelling of the community in above list, the concerned original Notification will be final & authenticated.			
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 [1 st April'2021 to 31 st 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 the 10 th /matriculation certificate from the calendar. It is to be noted that applicant should not be more than 35 years of age as on 1 st July 2022.
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 New Password
 Retype Password *: Re-enter Your Password
 Captcha Code: **X 4 L G**
 Enter Captcha Code *:

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)
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!!! After clicking on register button, You will receive an 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.


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NATIONAL OVERSEAS SCHOLARSHIP PORTAL

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Note : Please refer 'About the Scheme' option for 'Guidelines' and 'Instruction Manual' before proceeding.

Students Registration For National Overseas Scholarship

Enter OTP:

- 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.

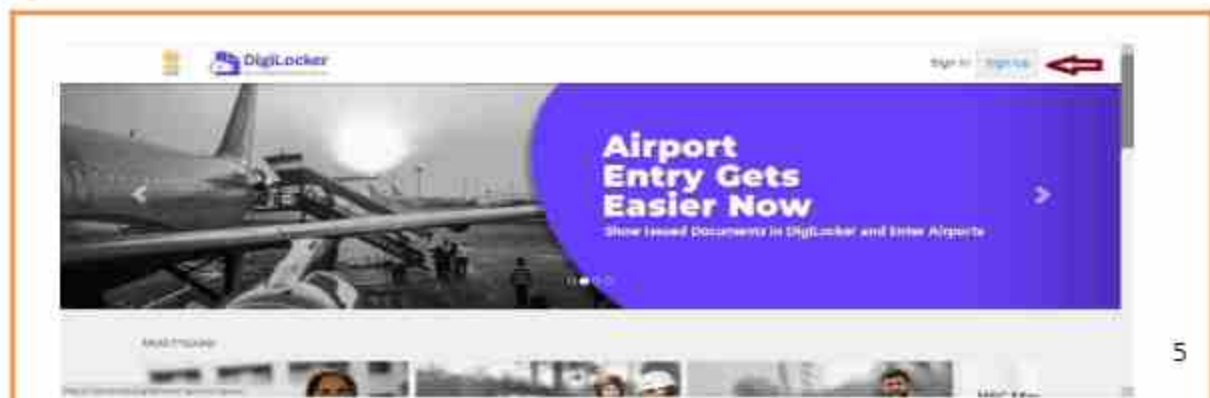


Step – II Registration Process for Digi locker (Only for those who doesn't have their Digi locker ID)



- 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.



- **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.



The screenshot shows the DigiLocker website interface. At the top left is the DigiLocker logo. The main heading is "Enter your Aadhaar Number". Below this is a text input field for the Aadhaar number. A note below the field states: "DigiLocker uses your Aadhaar as a secure identifier. It is not used for any other purpose." At the bottom right of the input area is a blue "Next" button. At the bottom center, there is a link that says "Don't have an Aadhaar Number?".

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



The screenshot shows the DigiLocker website interface for OTP verification. The heading is "Enter the 6 digit OTP". Below this, a message says: "DigiLocker has sent an OTP to your mobile (+919876543210) linked with Aadhaar." There are six input boxes for the OTP digits. Below the boxes, the number "34" is displayed, followed by the text "Do not refresh or clear" and a link "Wait for OTP". At the bottom right is a blue "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.

- **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:



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**NATIONAL OVERSEAS SCHOLARSHIP
PORTAL**

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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*

Mother's Name*

Date of Birth*

Mobile Number*

Aadhaar No*

Tribe's/ Community*

Gender*
Male

Father's/ Guardian's Name*

Domicile State*
ASSAM

Email ID*

ST Certificate Issuing State*
ASSAM

Religion*
Christian

Save & Next

Full Name	:	Pre-filled
Mother's Name	:	Enter Mother's name as per 10 th board certificate.
Father/Guardian's Name	:	Enter Father/Guardian's name as per 10 th 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:

Personal Information	Address Details	Candidate Status	Education Details	Work Experience Details	Relatives Details	Candidate's Document
Permanent Address Details <input type="checkbox"/> Rural <input type="checkbox"/> Urban House No/ Flat No/ Plot No* <input type="text"/> State* <input type="text"/> District* <input type="text"/> Pin Code* <input type="text"/> <input type="checkbox"/> Please tick in box, if Permanent Address and Correspondence Address are same.						
Correspondence Address Details <input type="checkbox"/> Rural <input type="checkbox"/> Urban House No/ Flat No/ Plot No* <input type="text"/> State* <input type="text"/> District* <input type="text"/> Pin Code* <input type="text"/> Village Name* <input type="text"/> From (Flat No) <input type="text"/> Block/ Village Name <input type="text"/>						

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 Details:-	
Relative's Name* <input type="text"/>	Relation* <input type="text"/>
Contact No* <input type="text"/>	Relative's Email ID* <input type="text"/>

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:


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

[Personal Information](#) | [Address Details](#) | **[Candidate Status](#)** | [Education Details](#) | [Work Experience Details](#) | [Relatives Details](#) | [Candidate's Document](#)

Do you belong to PVTG*

Self (Annual Income)* (In Rs.)

Mother (Annual Income)* (In Rs.)

Other Source (Annual Income)* (In Rs.)

Father (Annual Income)* (In Rs.)

Spouse (Annual Income)* (In Rs.)

Family's Annual Income* (In Rs.)

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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, if any
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:

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

4. Education Details

Have you passed GRE/GMAT/TOEFL etc. (If Yes, Please give details.)
Yes

Have you applied for/ get any offers for universities abroad?(If Yes, Please give details.)
Yes

Research Stream*
☐ Engineering
☐ Management
☐ Finance
☐ Economic/ Science
☐ Pure Science
☐ Applied Science
☐ Agriculture
☐ Medicine
☐ Humanities
☐ Social Science

Degree/ Programme for which Scholarship is sought*
☐ Masters Degree
☐ Ph.D
☐ Post Doctoral Research

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 abroad select "Yes" from dropdown menu, then give details, otherwise select "No"
Research Stream	:	The candidate may click radiobutton indicating the research stream under which he/she is 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.

for Master Degree Course

Degree/ Programme for which Scholarship is sought*
☒ Masters Degree
☐ Ph.D
☐ Post Doctoral Research

Education	University Name and AISHE Code	Examination Name and Stream	Passing Year	CGPA/ DGPA	Percentage of Marks
Graduation/ Bachelor	<input type="text"/> University Name <input type="text"/> AISHE	<input type="text"/> Examination No <input type="text"/> Stream Name	<input type="text"/> Sel	<input type="text"/> Ys <input type="text"/> Grade/Ms	<input type="text"/> Enter % of I

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

Institution AISHE Code

Institution Type: University | State: Delhi | District: South | University Type: All University Types

Search:

Aishe Code	State Name	District Name	University Name	University Type	Status
U 0000	Delhi	South	J.P. Institute of Medical Sciences	Institute of National Importance	Active
U 0000	Delhi	South	DELHI PHARMACEUTICAL SCIENCES AND RESEARCH UNIVERSITY	State Public University	Active
U 0000	Delhi	North West	Delhi Technological University	State Public University	Active

- 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.D Course

Degree/ Programme for which Scholarship is sought: ☐ Masters Degree ☒ Ph.D ☐ Post Doctoral Research

Education	University Name and AISHE Code	Examination Name and Stream	Passing Year	CGPA/ OGPA	Percentage of Marks
Post Graduation/ Master	<input type="text" value="University Name"/> <input type="text" value="AISHE"/>	<input type="text" value="BA/ B.Sc/ MCA/ B"/> <input type="text" value="Science/ Maths/ A"/>	<input type="text" value="Select"/>	<input type="text" value="No"/>	<input type="text" value="Enter % or No"/>

- 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).

Otherwise select "NO".

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

Post-Doctoral Research Course

Degree/ Programme for which Scholarship is sought*					
<input type="radio"/> Masters Degree <input type="radio"/> Ph.D <input checked="" type="radio"/> Post Doctoral Research					
Education	University Name and AISHE Code	Examination Name and Stream	Passing Year	CGPA/ OGPA	Percentage of Marks
Post Graduation/ Master	<input type="text"/> University Name <input type="text"/> AISHE	<input type="text"/> MA/ M.Sc/ MCA/ B <input type="text"/> Science/ Maths/ A	<input type="text"/> Select	<input type="text"/> No	<input type="text"/> Enter % of Marks
Ph.D	<input type="text"/> University Name <input type="text"/> AISHE	<input type="text"/> MA/ Ph.D/ MCA/ B <input type="text"/> Science/ Maths/ A	<input type="text"/> Select	<input type="text"/> No	<input type="text"/> Enter % of Marks

- 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 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".
- Enter the total percentage of marks [or enter equivalent percentage in case of CGPA/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:



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App. No.: 202223-NOS-A55-00004 **Application Status : Submitted**

Personal Information Address Details Candidate Status Education Details **Work Experience Details** Relative Details Candidate's Document

Whether currently working No

Year of work experience* 0

Details of Work Experience

Work experience Area* ☐ Research ☐ Teaching ☐ Professional of the concerned field ☐ Other

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Save & Next

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):

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

Have any of your relatives been awarded this Scholarship? (If so, please state their name, relationship with you and year of award) No

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

7. Candidate's Documents:

App. No.: 202223-NOS-A55-00004 Application Status: Submitted

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

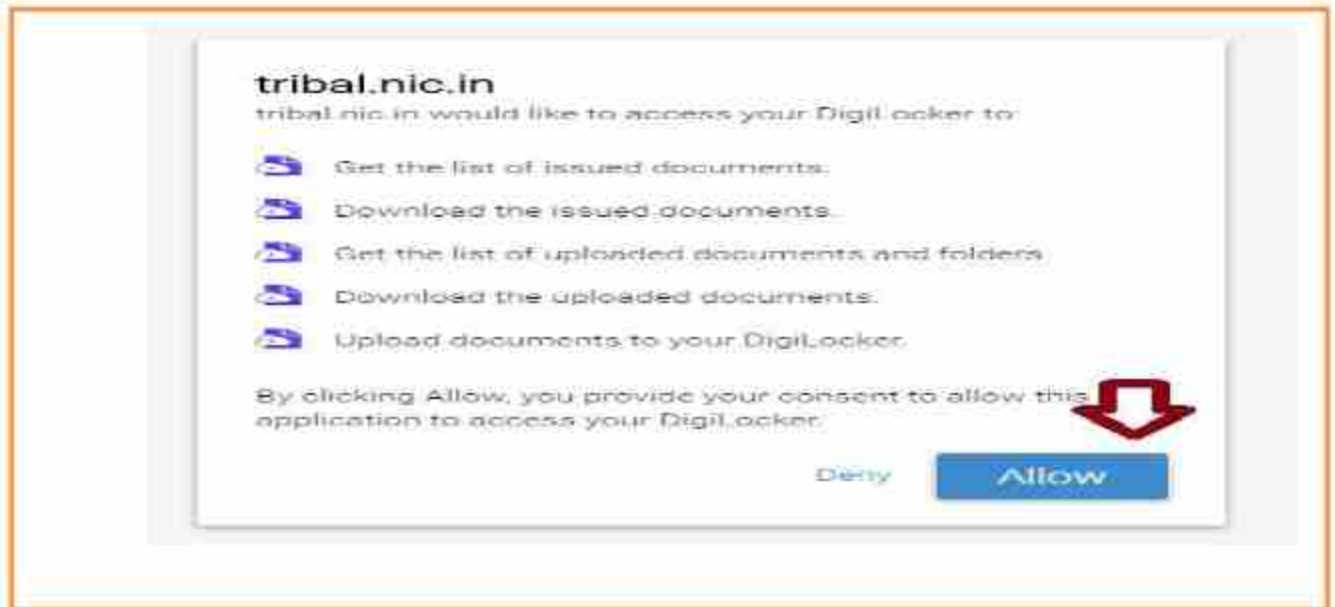
1. All documents are compulsory to be uploaded in Digilocker.
2. If your required documents (Given below in table) are available in Digilocker then please **Fetch Documents from Digilocker for linking**

Required Documents	Linked Documents
Profile/Personal Photo	IMG-20220923-WA0015.jpg
DOB Certificate	153150757.pdf
Family Income Certificate	153150757.pdf
ST Certificate	153150757.pdf
Declaration (Notarized) and Consent letter (notarized) from CGPS to equivalent percent of mark (if CGPS)	153150757.pdf

I agree to the following: / मैं निम्नलिखित के लिए सहमत हूँ।

- **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 Issued Documents \(From Digilocker\)](#)
[Retrieve Other Documents \(From Digilocker\)](#)

☒ Aadhaar Card
☒ Driving License
☒ PAN Verification Record
☒ Residence Certificate
[Retrieve](#)

Sl.No.	Link Document	Document Name	Issue	
1.	-Select-	Aadhaar Card	ADHAAR	Delete
2.	Profile Personal Photo	Driving License	DRIVEC	Delete
3.	DOB Certificate SIIPVTO Certificate AK Year/ Semester Marksheet (Mark Sheet) in use pdf Family Income Certificate Valid Document for University Registration Admission	M Verification Record	MAVREC	Delete

[Link Document](#)

F. Declaration By The Applicant/ जहाँगीर का घोषणा

I agree to the following: / मैं निम्नलिखित के लिए सहमत हूँ।

I have read and understood the guidelines for registration.
 मैं सहमत हूँ कि मैंने जहाँगीर के लिए सभी आवश्यक है।

I am aware that if more than one application is found to be filed all my applications are liable to be rejected.

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

[Retrieve Issued Documents \(From Digilocker\)](#)
[Retrieve Other Documents \(From Digilocker\)](#)

☒ Family Income Certificate.pdf
☒ Marksheet (Marksheet) pdf document for 1st Sem
☒ Family Income Certificate.pdf
☒ DOB Certificate.pdf
☒ SIIPVTO Certificate.pdf
☒ Class of Interest for Assessment (CIR Form 1B) .pdf
☒ ST Certificate.pdf
[Retrieve](#)

Sl.No.	Link Document	Document Name	Issue	
1.	-Select-	Family Income Certificate.pdf	CI1101	Delete
2.	Profile Personal Photo	Marksheet for 1st Sem	CI1102	Delete
3.	DOB Certificate	Family Income Certificate	CI1103	Delete
4.	Family Income Certificate	ST Certificate	CI1104	Delete
5.	DOB Certificate	SIIPVTO Certificate	CI1105	Delete
6.	SIIPVTO Certificate	Class of Interest for Assessment (CIR Form 1B) .pdf	CI1106	Delete
7.	Class of Interest for Assessment (CIR Form 1B) .pdf	ST Certificate.pdf	CI1107	Delete

[Link Document](#)

F. Declaration By The Applicant/ जहाँगीर का घोषणा

I agree to the following: / मैं निम्नलिखित के लिए सहमत हूँ।

I have read and understood the guidelines for registration.
 मैं सहमत हूँ कि मैंने जहाँगीर के लिए सभी आवश्यक है।

I am aware that if more than one application is found to be filed all my applications are liable to be rejected.

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- **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.

4. Declaration by The Applicant / उम्मीदवार का कथन:-

I agree to the following: / मैं निम्नलिखित के लिए सहमत हूँ।

1. I have read and understood the guidelines for registration.
मैंने निर्देशों को ध्यान से पढ़ा है और समझा है।

2. I am aware that if more than one application is found to be filled all my applications are liable to be rejected.
मैं जानता हूँ कि यदि एक से अधिक आवेदन पाए जा सकेंगे हैं, तो वे सभी आवेदन खारिज कर दिए जा सकते हैं।

3. I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue / false / incorrect or if it does not satisfy the eligibility criteria, my candidature will be cancelled / terminated, without assigning any reasons thereof. I have read the contents of the advertisement and agree to abide by the rules, regulations and procedures for the application NUP2022-23 applied for.
मैं यहाँ कायम करता हूँ कि आवेदन में दिए गए सभी कथन सच और सही हैं। मैं समझता हूँ कि यदि कोई जानकारी झूठ / गलत / सही नहीं है, तो मेरी उम्मीदवारी रद्द / समाप्त हो जाएगी, बिना किसी कारण बताए। मैं विज्ञापन के सामग्री को पढ़ा हूँ और सहमत हूँ कि मैं नियमों, विनियमों और प्रक्रियाओं का पालन करूँगा।

4. I am aware that if more than one application is found to be filled all my applications are liable to be rejected.
मैं जानता हूँ कि यदि एक से अधिक आवेदन पाए जा सकेंगे हैं, तो वे सभी आवेदन खारिज कर दिए जा सकते हैं।

5. I have read the contents of the advertisement and agree to abide by the rules, regulations and procedures for the application NUP2022-23 applied for.
मैं विज्ञापन के सामग्री को पढ़ा हूँ और सहमत हूँ कि मैं नियमों, विनियमों और प्रक्रियाओं का पालन करूँगा।

Save As Draft
Submit

- 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.)
