INSTRUCTIONS MANUAL FOR FILLING ONLINE APPLICATION FOR NATIONAL OVERSEAS SCHOLARSHIP FOR ST CANDIDATES

(Academic Year 2025-26)

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

- 1. **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**. Theuploaded 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 Microsoft edge. 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, except Profile Photo, which should be in jpg/jpeg

Sl. No.	Name of the document	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/Birth Certificate, No certificate other than 10 th Board marksheet/Certificate or Birth Certificate will be considered.
3.		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/AREnglish2324. pdf Annexure-9A, page no 238, and Notifications for Scheduling/ De-Schedulingof 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.

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/AREnglish2324.pd f				
		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	Total family income from all sources issued by the competent authori				
	Certificate	for the financial year 2024-25 [1 st April'2024 to 31 st March, 2025). RePara 2.2 (iii) of the guidelines)				
6.	Marks Sheet	Master Degree	Graduation [all years/semester marks	Conversion formula sheet		
		Ph.D.	Master degree [all years/semester marks with consolidated grade sheet] M.Phil. marksheet will not be considered for minimum marks criteria.	PA]		
		Post- doctoral	Master degree [all years/semester marks with consolidated grade sheet and Ph.D. awarded certificate] M.Phil. marksheet will not be considered for minimum marks criteria.			

- **❖** 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 have Digi locker Account.)
 - Step-III. Filling Application Form

Note: It is mandatory for all the candidates to register separately on National Overseas Scholarship portal at https://overseas.tribal.gov.in/ as well as on Digi locker portal at 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 'Sign Up' and selecting the checkbox, click the 'Proceed' button to open the student registration form.



User Registration by Applicant's Full Name*		Aadhar no/Aadhar enrollment No: Aadhar No: Enter Aadhar No and validate Aadhar enrollment No: if Aadhar number is not available, apply Aadhar and put Aadhar enrollment no/acknowledgement no Enter name as mentioned in		
		Matriculation/10th/SSCCertificate. [In case of change in name, upload the supporting document along with 10 th Board certificate]		
Date of Birth*		Select your Date of Birth as per the10 th /matriculation certificate from the date calendar. It is to be noted that the Maximum age should be as per given table: Course Age as on 1 st July 2025 Master Degree 32 Ph.D 35 Post Doctoral 38 Research Research		
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.		
E-mail Id*	:	Enter your valid email id (All in Small Letters, E.g.: abc123@gmail.com) Your email will be your User ID for login.		
Domicile State *	:	Select Domicile state [mentioned in ST/PVTG certificate] from the dropdown box available.		
Domicile District *	:	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 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 button

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



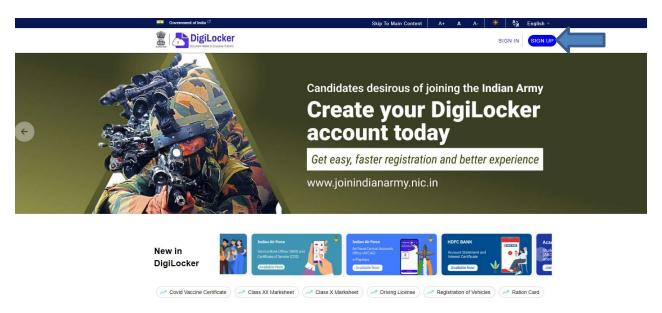
• The applicant will get confirmation message as "Your registration completed successfully" after entering correct OTP and submitting.

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



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

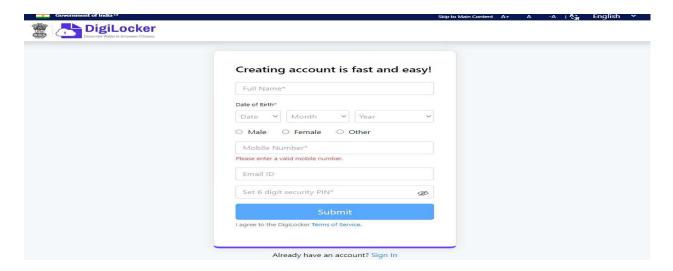
Access digital locker at https://www.digilocker.gov.in/



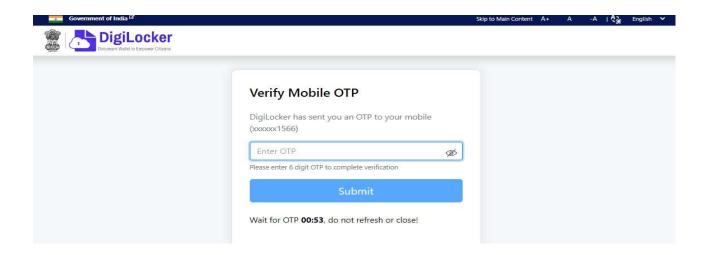
The applicant whose account is not on Digi Locker will have to register his/her new account by clicking on the "Sign Up" button.

!!!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 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.

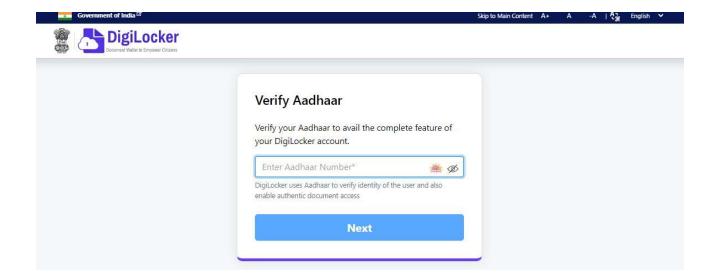
➤ Process for Sign Up: By clicking on Sign Up button, where the applicant will be asked to enter following details (as mentioned in screenshot) then press submit button.



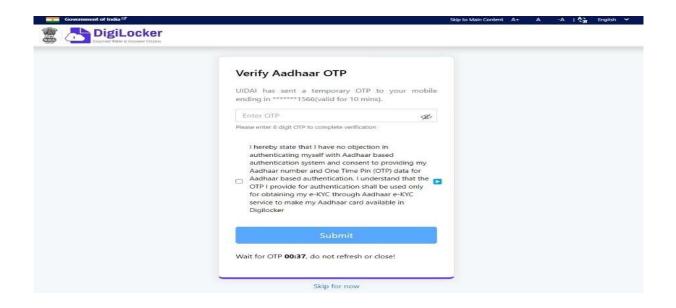
- ➤ Verify Mobile OTP
- ➤ DigiLocker has sent you an OTP to your mobile (xxxxxxxxxx), Please enter 6-digit OTP to complete verification



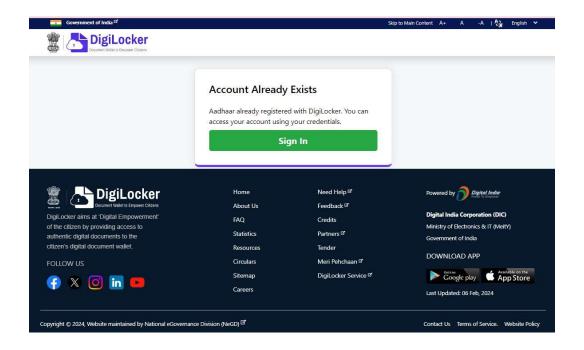
- Verify Aadhar
- ➤ Verify your Aadhar to avail the complete feature of your Digilocker account.
- Enter Aadhar Number and go to Next Button (Digilocker uses Aadhar to verify identity of the user and also enable authentic document access.)



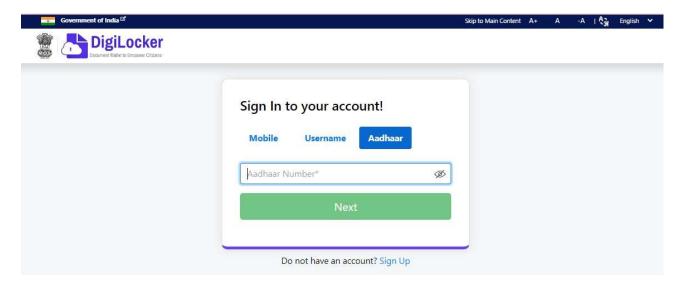
- Verify Aadhar OTP
- ➤ UIDAI has sent a temporary OTP to your mobile (valid for 10 minutes)
- > Enter OTP & tick on check box and press Submit button.



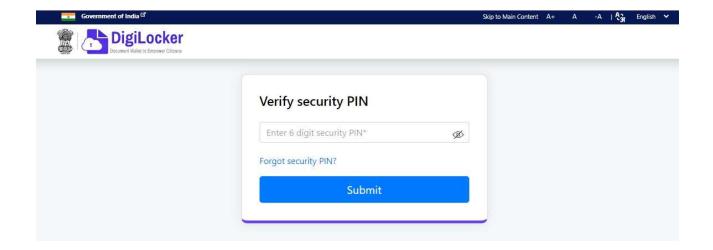
• (A) If you have already registered on digilocker, you will get a message on screen that Account Already Exists (Aadhar already registered with Digilocker. You can access your account using your credentials).



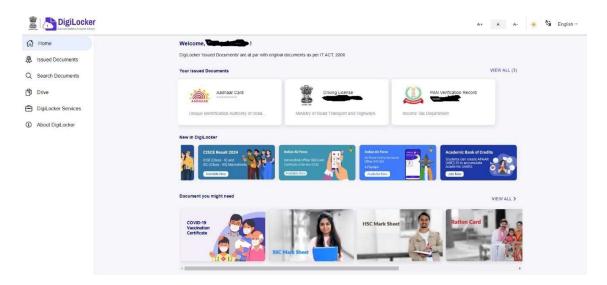
Sign in Your account using Aadhar only.



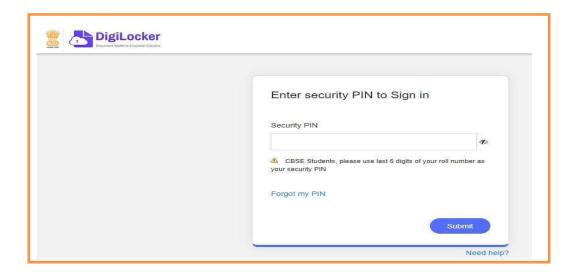
- ➤ After verify Aadhar OTP Verify security PIN
- > Enter 6 digit security PIN



After verifying security PIN, you will get access digilocker screen will display like below:



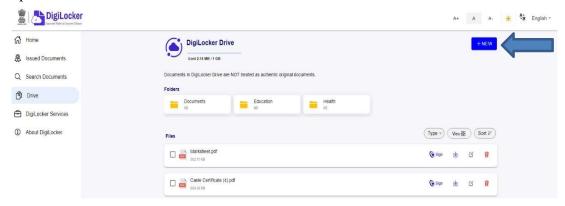
- (B) If you have not your digilocker account you may get below screen shot
 - Now you have to create a security Pin code (6 digit) by yourself and remember it for further use and click on submit button. Then your Digi locker account will open.



Please verify your email: Kindly enter your mail id shown in the below image and click on "Send Verification button". You will receive OTP on your registered e-mail. After entering OTP your Digilocker account will be activated.

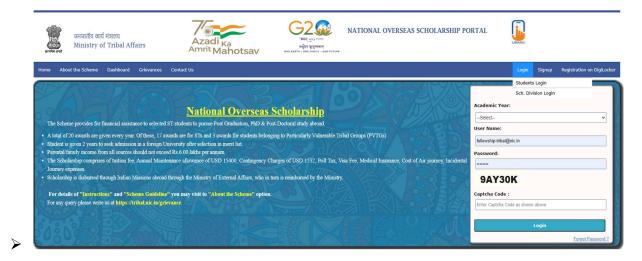
In the **dash board** of Digi locker there are two columns one is "**Issued Documents** (Verified by Government or competent authority)" and another is "**Drive** (self-uploaded)".

- ➤ How to Upload the Documents on Digi Locker: If any related document is not under Issued documents, upload all the required document at "Drive" section.
- ➤ Click on +New Button
- ➤ Go to upload file
- > Select your document from file location and press open. Your document will be upload and will show on screen with Document name.

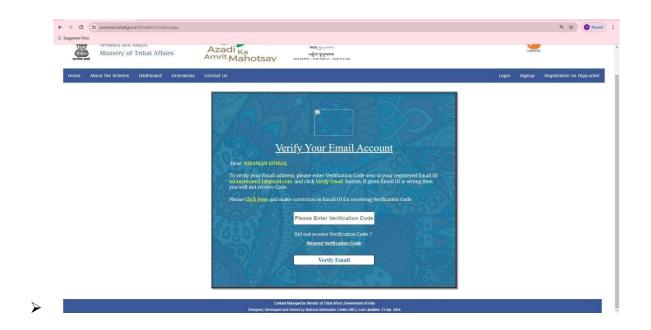


Verification of Email id:

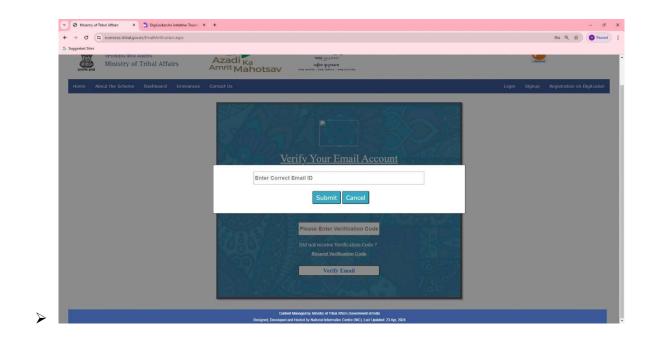
➤ Go to Login then Student login Select academic Year 2024-25 & User Name as registered email id & Password.



After logging in, navigate to the Email ID verification section. To verify your email address, enter the verification code sent to your register in iranjansam21@gmail.com) and click the 'Verify Email' button. If the provided email ID is incorrect, you will not receive the verification code.



➤ To make correction in Email ID <u>Click Here</u> for receiving Verification Code & enter correct email id and click Verify Email button.



Step-III Filling Application Form:

- The candidate is required to fill the application form with all necessary information and documents.
- ➤ **Log in Screen:** Select Academic year 2025-26, Enter your email Id as User Name, password and valid captcha code.



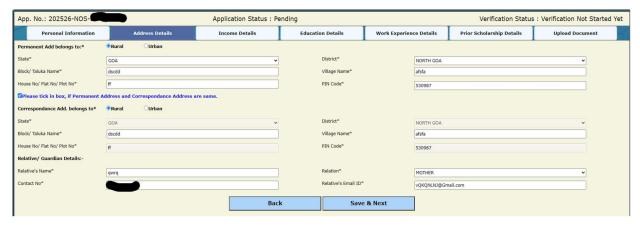
• After successful login, Application form will be displayed to fill information.

1. Personal Information:



Full Name	:	Pre-filled	
Mother's Name	:	Enter Mother's name as per10 th board certificate.	
Father/Guardian's Name	:	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	:	Pre-filled Pre-filled	
Mobile number	:	Pre-filled	
Email id	:	Pre-filled	
Domicile State	:	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	:	Select the religion from the drop-down menu.	
Tribe/Community Name	:	Select the Tribe/Community name from the drop-	
		down menu.	
Do you Belong to PVTG	:	Click "Yes", if you come under PVTG category.	
		[Community name should match with PVTG]	
		community list).	

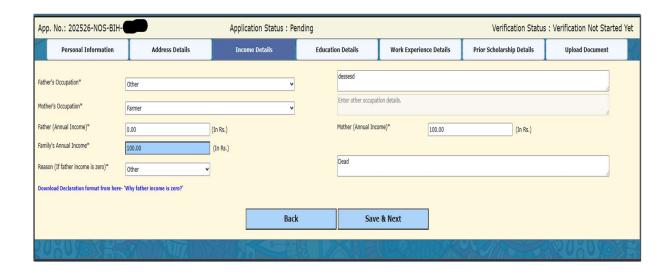
2. Address Details



Permanent Address: -

Rural/Urban	:	Click Rural/Urban based on the permanent
		address
House No./Flat No./Plot	:	Enter House No./Flat No./Plot No. etc.
No.		
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
Correspondence		Provide details of House No., State, District &
Address: - Note:		Pin Code
		(In case the permanent address and
		correspondence address are the same, "tick" in
		the check box)
Relative/ Guardian		Provide name of relatives, relation & contact
Details		details

3. Income Status:



Father's Occupation	Select the Occupation from drop down menu, if		
-	occupation not in menu enter other occupation details.		
Mother's Occupation	Select the Occupation from drop down menu, if		
_	occupation not in menu enter other occupation details.		
Father (Annual Income)	Enter your father's annual income during 2023-24, if any		
Mother (Annual Income)	Enter your mother's annual incomes during 2023-24, if		
	any		
Family's Annual Income	Automatically calculated based on above information		
Reason (If father income is zero)	Download Declaration format from here- 'Why father		
	income is zero?'		

Note:

- 1. The Total family's income from all sources of his/her parents/guardians or spouse should 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 [2024-25]
- 3. 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.
- 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:



Degree/ Programme for which Scholarship is sought	Select your degree for which you want overseas scholarship (Master's Degree/Ph.D/ Post-Doctoral Research
Educational Qualification	Fill the previous qualification accordingly (University Name and AISHE Code, Examination Name and Stream, Passing Year, CGPA/ OGPA & Percentage of Marks) [referhttp://aishe.gov.in/aishe/aisheCode]
Have you passed GRE/GMAT/TOFEL/ILETS etc. (If Yes, please give details.)	If Yes, select from drop-down menu & give details otherwise select "No"
Stream	Select stream from given list for which course you are applying scholarship.
Subject	Select subject from dropdown list which is relevant to Stream if other enter subject name.
Admission Status: joined/ got any offers from universities abroad [1000 QS world ranking universities]	If Yes, select from drop-down menu (already joined/having offer of admission) otherwise select "No"
University Name	Fill University Name for which you already joined/having offer of admission.
University's Rank	Enter rank from the latest QR world ranking of the university from where you have already joined/having offer of admission, applied for

	offer of admission. Click hyperlink of View QS World University Rankings and search rank from your University Name.
University Address	Address of the university where you have already joined/having offer of admission.
Validity of Offer Letter	Enter for till which date offer letter is valid.
Joining date/Expected joining date	Enter joining date/expected date of joining.
End Date	Enter expected end date of course for which you have joined.
Date of Departure (from India) for joining	Fill actual date of departure (date on which you
university/ institution (for joined candidate)	have left India to join the university abroad).

5. Work Experience Details:



Whether currently working	If you are currently working, select "Yes" otherwise select "No".
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. Prior Scholarship Details:



- I	Download Declaration format from given link and upload scanned signed copy in upload Document section.
Has any of your brother/ sister (family member) having	Select No. of years of experience from drop down Menu
availed this Scholarship? If so, please state their Name,	
Awardee No., Relationship with you and Year of award	
any Similar scholarship from	If you have applied scholarship for same course provide the details about Source Name, Year of Award etc.
State/ NGO/ Other Source? If so, please give details.	
Whether any scholarship is offered from your Institute/ university?	If you are already getting/ offered scholarship from your university (already enrolled/ having offer letter) provide details of amount and others details in remark field.

7. Upload Documents:

- Fetching of document from Digi locker: Candidate can fetch the document from the Digilocker by clicking on Option No 2. Fetch Documents from Digi Locker for linking.
- It will redirect the applicant to the Digi locker window, click on "allow" button then applicant have to **sign in with Aadhar only** to get the documents from the Digi-locker.



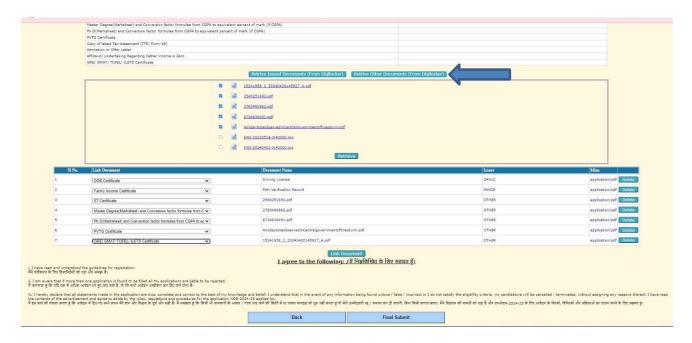
• After click on allow button, applicant will get the access for the

section of "Issued Documents" and "Uploaded documents in **Drive**" on the application form.

 To "Retrieve issued document" applicant needs to click on Retrieve issued document from Digilocker 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 as arrow indicate in below screenshot.



Declaration by the Applicant: Read declaration part carefully and Final 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.
- Click on "Final Submit" button for final submission of the Application. (After final submission any information cannot be updated/edited).
- Your successful submission will show 'Thank You' display.



Important links:

Particulars	Links for support		
Online	https://overseas.tribal.gov.in/		
application			
registration			
ST Community	https://tribal.nic.in/downloads/statistics/AnnualReport/AREnglish2		
name	<u>324.pdf</u>		
	(i) Annexure-5B, page no 177 Annual Report 2023-24		
	(ii) Notifications for Scheduling/ De-Scheduling of STs		
	https://tribal.nic.in/Clm.aspx		
PVTG	https://tribal.nic.in/downloads/statistics/AnnualReport/AREnglish		
Community	<u>2324.pdf</u>		
name	(i) Annexure-9A, page no 274 Annual Report 2023-24		
	(ii) Notifications for Scheduling/ De-Scheduling of STs		
	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/grievanc			
es			
Land Phone	011-23345770		
mail id	fellowship-tribal@nic.in		