# INSTRUCTIONS MANNUAL FOR FILLING ONLINE APPLICATION FOR NATIONAL FELLOWSHIP FOR ST CANDIDATES.

(Academic Year 2021-22)

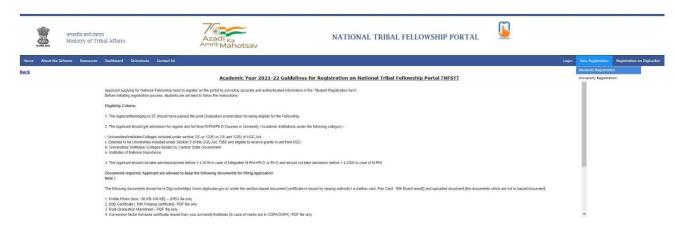
- tis mandatory for all the applicant to register separately on fellowship portal [http://fellowship.tribal.gov.in] and Digi locker portal "[https://digilocker.gov.in]")
- If the applicant already having Digi Locker ID, no need to create another ID in Digi Locker.

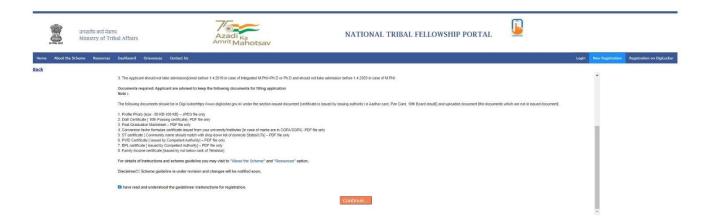
Applicant those who want to apply for Fellowship Scheme kindly read the scheme guidelines, instructions carefully which are available at Documents/Guidelines panel on the below Home page.



# **PART-A**

**Registration Process for fellowship portal**: The Applicant is required to register him/her self in the portal at <a href="http://fellowship.tribal.gov.in">http://fellowship.tribal.gov.in</a> with valid e-mail id and Mobile Number.





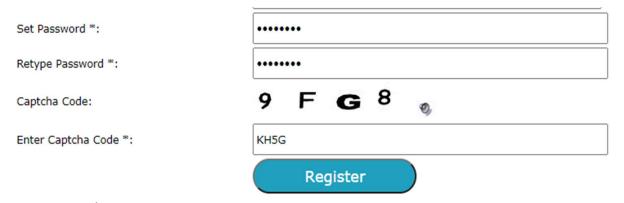
■ After reading all points carefully and put tick mark on " I have read and understood the guidelines/ instructions for registration." And then Click on "Continue" button the registration form will open.

# Applicant's Full Name\*: Mobile Number \*: Alternate Mobile Number (Optional): Date of Birth (dd-mm-yyyy) \*: Email ID\*: Domicile State Name\*:

Applicant's Full Name: Enter Name as mentioned in 10<sup>th</sup> Certificate.

Domicile District Name\*:

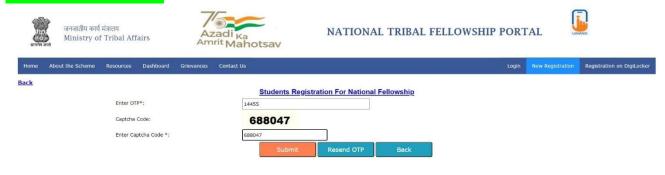
- Mobile Number: Enter valid mobile number. (This mobile number should remain till the completion of the course.)
- Alternate Mobile Number (Optional): Enter any alternate mobile number if any.
- Date of Birth (dd-mm-yyyy) \*: Select Date of Birth in the format (dd-mm-yyyy) as per the 10<sup>th</sup> certificate
- **Email ID:** Enter correct and authenticate mail id (All in Small Letters, E.g.: abc123@gmail.com) . registered mail id is the User ID for login for accessing the portal.
- **Domicile State Name\*:** Select Domicile state from the drop-down box
- Domicile District Name\*: Select Domicile district from the drop-down box



- **Set Password\*:** Set a password which should have minimum eight characters.
- **Retype Password\*:** To confirm the password entered in the previous field, kindly retype the same.

- Enter Captcha Code\*: Enter the Captcha Code Alpha-Numeric which is shown in the box.
- "Register": Applicants are advised to verify the information before clicking on "Register" button.

!!! Applicant will receive OTP message on registered mobile Number and email id mentioned during registration process. Now applicant is required to enter the OTP and Captcha code in the given text box and click at submit button.



Now applicant will get confirmation message as "Your registration completed successfully"



!!! email id of applicant now registered and can be used as the user-id for Login in fellowship and for grievances portal.

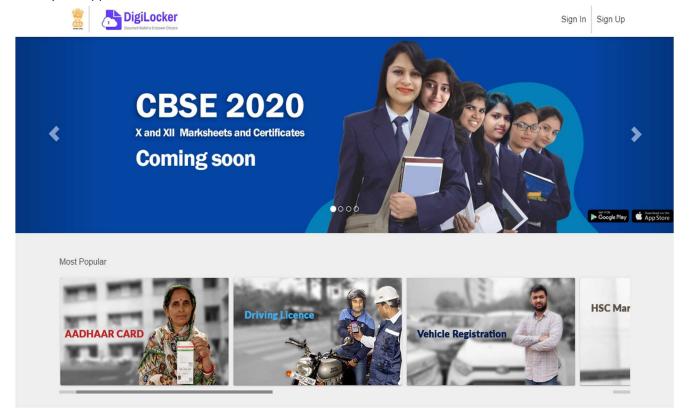
Remember the login and password for all future correspondence.

# **PART-B**

If applicant has already Digi Locker ID, no need to create another ID in Digi Locker. Digi locker registration "PART-B" may be skipped and directly go to "PART-C".

**Registration Process for Digilocker**: The Applicant is required to register him/her self in the Digi locker portal at <a href="http://digilocker.gov.in">http://digilocker.gov.in</a> with valid Aadhar no/ mobile no.

• 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.

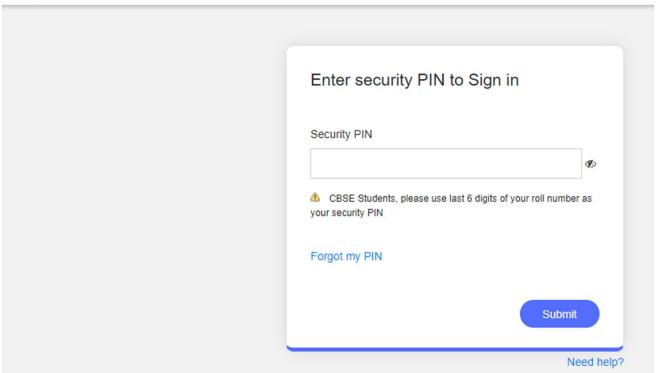


**Process for Sign Up:** By clicking on Sign Up, a window will come where Aadhar number is required to enter and OTP will be received on registered mobile number which is linked to Aadhar.

Enter the 6 digit OTP
UIDAI has sent an OTP to your mobile (******6662) linked with Aadhaar.
Resend OTP
Submit
Can not provide OTP?

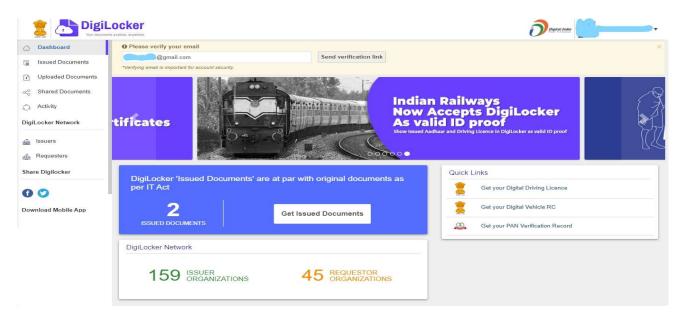
Enter the OTP and click on Submit button.





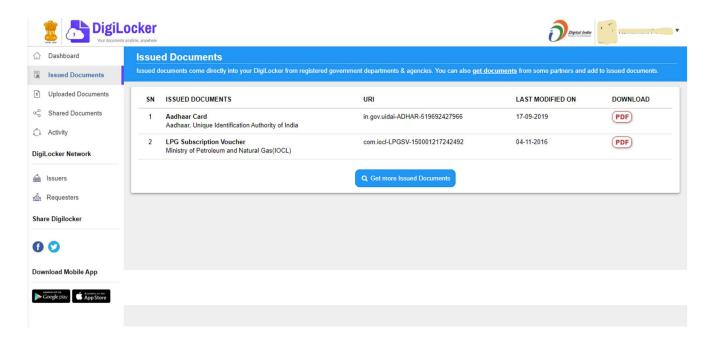
• Now Applicant is required to create a security Pin code (6 digit) and remember it for further use and click on submit button. Then Digi locker account will be opened.

**Please verify email:** Kindly enter mail id shown in the below image. Then applicant will get an OTP on mail Id. After entering the received OTP in Digi locker account, account will be activated.

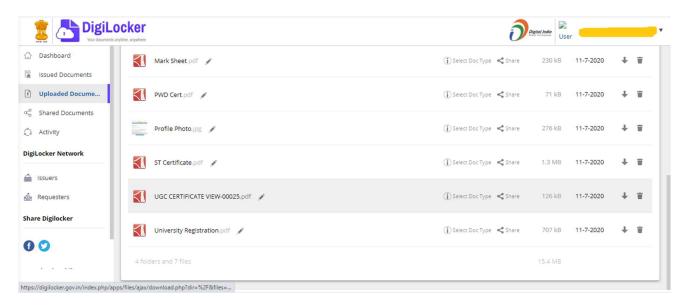


Dash Board: In the dash board of Digi locker there are two columns one is "Issued Documents" and another is "Uploaded Documents".

**Issued Documents:** All issued documents by the government can be seen i.e Pan Card, Aadhar Card, ST Certificate etc., And also can fetch by clicking on **"GET MORE ISSUED DOCUMENTS"** which are issued by competent authority.



**Uploaded Documents:** If any document is not fetching automatically, kindly upload at the section uploaded document at Digi locker. Make sure all the needed important documents are in the Digi locker either in Issued or uploaded documents.



## **PART-C**

**Fellowship Application Form:** The Applicant is required to fill the application with necessary information with required documents and also required to submit the application within prescribed time without final Submission of application will not be counted as a valid application for the next process.





**LOG In Screen:** Please enter email Id and password (already created by the applicant during the registration process.) and enter valid captcha code.

Read all related important instruction points carefully and click on "Proceed" button.

Application form will be displayed to fill information.

And kindly click on "Save & Next" button time to time which is at the bottom of this application page for saving the entered information during filling the application form and "Save & Next" for the next tab.





#### NATIONAL TRIBAL FELLOWSHIP PORTAL



Welcome : qwe@gmail.com Logout



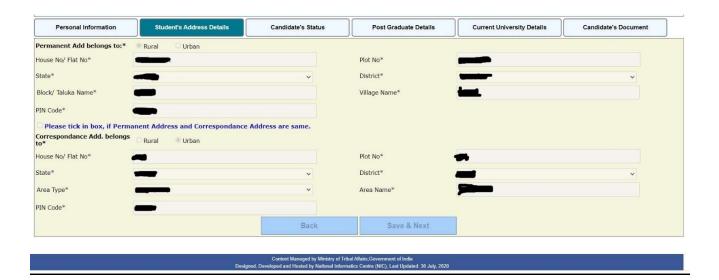
Click on **Apply/View NFS Application:2021-22** to fill -up this year's application.

#### 1. Personal Information:



- Full Name : (Pre-filled)
- **Gender:** Select gender from the drop-down list [Male/Female/Transgender]
- Mother's Name: Enter full name of Mother as mentioned in any of valid certificate
- Father/Guardian's Name: Enter full name of Father/Guardian's as mentioned in any of valid certificate
- Date of Birth (Pre-filled)
- Mobile Number (Pre-filled): Mobile number should be linked with Aadhar Number
- Email ID (Pre-filled)
- Domicile State (Pre-filled)
- Aadhar Number (Please enter valid Aadhar Number)
- **ST Certificate Issuing State:** Please select the State from where Community Certificate is issued from the drop down list .
- **Tribe/Community Name:** Please select the Tribe/Community name from the drop-down list. (As per ST Certificate), NON-ST Candidate are not eligible for this scheme.
- Religion: Please select the religion from the drop-down list.

#### 2. Student's Address Details:



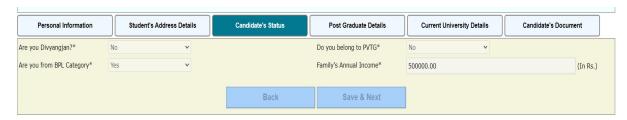
#### **Permanent Address: -**

- House No/Flat No/Plot No: Fill H.No/Flat No/Plot No./House name..etc.
- State: Select the state from the drop-down list
- District: Select the District Name from the drop-down list
- Block/Taluka Name: Enter block/Taluka name.
- **Pin Code:** Write the six-digit valid Pin Code

**Correspondence Address:** - [Note: In case the Permanent address and correspondence address are same, kindly "tick" in the box, if provide the details]

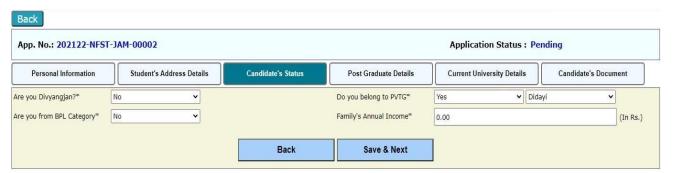
- House No/Flat No/Plot No: Fill H.No/Flat No/Plot No./House name..etc.
- State: Select the state from the drop-down list
- **District:** Select the District Name from the drop-down list
- Block/Taluka Name: Enter block/Taluka name.
- Pin Code: Write the six digit valid Pin Code

#### 3. Candidate's Status:



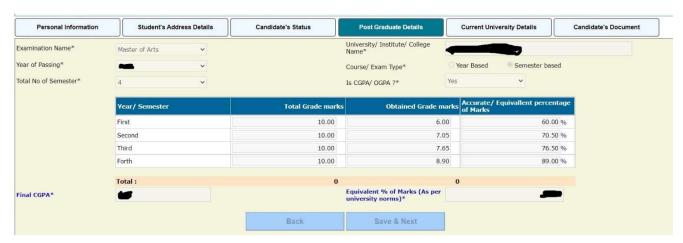
Are you a Divyangjan: If the applicant is a Divyangjan (Person with Disabilities) then select the

- option as "Yes" if not then kindly Select the option as "NO".
- **Do you Belong to "PVTG":** If you are belongs to PVTG Category please select "YES" and select the PVTG Name you may check the state wise PVTG list available under "Recourses" in Fellowship portal. If you are not under in PVTG category please select as No.
- Are you from BPL Category: If applicant comes under below poverty line category, select the option as "YES" if not then select option as "NO". Kindly ensure the BPL certificate should be in the name of Applicant or name of the Parents. The certificate should be issued by the competent authority and valid as per State/National norms.



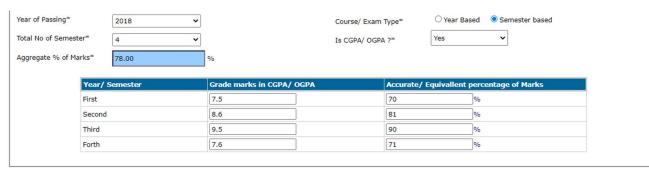
• Family's annual Income: Please enter total family's income.

## 4. Post Graduate Details:



- Examination Name: Select the name of the examination passed from the drop-down list.
  - If examination name is not there in the drop-down menu, please select other and enter name of the Post graduate exam.
- University/Institute/ College Name: Fill the College/University name where applicant has completed post-Graduation Examination.
- Year of Passing: Select the year of passing from the drop-down list.
- Course /Exam Type: Select the Option for Examination Type "Year Based" / Semester Based.
- **Total Number of years/Semesters:** Enter the total number years/semesters for Post-graduation examination. [i.e 2 years or 6 semesters]
- Is CGPA/OGPA?: Select as "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 as "NO".



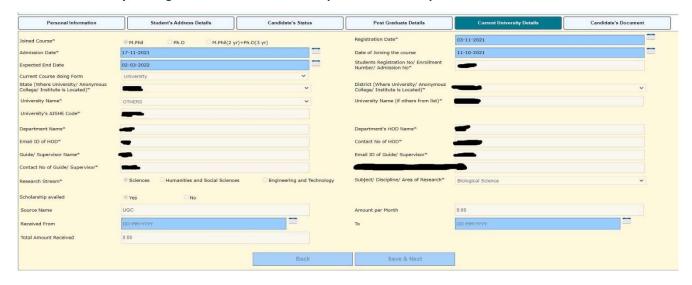
 Aggregate % of Marks: If the marks of the applicant is not in CGPA/OGPA then aggregated percentage of marks will be calculated automatically based on the marks entered Year wise/Semester wise.

if the marks in CGPA/OGPA then applicant has to provide all details like maximum SGPA grade, Obtained grade and actual percentage as per the University/Institute /College norms in each semester/year separately and the total CGPA and aggregate percentage of the whole course completed by the applicant.

(E.g. If applicant has entered total no of semester is "4" and entered the percentages below as are in 1st Sem: 82%,  $2^{nd}$  Sem: 75%, In  $3^{rd}$  Sem: 65%, in  $4^{th}$  Sem: 87.6% then the aggregate percentage will be: (82+75+65+87.6)/4 = 77.4%)

[NOTE: The CGPA/OGPA points should be converted as per the University Norms where Applicant completed his/her PG course, please enter correct percentage marks otherwise application will be rejected due to wrong entry of marks]

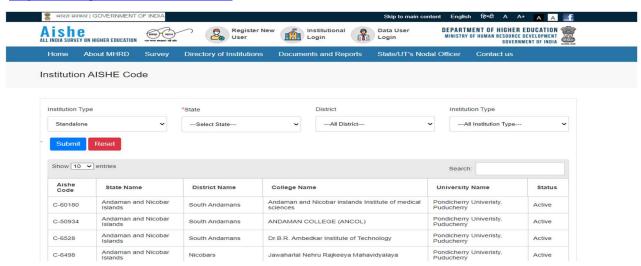
5. Current University, College Course with Stream, Department and Supervisors Details:



- Joined Course: Please select the course [M.Phil. / Ph.D. / M.Phil. (2 year) + Ph.D. (3 year)]
- Registration Date: Select registration date from the calendar.
- Admission Date: Select Admission date from the calendar.
- Joining Date (If any): Please Select joining date from the calendar if applicant has already joined in the University.

- End Date: Select the end date of the course from the calendar.
- Applicant's Registration No.: Enter the University Registration Number which has been allotted by university.
- State (Where university is Located): select the state where university is located from the dropdown box.
- District (Where university is Located): select the district where university is located from the dropdown box.
- University Name: Please select University name from the drop-down list, if university name is not in the list, please select "Other" option and write the correct name of the University in full. Please do not use abbreviations.
- University's AISHE code: Please enter University AISHE code [By checking and confirming AISHE code from the website link at "http://aishe.gov.in/aishe/aisheCode" if the aishe code not found from the link provided then please confirm from the university.
- College Name: If Applicant studying in any college, they must write their college name which is
  affiliated to the university as per category. Must write full name of the college. If the student
  studying in the University campus then he/she will mention the University Name.
- College Aishe Code: Enter the AISHE code by finding from the below link :-





- College/University included under: select the category of college from the drop-down list by searching it from the link mentioned in the form (View List). If University /institute name is not found in the list Kindly confirm it from the University's /Institute's concerned person.
  - Universities/institutions/Colleges included under section 2 (f) / 12(B) or 2(f) and 12(B) of UGC Act.
  - Deemed to be Universities included under Section 3 of the UGC Act, 1956 and eligible to receive grants-in-aid from UGC.
  - Universities/ Institutions/ Colleges funded by Central/ State Government
  - Institutes of National importance.

Name and address of the college	Status	Year of Estb.	Nature of Affiliation	Teaching Upto	Govt or Non Govt	Aided or Unaided
A.B.M. Degree College Ongole District Prakasam Andhra Pradesh	2(f) and 12(B)	1981	Permanent	Bachelor's	Non Government	
A.G.K.M. College Sattenapalli District Guntur - 522 403 Andhra Pradesh	2(f) and 12(B)	1978	Permanent	Bachelor's	Non Government	
A.J. College of Education	2(f) and 12(B)	1967	Permanent	Bachelor's	Non Government	

- Department Name: Write Department name. (E.g. Physics, Chemistry, History, Biology, Mathematics Etc.)
- Department's HOD Name: Write the name of the HOD of department where the applicant is doing research.
- E-mail ID of HOD: Write the e-mail id of HOD [all in small letters]
- Contact No. of HOD: Write the contact no. of HOD
- Supervisor/Guide Name: Write the Supervisor name
- E-mail ID of Supervisor/Guide: Write the e-mail id of Supervisor [all in small letters]
- Contact No. of Supervisor/Guider: Write the contact no. of Supervisor
- No. of Applicant under Supervisor/Guide: Enter the total number of applicants doing research under Guide/Supervisor. The no of students doing research work under the guidance of Supervisor/Guide should follow the UGC norms and conditions.
- Research Stream: select one of the options from Sciences/Humanities & Social Sciences/ Engineering & Technology.
- Area of Research: Select the research area from the drop-down list.
- Title/Topic of research: write the title / research topic
- Description: write the description on Research in 500 characters only.
- **Scholarship availed**: If the Applicant availed any scholarship from other sources for the same course which he/she is currently applying than select the option as "**Yes**", if the applicant not availed any scholarships from any other sources, then applicant should select the option as "**No**".



- **Source Name:** Write the source scholarship from where the applicant is availing (E.g.- Non NET, University Scholarship, State Scholarship. Etc.)
- Amount Per Month: Enter monthly availed amount.

- "Received From To Date": select the date for availing scholarship from and to both.
- Total Amount Taken: Enter the total amount have availed from other source

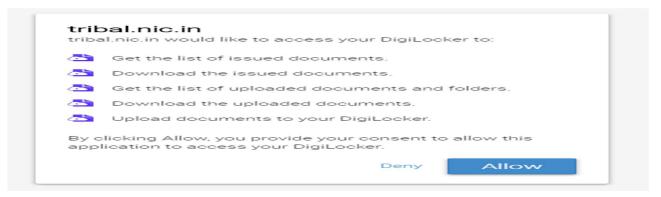
#### 6. Candidate's Documents:

• For that the applicant must have a Digi Locker Account, If the Applicant doesn't have Digi locker ID then Kindly create the Digi locker Account. The procedure is in the Part-B of this instruction manual.

(OR)

- Kindly go to this Link: "<a href="https://digilocker.gov.in/assets/img/DigiLocker-User-Manual.pdf">https://digilocker.gov.in/assets/img/DigiLocker-User-Manual.pdf</a>"
- If the applicant has the Digi locker account then please follow the below process: -

When the applicant click on Fetch Documents from Digi Locker for linking the digi locker window will open, kindly provide the necessary information to login in the Digilocker.



click on "allow" button to get the Digi locker access



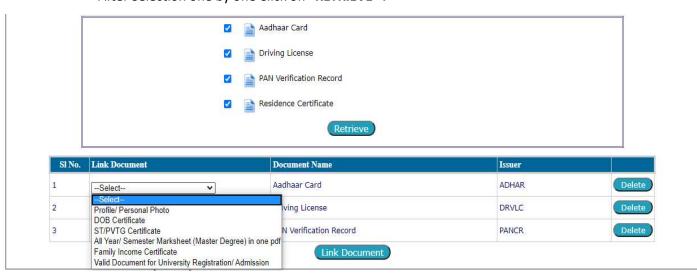
• Retrive Issued Documents (From Digilocker): Click for those documents which is issued by the Government Authority like Aadhar,ST Certificate, Residance Certificate, etc.



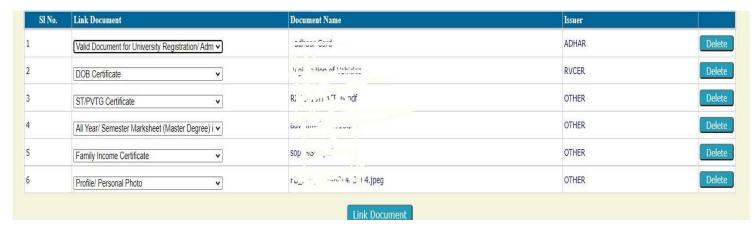
• Retrive Other Documents (from Digilocker): Click for those documents which is uploaded by the applicant in Digilocker.



After Selection one by one Click on "RETRIEVE".



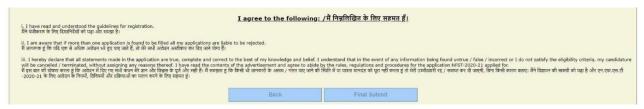
• Select: Kindly "select" one by one by seeing the related documents the "Link document" and "Document Name".



• Link Documents: After selecting the related documents against the required documents now you can click on "Link Document" so that necessary documents get selected and saved in the application form.



- Required documents:
  - 1. Profile Photo (between not under 20KB which only can be only in jpeg. /jpg. Format)
  - 2. **DOB Certificate** (Matriculation Certificate Can be used as DOB Certificate)
  - 3. Scheduled Tribe / PVTG Certificate.
  - 4. Family Income Certificate (Recent)(Optional)
  - 5. **BPL Certificate** (If opted for it / "Father/Mother's acceptable should not be the Grand parents' BPL Certificate)
  - 6. **Divayngjan/Person with Disabilities Certificate** (If applicable)
  - 7. **All Semester Marksheets in One PDF File** (Where Percentage/CGPA/OGPA can be clearly identified)
  - 8. **Conversion Factor Formula:** In Case of CGPA/OGPA to Percentage the relevant document should be uploaded where the equivalent percentage has mentioned [ex: in the backside of the marksheet or cane be obtained letter from the College/Institute/University where the equivalent percentage is to be mentioned in the letter].
- 7. Declaration by the Applicant: Read declaration part carefully and submit the application.



. Declaration By The Applicant/ आवेदक द्वारा घोषणा-

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

i. I have read and understood the guidelines for registration. मैंने पंजीकरण के लिए दिशानिर्देशों को पढ़ा और समझा है।

ii. I am aware that if more than one application is found to be filled all my applications are liable to be rejected. मैं जागरूक हूं कि यदि एक से अधिक आवेदन भरे हुए पाए जाते हैं, तो मेरे सभी आवेदन अस्वीकार कर दिए जाने योग्य हैं।

iii. 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 I do 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 NFST-2020-21 applied for.

मैं इस बात की घोषणा करता हूं कि आवेदन में दिए गए सभी कथन मेरे ज्ञान और विश्वास के पूर्ण और सही हैं। मैं समझता हूं कि किसी भी जानकारी के असत्य / गलत पाए जाने की स्थिति में या पात्रता मानदंड को पूरा नहीं करता हूं तो मेरी उम्मीदवारी रह / समाप्त कर दी जाएगी, बिना किसी कारण बताए। मैंने विज्ञापन की सामग्री को पढ़ा है और एन.एफ.एस.टी -2020-21 के लिए आवेदन के नियमों, विनेधमों और प्रक्रियाओं का पालन करने के लिए सहमत हूं।

- The option for "Back" is for; go to previous tab.
- Read the declaration table carefully before submitting Application. While submitted the application, it will be automatically considered that the applicant is agreed to the Norms and conditions written in the Declaration column.
- Check Carefully each and every tabs and fields before clicking "FINAL SUBMIT" button. Once submitted the form will not be edited further.