INSTRUCTIONS MANUAL FOR FILLING ONLINE APPLICATION FOR NATIONAL OVERSEAS SCHOLARSHIP FOR ST CANDIDATES (Academic Year 2023-24)

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

- Basic Instructions: 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. In case of any problem while filling the application form in Google Chrome or any other browser, it is advised to use internet explorer. In case anyissue/error in internet explorer as well, it is advised to clear browser history/cache and try again.
- Before initiating registration process, Candidates are advised to keep following legibledocuments ready in pdf file, except Profile Photo, which should be in jpg/jpeg

Sl.Name of the document1.Profile Photo		Valid document required				
		Passport size photo : [50 KB to 100 KB] only JPEG/JPG				
2.	DOB Certificate	10 th Board Certificate where DOB is mentioned/ No certificate other than 10 th Board Certificate will be considered.				
3.	PVTG	Issued by the competent authority not below the rank of Tehsildar,or any other authority authorized by the respective State/UT. For PVTG list, refer the below link: https://tribal.nic.in/downloads/statistics/AnnualReport/AREngli sh2122.pdf				
		Annexure-9A, page no 238, and Notifications for Scheduling/ De- Schedulingof STs <u>https://tribal.nic.in/Clm.aspx</u> Note: In case of any discrepancies in the spelling of the community in the above list, the concerned original Notification will be final.				

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/AREngli sh2122.pdf Annexure-5B, page no 192 to 201 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 the above list, the concerned original Notification will be final.							
5.	Income Certificate	The certificate form total family income from all sources issued by the competent authority for the financial year 2022-23 [1 st April'2022 to 31 st March,2023]. Refer Para 2.2 (iii) of the guidelines)							
6.	Tax Assessment		(ITR/Form16), if applicable for Financial Year 2022-23 (Assessment Year 2023-24)						
7.	Marks Sheet	Master Degree	Graduation [all years/semester mark with consolidated grade sheet]	s Conversion formula sheet					
		Ph.D.	Master degree [all years/semester marks withconsolidated grade sheet] M.Phil. marksheet is not allowed	[in case of CGPA/OGPA/FGPA]					
		Post- doctoral	Master degree [all years/semester marks withconsolidated grade sheet and Ph.D. awarded certificate] M.Phil. marksheet is not allowed						

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

- Step-I. Registration Process in National Overseas Portal.
- Step-II. Registration Process in Digi locker Portal (Only for those candidates who don't haveDigi locker Account.)
- Step-III. Filling Application Form

Note: It is mandatory for all the candidates to register separately on National Overseas Scholarship portal at <u>https://overseas.tribal.gov.in/</u> as well as on Digi locker portal at <u>https://digilocker.gov.in</u>

Step-I. Registration Process in National Overseas Portal

The candidate is required to register him/herself in the portal at <u>https://overseas.tribal.gov.in</u> withvalid E-Mail ID and Mobile Number.

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Academic Year 2023-24 Guidelines for Registration on National Overseas Scholarship Por Applicant applying for Nonveil Overseas Scholarship need to equive an factorial of second and excisive and anthemated information on the "Boiless Registration form". Before latining registration process, students are activated to follow the interactions.	
 Highbiday Cesteria: - The Applicant belonging to ST should have passed the Graduation: Pin-D examination for bring eligible for the National Overvens Schelinship: The Applicant should get administry for regular and fluit time Maximi's Ph.D.Post Discinst Courses in accordined University Institutions in alread after selection. Age Criteria:- For Manner Degree, age should not be more than 32 years as on 01 07 2023 For Ph.D. age should not be more than 32 years as on 01 07 2023 For Ph.D. age should not be more than 35 years as on 01 07 2023 For Ph.D. becomed Research, age should not be more than 31 years as on 01 07 2023 For Post Discourd Research, age should not be more than 31 years as on 01 07 2023 For Post Discourd Research, age should not be more than 31 years as on 01 07 2023 For Post Discourd Research, age should not be more than 31 years as on 01 07 2023 For Post Discourd Research, age should not be more than 31 years as on 01 07 2023 For Post Discourd Research, age should not be more than 31 years as on 01 07 2023 For Post Discourd Research, age should not be more than 31 years as on 01 07 2023 For Post Discourd Research, age should not be more than 31 years as on 01 07 2023 	
 iii. For Ph.D. 12% muchs or equivalent grade in relevant Matter's degree. iii. For Matter's Degree: 52% maths or equivalent grade in relevant Bachelor's degree. 5. Total family antonic from all sources of the applicant or los for permits pairifians or sponse should not sciented Ris. 6.00 Lakh per annua. 	
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After clicking on New Registration 📫 Student Registration tab, the registration form will open.

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Mobile Number*	4	the date calendar. It is to b given table: Course Master Degree Ph.D Post Doctoral	Age as on 1 st July 2023 32 35 38 • (This mobile number should be

(Optional)		
E-mail Id*	:	Enter your valid email id (All in Small Letters, E.g.: <u>abc123@gmail.com</u>) Your email will be your User ID for login.

Domicile State *	1	Select Domicile state [mentioned in ST/PVTG certificate] from thedropdown box available.
Domicile District *	13	Select Domicile district from the dropdown box available.

Set Password *:	Credle New Password	
Retype Password *:	Re-enter Your Pessword	
Captcha Code:	X4LG	
Enter Captcha Code *:	Enter Captcha Code	
	Register	

Set Password*		Create a password which should have minimum 8 characters.
Retype Password*	1	Retype the password same as above.
Enter Captcha Code*	1	Enter the Captcha code.

"Register"	1010 1010 1010	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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III After clicking **register button,** You will receive an OTP on your mobile and email id mentioned during registration process. Now you are required to enter the same OTP in the text box and also click submit putton

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

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

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

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Step - II Registration Process for Digi locker (Only for those who don't have Digi locker ID)



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

IIINo need to create another account, if you have already registered on Digilocker. You may use the same account ID for login and Upload /retrieve the required 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 are required to be uploaded by the applicant.



 Process for Sign Up: By clicking on Sign Up button, where the applicant will be asked

toenter Aadhar number and click on Next button.

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

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

Enter security PIN to Sign in
Security #IN
de la
CBSE Students, please use last 5 digits of your roll number as your security PIN
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Please verify your email: Kindly enter your mall id shown in the below image and click on "Send Verification button". You will receive OTP on your registered e-mail. After entering OTP your Digilocker account will be activated.

In the dash board of Digi locker there are two columns one is "Issued Documents (Verified byGovernment 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 Issueddocuments, upload all the required document at "Uploaded documents" section.

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Step-III Filling 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.

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

1. Personal Information:

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Personal Information.	Address Decels	Candidate Status	Education Cabally	Work Days	riana Detaile	Rebibies Details	Cambilate's Socarsen	
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Full Name	S22	Pre-filled
Mother's Name	:	Enter Mother's name as per10th board certificate.

Father/Guardian's Name	3	Enter Father/Guardian's name as per10 th board certificate.
Gender	:	Select the Gender from the drop-down menu (Male/Female/Others).
Date of Birth	1	Pre-filled
Mobile number	34	Pre-filled
Email id	:	Pre-filled
Domicile State	34	Pre-filled
Orphan	:	In case of orphan, tick the check box
ST certificate issuing State	4	Enter name of the State, where the certificate has been issued
Religion	:	Select the religion from the drop-down menu.
Tribe/Community Name	32	Select the Tribe/Community name from the drop-down menu.
Do you Belong to PVTG	3	Click "Yes", if you come under PVTG category. [Community name should match with PVTG community list).

2. Candidate's Address:

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Permanent Address: -

Rural/Urban)ă	Click Rural/Urban based on the permanent address
House No/Flat No/Plot No	3	Enter House No/Flat No/Plot No etc.
State	ã	Select the state from drop down menu.

District	1	Select the district from drop down menu.
Pin Code	:	Write the 6 digit valid Pin Code

Correspondence Address: - Note : [Incase the permanent address and correspondence

address are the same, "tick" in the check box]

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

Relative Details:				
Relative's Nome"	Enter Relative's Name	Relation*	Select	÷
Contact No*	Enter Relative's Contact Numberves	Relation's Front 10#	Enter Relative's Email 10	

Relative's Name	- 2	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	- 2	Enter Relative's valid Email ID

3. Candidate's Status:

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Father (Annual Income)	Enter your father's annual income during 2022-23, if any
Mother (Annual Income)	Enter your mother's annual incomes during 2022-23, if any
Family's Annual Income	Automatically calculated based on above information

Note:

- The Total family's income from all sources of his/her parents/guardians or spouse should not exceed Rs. 6,00,000/- per annum.
- The candidate is required to provide details of income from all sources of his/her family members for the last financial year [2022-23]
- The Income certificate should be issued by competent authority not below the rank of Tehsildar or any other authority designated by the State Govt./UT Administration.
- The Candidates are advised to upload all income certificates in single PDF file, while up loading the documents in the application form.

4. Details of Educational Qualification:

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Have you passed	If Yes, give details from drop-down menu, otherwise
GRE/GMAT/TOEFL etc.	select "No"
Have you applied for/got any offer	
of admission from universities	If Yes, give details from drop-down menu, Otherwise
abroad	select "No"
University/Rank	Enter rank from the latest QR world ranking of the university from where you have received offer of admission

	https://www.topuniversities.com/university- rankings/world-university-rankings
University Address	Address of the university where you have already joined/received offer of admission letter
Joining date/Expected joining date	Enter joining date/expected date of joining
Stream	Select stream from the drop-down menu
Subject	Enter the subject which is relevant to Stream

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

For Master Degree Course

Education	University Name and ALSHE Code		Examination Name and Stream		Passing Year	CEPA/ OGPA	Percentage of Marks
Graduation/ Bachelor	University Name	AISHE	Examination No	Stream Name	Sel 🛩	W - Grade Mc	Enter % of

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

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- > 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

Idecation	University Name and A	USHE Code [®]	Examination Name	and Stream	Passing Year	CGPA/ OGPA	Percentage of Marks
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- 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]

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- Enter University name
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- 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, the applicant has to provide the Conversion document (from CGPA/OGPA to equivalent Percentage) as per their respectiveUniversity Norms.]

5. Work Experience Details:

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Whether currently working	If you are currently working, select "Yes" otherwiseselect "No". Note: upload ITR or Form16 if currently working for theyear 2022-23.
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. Details of relatives who have already availed NOS Scholarship:

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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:

No.3 202124-NOS-ANN-00001			Applic	ation Status + Pendi	00
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- Fetching of document from Digi locker: Candidate can fetch the document from the Digilocker by clicking on Option No3. Fetch Documents from Digi Locker for linking.
- It will redirect the applicant to the Digi locker window, then applicant have to sign in and click on "allow" button to get the documents from the Digi-locker.

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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.

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- 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.)

Important links:

Particulars	Links for support
Online application registration	https://overseas.tribal.gov.in/
ST Community name	https://tribal.nic.in/downloads/statistics/AnnualReport/ARE nglish2122.pdf (i) Annexure-5B, page no 190, (ii) Notifications for Scheduling/ De-Schedulingof STs
	https://tribal.nic.in/Clm.aspx
PVTG	https://tribal.nic.in/downloads/statistics/AnnualReport/ARE
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	(iii) Annexure-9A, page no 238,
	 (iv) Notifications for Scheduling/ De-Schedulingof STs <u>https://tribal.nic.in/Clm.aspx</u>
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