INSTRUCTIONS MANUAL FOR FILLING ONLINEAPPLICATIONFORNATIONALOVERSEASSCHOLARSHIPFORSTCANDIDAT ES

(AcademicYear2023-24)

Pleasereadallinstructionscarefully,beforefillingthe"National OverseasApplicationForm"

- 1. **BasicInstructions**: The Candidate is required to follow the below mentioned in structions.
 - a. ItisnecessarytoregisteratDigilockerforallcandidates.
 - b. Allcandidatesneedto**upload**theirrequireddocumentsfirston**Digilocker**.T heuploaded documents will be used while filling the application form by fetching from theDigilockertofilltheapplicationform.
 - c. All documents should be uploaded in **pdf file** and the **Profile Photo** shouldbein**jpg/.jpeg**format.
 - d. In case of any problem while filling the application form in **GoogleChromeoranyotherbrowser**,it isadvisedto**use internetexplorer**.Incaseanyissue/errorininternetexploreraswell,itisadv isedto**clearbrowserhistory/cache**andtryagain.
- 2. Beforeinitiatingregistrationprocess, Candidates are advised to keep following legib ledocuments ready in pdffile, except Profile Photo, which should be in jpg/jpeg

Sl.	Nameofthedoc	Validdocumentrequired
No.	ument	
1.	ProfilePhoto	Passportsizephoto:[50KBto100KB]onlyJPEG/JPG
2.	DOBCertificate	10thBoardCertificate whereDOB ismentioned/ 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 result of the rank of the ra
		pectiveState/UT.
		For PVTG list, refer the below link:
		https://tribal.nic.in/downloads/statistics/AnnualReport/AREnglis
		<u>h2122.pdf</u>
		Annexure-9A,pageno238,andNotificationsforScheduling/De-
		SchedulingofSTs https://tribal.nic.in/Clm.aspx
		Note:Incaseofanydiscrepanciesinthespellingofthecommunityin the above
		list,theconcernedoriginalNotificationwillbe final.

4.	STCertificate	pectiveState/UT. For ST list, refer the links: https://tribal. f Annexure-5B, in Notifications for Scheduling of State of Note: Incase of any	vtherankof Tehsildar, or any o	/AnnualReporl lm.aspx ofthecommun	rt/AREnglish2122.pd
5.	IncomeCertificat e	issued by the comp		the	comefromallsources financialyear2022- ne guidelines)
6.	TaxAssessment	(ITR/Form16) (AssessmentYe	ifapplicable for Financia ear2023-24)	al Year 2022	-23
7.	MarksSheet	Master Degree	Graduation [all years/sen withconsolidatedgradeshe		heet
		Ph.D.	Master degree [allyears/semester nsolidatedgradesheet] M.Phil.marksheet is not all		[in case of CGPA/OGPA/FGPA]
		Post- doctoral	Master degree [allyears/semester nsolidated grade sheetandPh.D.awardedcer M.Phil. marksheet is not all	tificate]	

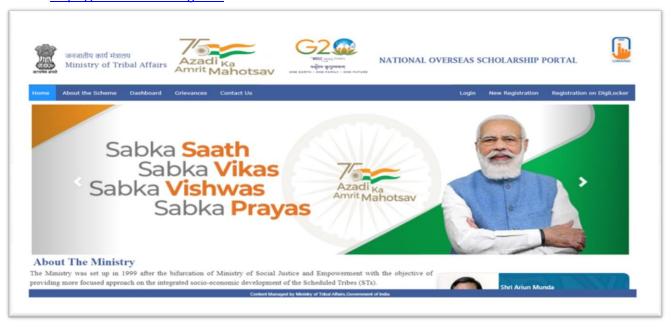
***** Therearethreestages forfillingapplicationofNationalOverseasScholarshipforSTCandidates:

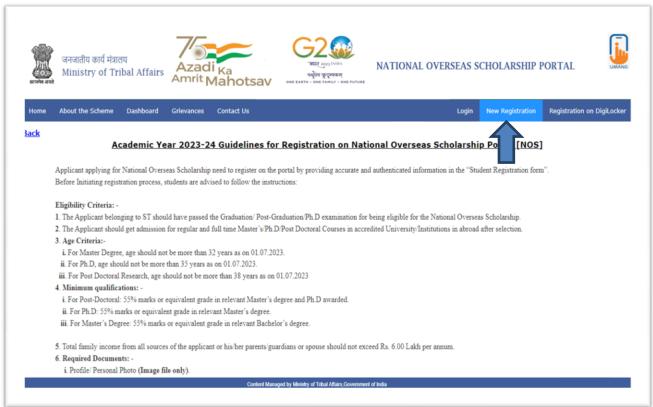
- $\bullet \quad Step-I. Registration Process in National Overseas Portal.\\$
- **Step-II.Registration ProcessinDigilockerPortal**(Onlyforthosecandidateswhodon'thaveDigilockerAccount.)
- Step-III.FillingApplicationForm

Note: ItismandatoryforallthecandidatestoregisterseparatelyonNational OverseasScholarship portal at https://overseas.tribal.gov.in/ as well as on Digilockerportal at https://digilocker.gov.in/

<u>Step-I.RegistrationProcessinNationalOverseasPortal</u>

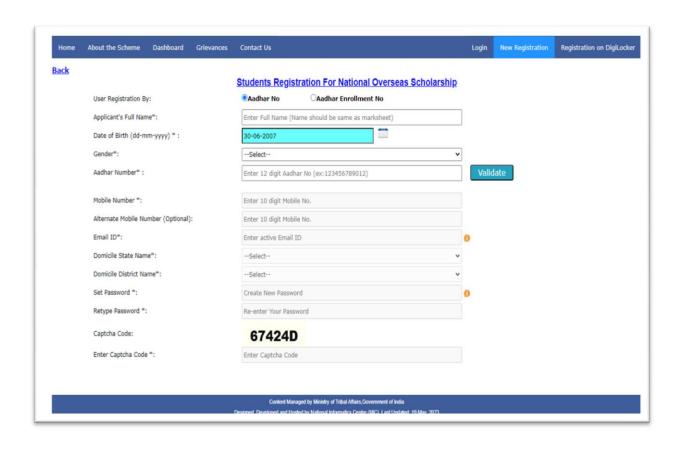
The candidate is required to register him/herself in the portal athttps://overseas.tribal.gov.inwithvalidE-Mail IDand MobileNumber.





AfterclickingonNewRegistration

StudentRegistrationtab, theregistrationformwill open.



User Registration by		Aadhar	no/Aadhar enrollm	nent No:			
out neglection by		Aadhar No: Enter Aadhar No and validate					
		Aadhar enrollment No: if Aadhar number is					
		not ava	ilable, apply Aadh	ar and put Aadhar			
		enrollm	ent no/acknowledg	gement no			
Applicant'sFullName*	:	Enterna	measmentionedin N	Natriculation/10th/S			
			_	change in name,			
				ocument along with			
		10 th Board certificate]					
Date ofBirth*	SelectyourDateofBirthasperthe10 th /matriculationcertificate						
		the date calendar.Itistobenotedthatthe age should be as p					
		given table:					
			Course	Age as on 1 st July 2023			
			Master Degree	32			
			Ph.D	35			
			Post Doctoral	38			
MobileNumber*	:	: Entervalidmobilenumber. (This mobile numbers hould be					
		activethroughoutthe selectionprocess)					
AlternateMobileNumber(O ptional)	:	Enteranyalternatemobilenumber, ifavailable.					

E-mailId*	:	Enter	your	valid	email	id	(All	in	Small	Letters,
		E.g.:ab	c123@	gmail.co	<u>om</u>)Your	ema	ilwillb	eyou	ırUserID	for login.

DomicileState*	:	Select Domicilestate[mentionedin ST/PVTGcertificate] fromthedropdownboxavailable.
DomicileDistrict*	:	Select Domicile district from the drop down box available.



SetPassword*	:	Createapasswordwhichshouldhaveminimum8character s.
RetypePassword*	:	Retypethepasswordsameasabove.
EnterCaptchaCode*	:	EntertheCaptchacode.

"Register"	:	Afterfillingstudentregistrationform,applicantsareadvise dtoverifytheinformationbeforeclickingon"Register"butt on.OnceRegistration process is completed, the basic information can't bechanged.i.ename,DOB,emailid,mobile,domicileState and district
		anddistrict

!!!Afterclicking**registerbutton,**YouwillreceiveanOTPonyourmobileandemailidmentionedduring registrationprocess. Nowyouarerequiredto enterthe same OTPinthetextboxandalso clicksubmitbutton

IfincaseOTPisnot received, kindly clickontheresendOTPbutton.



 Theapplicantwillgetconfirmationmessageas "Yourregistrationcompletedsuccessfully" aft erenteringcorrectOTPandsubmitting.

!!!Remember yourloginandpasswordforallfuturecorrespondence.

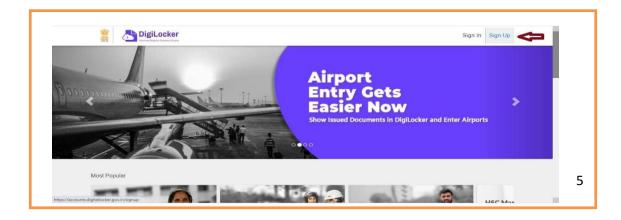


<u>Step – II Registration Process for Digi locker(Onlyforthosewhodon'thaveDigi lockerID)</u>



TheapplicantwhoseaccountisnotonDigiLockerwillhavetoregisterhis/hernewaccountbyclickingonthe "RegisteronDigiLocker" button.

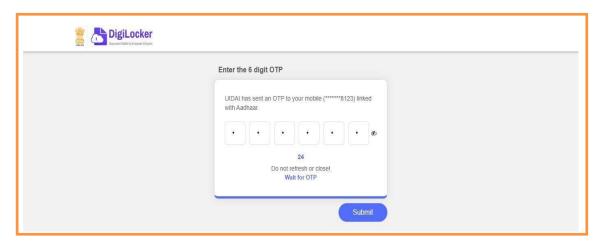
!!!No needtocreate anotheraccount,if youhavealready registeredonDigilocker. Youmayusethe same account ID for login and Upload /retrieve the required documents from Digi locker. ThedocumentsavailableonDigilockerwillbedirectlyfetchedandneednotbeuploadedag ain.OnlythosedocumentswhicharenotavailableinDigilockerarerequiredtobeuploaded by the applicant.

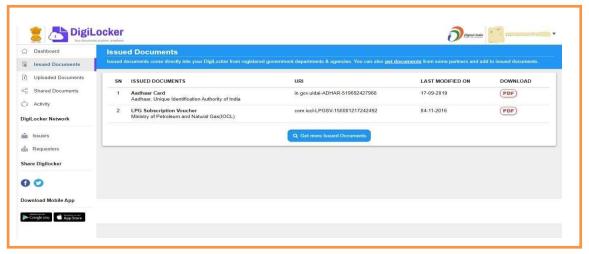


 ProcessforSignUp:ByclickingonSignUpbutton,wheretheapplicantwillbeasked toenterAadhar numberandclickonNext button.

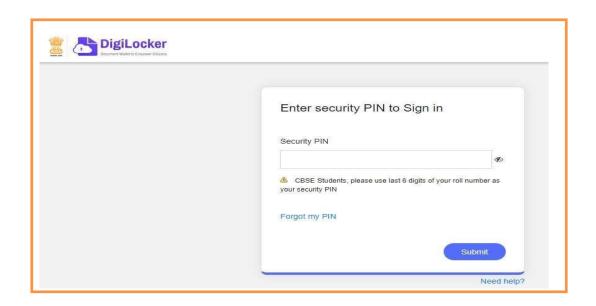


EntertheOTPreceivedonmobilenumberandclickonSubmitbutton.





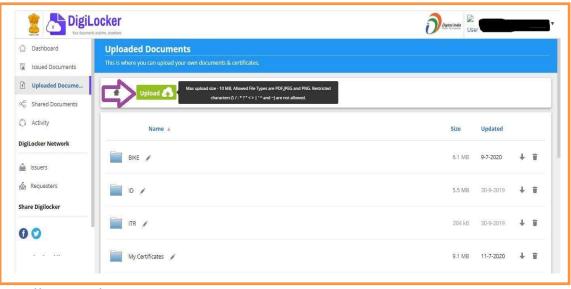
• NowyouhavetocreateasecurityPincode(6digit)byyourselfandrememberitforfurtherusean dclickonsubmitbutton.ThenyourDigilockeraccountwillopen.



Please verify your email: Kindly enter your mail id shown in the below image and click on "SendVerificationbutton". YouwillreceiveOTPonyourregisteredemail. AfterenteringOTPyourDigilockeraccountwill beactivated.

 $In the {\it dashboard} of Digilocker the rearetwo columns on eis {\it `lssuedDocuments} (Verified by Government or competent authority) {\it 'and another is' UploadedDocuments} (self-uploaded) {\it ''.}$

➤ HowtoUploadtheDocumentsonDigiLocker:IfanyrelateddocumentisnotunderIssueddocuments,upload allthe requireddocumentat"Uploadeddocuments"section.



Step-III FillingApplicationForm:

Thecandidateisrequiredtofilltheapplicationformwithallnecessaryinformationanddo

cuments.

LogInScreen:EnteryouremailId,passwordandvalidcaptchacode.



Aftersuccessfullogin, Application for mwill be displayed to fill information.

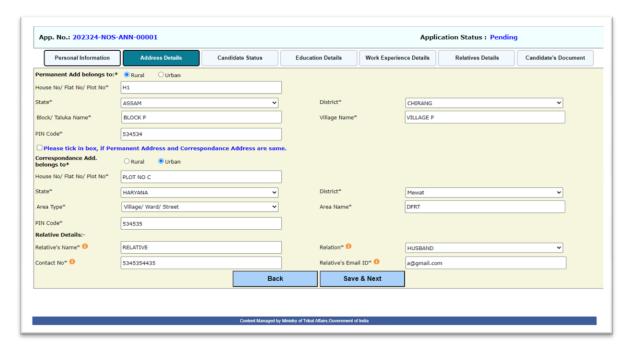
1. PersonalInformation:



FullName	:	Pre-filled
Mother's Name	:	Enter Mother's name asper 10 th board certificate.
Father/Guardian'sName	:	EnterFather/Guardian's name asper 10 th board certificate.
Gender		Selectthe Gender from thedrop-downmenu
		(Male/Female/Others).

DateofBirth		Dro filled
Dateoibirth	•	Pre-filled
Mobilenumber	:	Pre-filled
Emailid	:	Pre-filled
DomicileState	:	Pre-filled
Orphan	:	In case of orphan, tick the check box
ST certificate issuing State	:	Enter name of the State, where the certificate has been
		issued
Religion	:	Selectthe religionfromthedrop-down menu.
Tribe/CommunityName	:	SelecttheTribe/Communitynamefromthedrop-
		downmenu.
Do you Belong to PVTG	:	Click "Yes", if you come under PVTG category.
		[Community name should match with PVTG community
		list).

2. Candidate's Address:



PermanentAddress: -

Rural/Urban	:	Click Rural/Urban based on the permanent
		address
HouseNo/FlatNo/PlotNo	:	EnterHouseNo/FlatNo/PlotNo etc.
State	:	Selectthestatefromdropdownmenu.
District	:	Selectthedistrictfromdropdownmenu.
PinCode	:	Writethe6 digitvalidPinCode

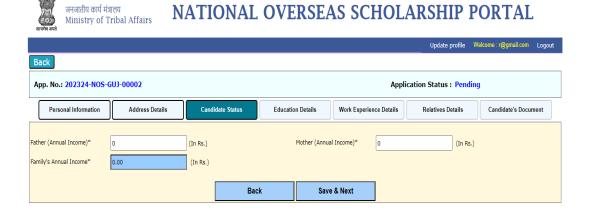
address are the same, "tick" in the check box]

HouseNo/FlatNo/Plot No	:	Entercorrectaddress
State	••	Selectthestatefromdropdownmenu.
District	:	Selectthedistrictfromdropdownmenu.
PinCode	:	Writethe6 digitvalidPinCode



Relative's Name	:	EnterRelative's Name	
Relation	:	SelecttheRelationshipwithrelativefromdropdownmen	
		u.	
ContactNo.	:	EnterRelative's Contact Number	
Relative's Email ID	:	EnterRelative's valid Email ID	

3. Candidate'sStatus:

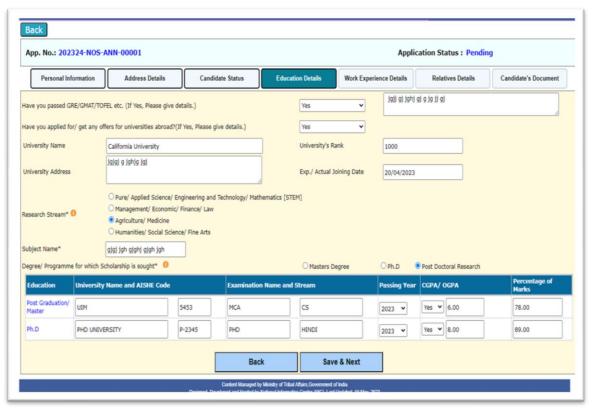


Father (AnnualIncome) Enteryourfather's annualincomeduring 2022-23, if any	
Mother (AnnualIncome)	Enteryourmother's annual incomes during 2022-23, if any
Family's Annual Income	Automaticallycalculatedbasedonaboveinformation

Note:

- 1. The Total family's income from all sources of his/her parents/guardians or spouseshould not exceed Rs. 6,00,000/- per annum.
- 2. The candidate is required to provide details of income from all sources of his/her family members for the last financial year [2022-23]
- 3. TheIncomecertificateshouldbeissuedby competentauthoritynot belowtherank of Tehsildar or any other authority designated by the State Govt./UT Administration.
- The
 CandidatesareadvisedtouploadallincomecertificatesinsinglePDFfile, whileuploadingthedocuments intheapplication form.

4. Details of Educational Qualification:



Have you passed GRE/GMAT/TOEFLetc.	If Yes, givedetails from drop-downmenu,otherwiseselect"No"		
Haveyouappliedfor/gotany offer			
of admission fromuniversitiesabroad	If Yes, give details from drop-down menu, Otherwise 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		

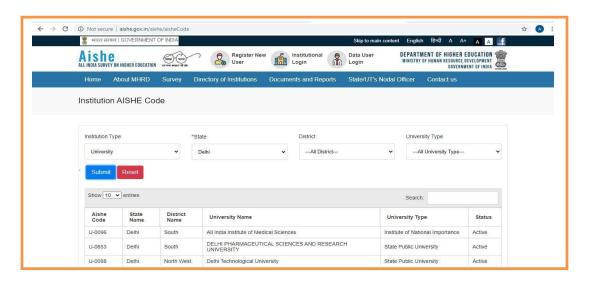
University Address	Address of the university where you have already joined/received offer of admission letter	
Joining date/Expected joining date Enter joining date/expected date of joining		
Stream	Select stream from the drop-down menu	
Subject	Enter the subject which is relevant to Stream	

Degree/Programme for which Scholarship: The scholarship is provided for Master's Degree, Ph.DandPost-DoctoralResearch. Therelevantcourseneed tobeselectedbythecandidate.

ForMasterDegreeCourse



- EnterUniversityname
- EntertheUniversityAISHEcode[referhttp://aishe.gov.in/aishe/aisheCode]



- > Enternameoftheexaminationandstreamdetails
- > Selecttheyearofpassingfromdropdownmenu

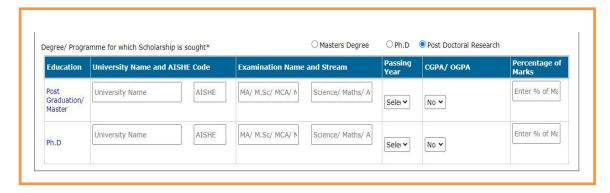
- CGPA/OGPA:Select"YES"ifGraduationdegreemarkingsystemisbasedonCGPA(CumulativeGradePointAverage)orbasedonOPGA(OverallGradePointAverage).Other wiseselect"NO".
- > Enterthetotalpercentageofmarks[orenterequivalentpercentageincaseofCGPA/OGPA]

ForPh.DCourse



- EnterUniversityname
- EntertheUniversityAISHEcode[referhttp://aishe.gov.in/aishe/aisheCode]
- Enternameoftheexaminationandstreamdetails
- > Selecttheyearofpassingfromdropdownmenu
- ➤ CGPA/OGPA: Select "YES" if Post Graduation degree marking system is based on CGPA(CumulativeGradePointAverage)orbasedonOPGA(OverallGradePointAverage).Otherwiseselect"NO".
- > Enterthetotalpercentageofmarks[orenterequivalentpercentageincaseofCGPA/OGPA]

For Post-DoctoralResearchCourse



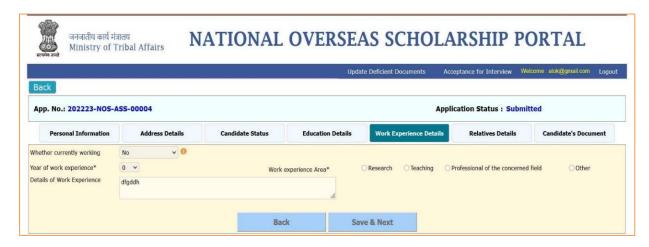
- EnterUniversityname
- EntertheUniversityAlSHEcode[referhttp://aishe.gov.in/aishe/aisheCode]
- Enternameoftheexaminationandstreamdetails
- Selecttheyearofpassing fromdropdownmenu
- ➤ CGPA/OGPA: Select as "YES" if Post Graduation//Ph.D degree marking system is based

 $on CGPA (Cumulative Grade Point Average) or based on OPGA (Overall Grade Point Average). Otherwise select as {\bf "NO"}.\\$

Enterthetotalpercentageofmarks[orenterequivalentpercentageincaseofCGPA/OGPA]

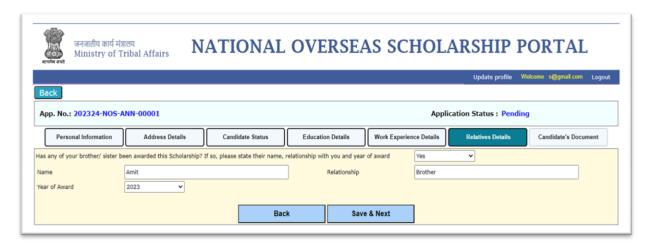
[NOTE: If the applicant's grading system is in CGPA/OGPA, the applicant has to provide the Conversion document (from CGPA/OGPA to equivalent Percentage) as per their respectiveUniversityNorms.]

5. WorkExperienceDetails:



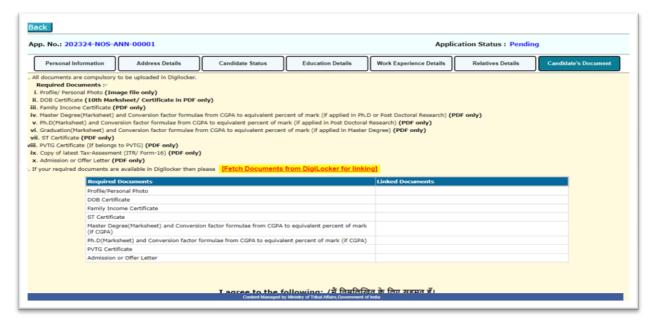
Whethercurrentlyworking	Ifyouarecurrentlyworking,select"Yes"otherwiseselect"No ". Note: upload ITR or Form16 if currently working for theyear2022-23.
Yearof workexperience	Select No.ofyearsofexperiencefromdropdown menu
WorkexperienceArea	Selectworkexperienceareafromthegivenoptions
Detailsofworkexperience	Pleaseprovideexperiencedetailsinbrief

6. Details of relatives who have already availed NOS Scholarship:

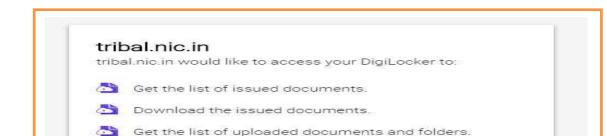


Note#IfanyrelativebeenawardedtheNOSScholarshipearlierforST,kindly providetherequiredinformation.

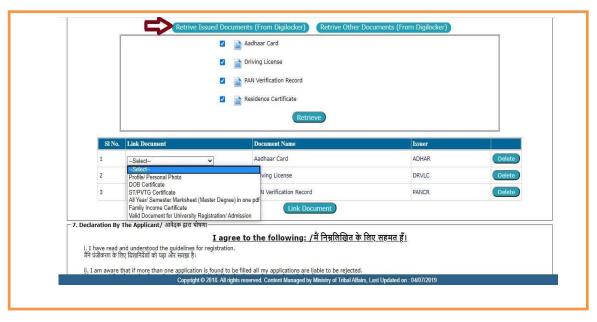
7. Candidate's Documents:



- FetchingofdocumentfromDigi
 locker:CandidatecanfetchthedocumentfromtheDigilockerbyclickingonOptionNo3.FetchDocument sfromDigiLockerforlinking.
- Itwillredirectthe applicanttotheDigi lockerwindow,thenapplicanthavetosigninand clickon"allow" buttontogetthedocumentsfromtheDigi-locker.



- Afterclickonallow button,applicantwillgetthe accessforthe sectionof"IssuedDocuments" and "Uploadeddocuments" on theapplicationform.
- To"Retrieveissueddocument"applicantneedsto clickonRetrievebutton.

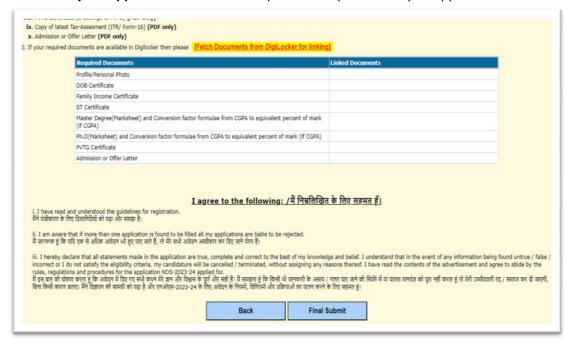


• Retrieve Other Documents: By clicking on "Retrieve other documents" you will get thosedocuments which have been uploaded by you in DigiLocker.

	Profile Personal Pos Certificate. Pos Certificate. Pos Certificate.	Harksheet) and Conversion factor for odf Photojigs oud undif sx Assessment (ITR Form 16) Lodf		
SI No.	Link Document Docum	ment Name	Issuer	
1		y Income Certificate.pdf	OTHER	Delete
2	Select- Profile/Personal Photo	ion factor fonpdf	OTHER	Delet
3	DOB Certificate Family Income Certificate ST Certificate ST Certificate		OTHER	Delet
4			OTHER	Delet
5			OTHER	Delet
6	-Select- ✓ Copy	of latest Tax Assessment (ITR Form 16) .pdf	OTHER	Delet
7	-Select- ✓ ST Ce	rtificate.pdf	OTHER	Delete
read and ur रण के लिए दिश	Applicant / आदेवक द्वारा घोषणा	Link Document he following: /मैं निम्निखित के लिए सहमत हूँ।		

LinkDocument:ApplicantisrequiredtoLinkalltherelevantdocumentsontheirrespectivePlace.

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 Normand conditions written in the Declaration Section.
- Theapplicantneeds toclick"Save As Draft"button wheneverrequired

toresumetheapplication form in editmode.

Clickon"Submit" button forfinalsubmissionoftheApplication. (Anyinformation cannotbe updated/edited, ifapplicationsubmittedsuccessfully.)

Important links:

Particulars	Links for support		
Online application	https://overseas.tribal.gov.in/		
registration			
ST Community	https://tribal.nic.in/downloads/statistics/AnnualReport/ARE		
name	nglish2122.pdf		
	(i) Annexure-5B,pageno190,		
	(ii) NotificationsforScheduling/De-SchedulingofSTs		
	https://tribal.nic.in/Clm.aspx		
PVTG	https://tribal.nic.in/downloads/statistics/AnnualReport/ARE		
Community	ngli sh2122.pdf		
name			
	(iii) Annexure-9A,pageno238,		
	(iv) NotificationsforScheduling/De-SchedulingofSTs		
	https://tribal.nic.in/Clm.aspx		
AISHE code	https://aishe.gov.in/aishe/aisheCode		
Digi locker	https://www.digilocker.gov.in/		
Students'	https://tribal.nic.in/Grievance/GrievanceLogin.aspx		
query/grievances			
Land Phone	011-23345770		
mail id	fellowship-tribal@nic.in		