

**INSTRUCTIONS MANUAL FOR FILLING ONLINE APPLICATION FOR NATIONAL FELLOWSHIP FOR ST CANDIDATES IN UMANG MOBILE APPLICATION**  
**(Academic Year 2020-21)**

*Please read all instructions carefully, before filling the “National Fellowship Application Form”.*

1. **Basic Instruction:** The Research scholar is required to follow the below mentioned instructions

a. Download UMANG APP in Play store and Install it in your mobile to submit the “National Fellowship Application Form.”

Go to Play store --→ Download UMANG App ---→ Install UMANG App in your Mobile.

b. All documents should be uploaded in **pdf file** and the **Profile Photo** should be in **.jpg/.jpeg** format.

2. Before initiating registration process, research scholar is advised to keep his /her following documents ready;

**Required Documents**

a. DOB Certificate. (Max 500 KB)

b. Post-Graduate Marksheet. (Max 500 KB)

c. ST Certificate /PWD Certificate (If Applicable) (Max 500 KB)

d. Profile Photo (Size :- Max 100KB)

e. Family Income Certificate (Max 500 KB)

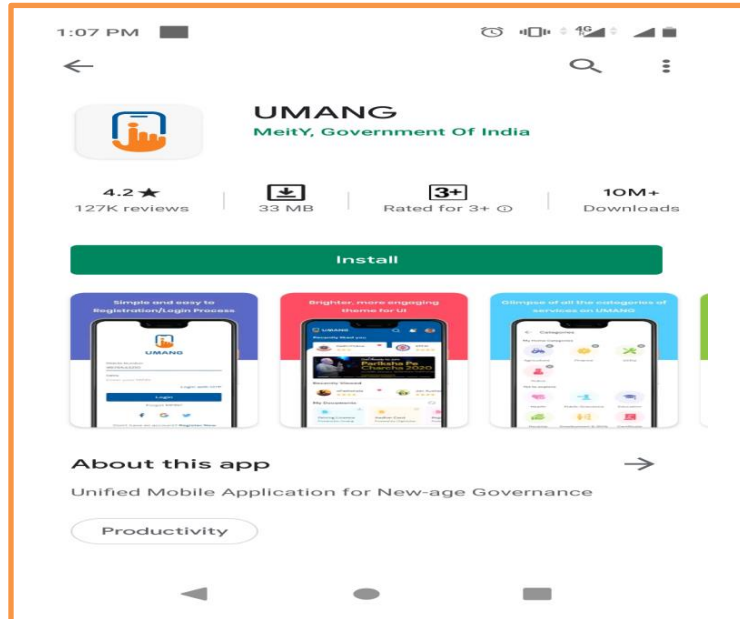
f. Valid Document for University Registration/Admission (Max 500 KB)

**There are mainly three stages for filling application of National Fellowship for ST Candidates as follows;**

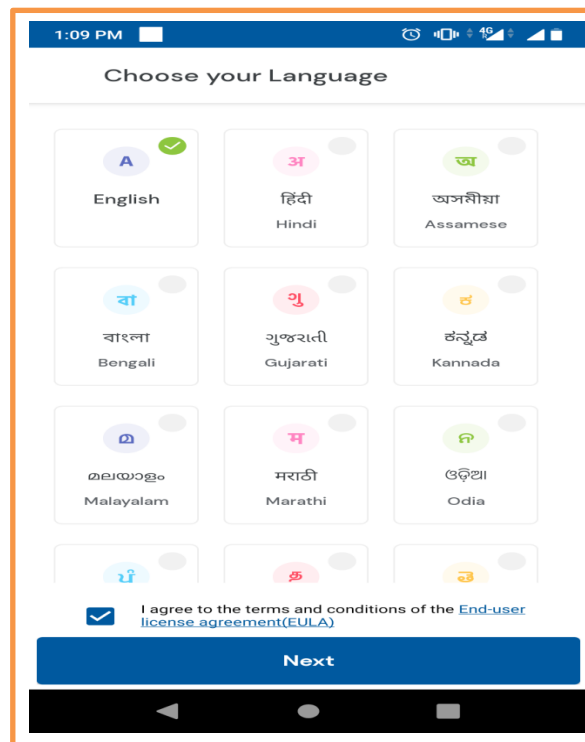
- Step-I. Download and Install UMANG
- Step-II. Login into Umang Digi Locker (After Login in Umang Digilocker Kindly “Do Not Logout” go to Home).
- Step-III. New Applicant Registration
- Step-IV. Apply for National Fellowship Scheme

## Step-I.

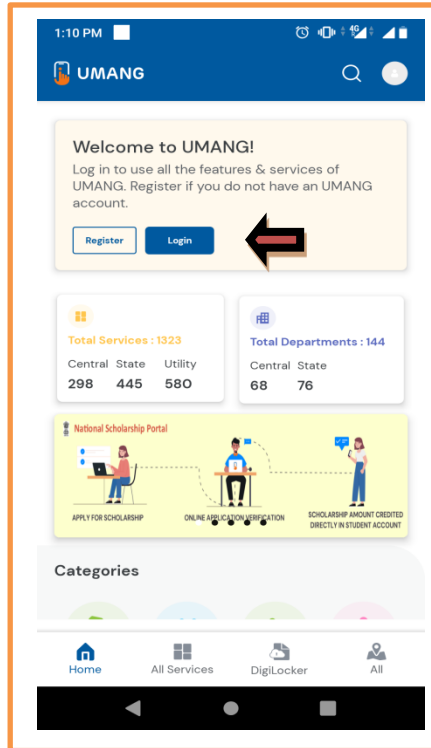
- ❖ Download UMANG App in Play store Install it in your Mobile for Submit the Application.



- ❖ Please Select the Language as per your Convenience and click “I Agree to the terms and conditions”.



- ❖ 3. Click Next option page shows UMANG Account and Click “Register” to create Account in UMANG to further Procedure



- ❖ 4. Enter Mobile Number, Mark tick “I Agree to the terms and conditions” and Click “Register” button

❖



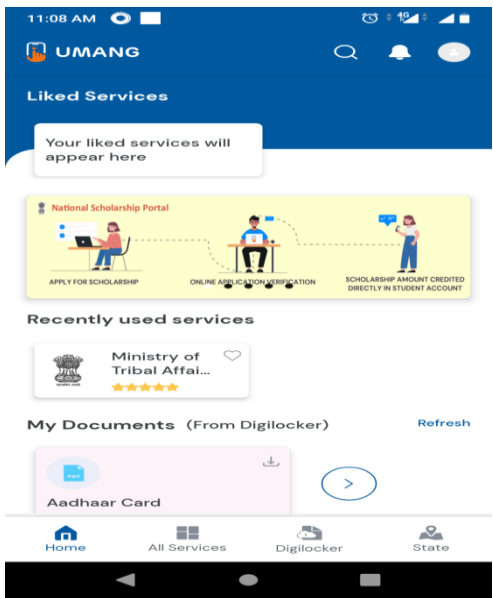


❖ 5. Enter OTP has been sent to Registered Mobile Number and click Next option

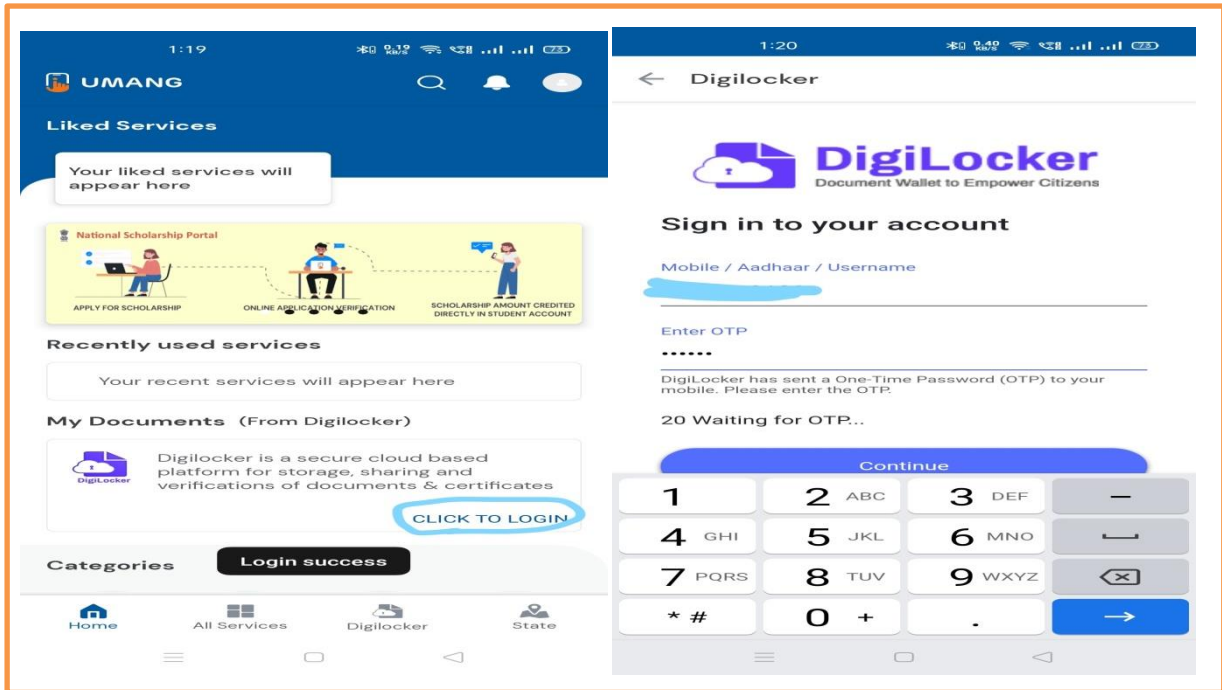


❖ 6. UMANG Home Page :

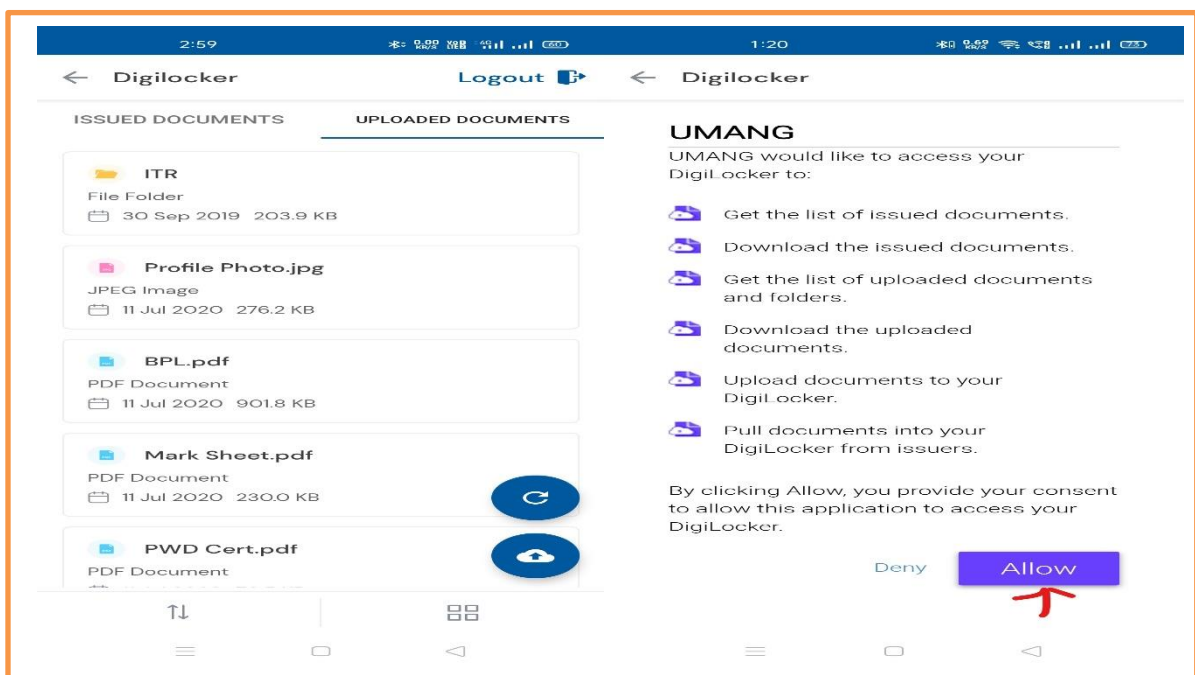




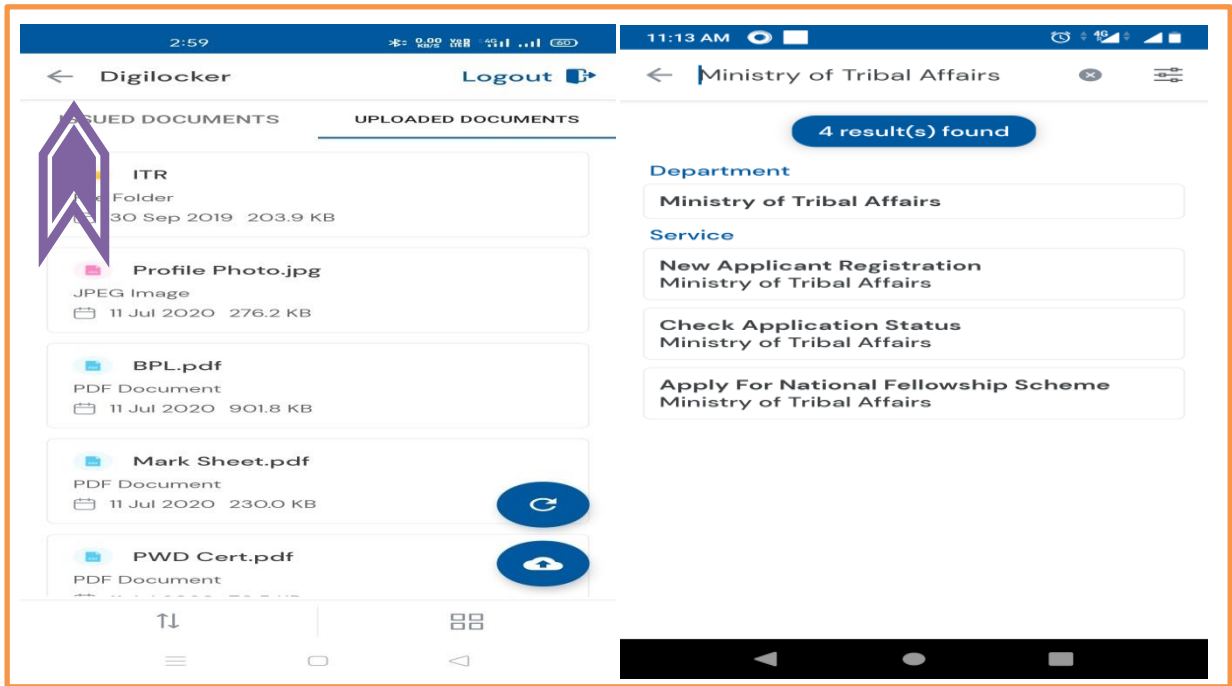
## Step-II. Login into Umang DigiLocker



- ❖ Click on Login and Sign In to your account by giving all required credentials like Mobile/Aadhaar/Username you will get an OTP to your registered Contact Number put the OTP you will be login to the digi locker.
- ❖ Student can upload their required documents (PDF max 500kb) and Profile Picture (in JPG/JPEG format max 100kb) latter the applicant can directly fetch the documents in the Candidate Documents section of the application.
  - ❖ Make sure all your related documents to be uploaded in the fellowship application , are being either in issued documents or uploaded documents. (Note- In uploaded documents the documents should not be in any folder all documents needed to be uploaded individually.)

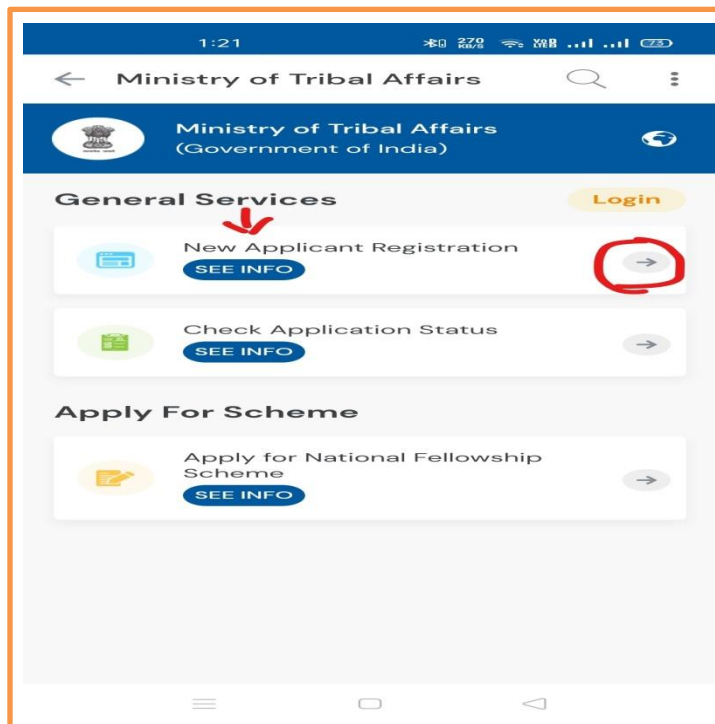


- ❖ Kindly “Do not log out” from digi locker which you presently in the Umang App and go to home page by clicking on Back.



- ❖ Search “Ministry of Tribal Affairs” in Search Column and Click on Ministry of Tribal Affairs

### Step-III. New Applicant Registration



- ❖ The research scholar is required to register him/her self in the UMANG APP with valid E-Mail ID and Mobile Number. Click “New Applicant Registration”

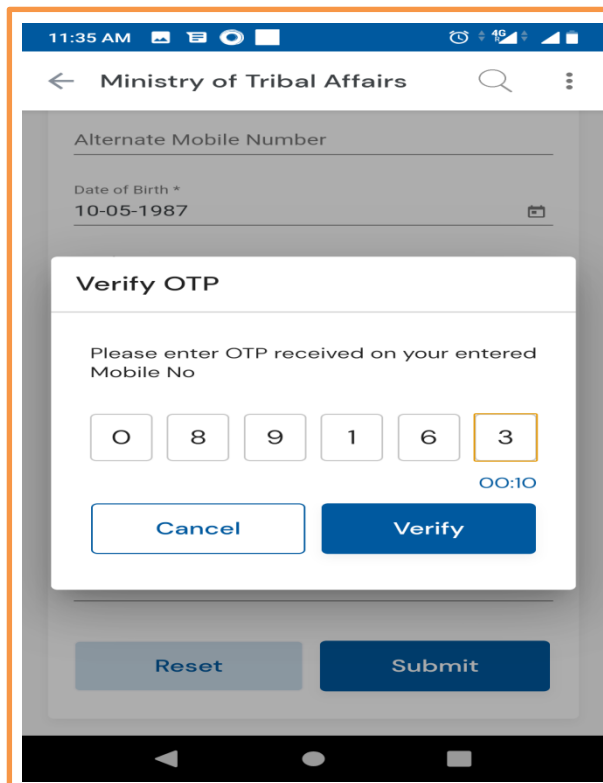
The screenshot shows a mobile application interface for the Ministry of Tribal Affairs. The title bar at the top reads "Ministry of Tribal Affairs". Below the title bar, there are several input fields:
 

- Mobile Number \***: A text input field with a blue highlight.
- Alternate Mobile Number**: A text input field with a blue highlight.
- Date of Birth \***: A date picker field showing "12/01/2004" with a calendar icon.
- Email ID \***: A text input field with "@gmail.com" visible.
- Domicile State Name \***: A dropdown menu with a blue highlight.
- Domicile District Name \***: A dropdown menu with a blue highlight.
- Set Password \***: A password input field with "\*\*\*\*\*" visible.
- Retype Password \***: A password input field with "\*\*\*\*\*" visible.

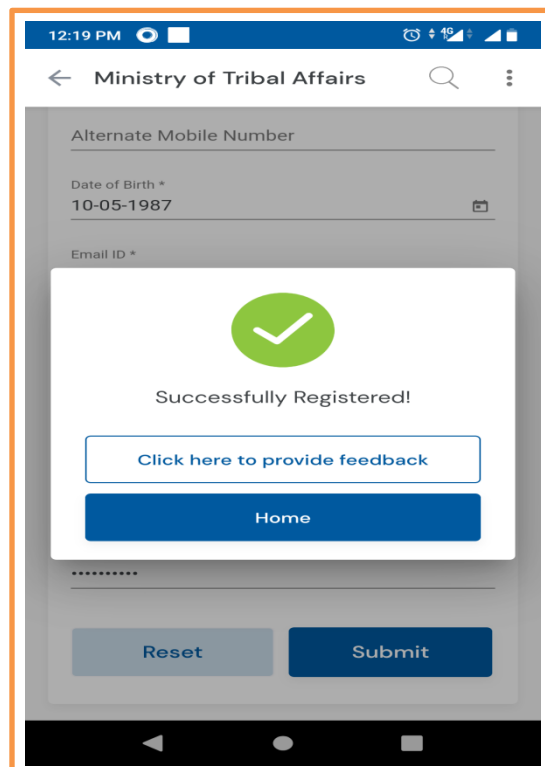
 At the bottom of the form, there are two buttons: a light blue "Reset" button and a dark blue "Submit" button. The entire form is enclosed in an orange border.

- ❖ **Applicant’s Full Name:** Write your Name as mentioned in your Matriculation/10<sup>th</sup>/SSC Certificate.
- ❖ **Mobile Number:** Enter valid mobile number. (This mobile number should remain till the completion of your course.)
- ❖ **Alternate Mobile Number (Optional):** Enter any alternate mobile number if any.
- ❖ **Date of Birth (dd-mm-yyyy) \*:** Select your Date of Birth as per the matriculation/birth certificate from the calendar.
- ❖ **Email ID:** Enter your valid email id (All in Small Letters, E.g.: [abc123@gmail.com](mailto:abc123@gmail.com)) . **Your email id will be your User ID for login.**
- ❖ **Domicile State Name\*:** Select your Domicile state from dropdown list.
- ❖ **Domicile District Name\*:** Select your Domicile district from dropdown list.
- ❖ **Set Password\*:** Create a password which should have minimum **eight characters**.
- ❖ **Retype Password\*:** Retype the password same as above.
- ❖ **“Submit”:** After filling New Applicant Registration, applicants are advised to verify the information before clicking on **“Submit”** button.

**!!! After clicking on *Submit* 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.**



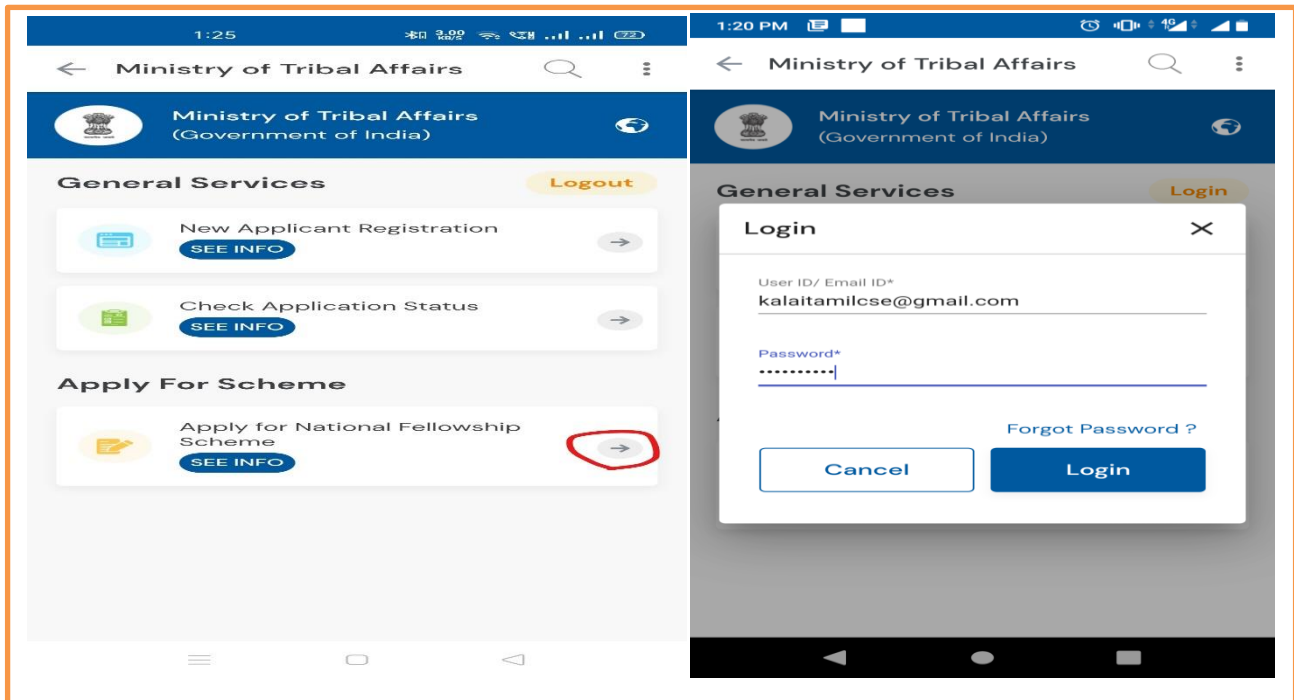
- The applicant will get confirmation message as **“Your registration completed successfully”** after entering correct OTP and submit it.



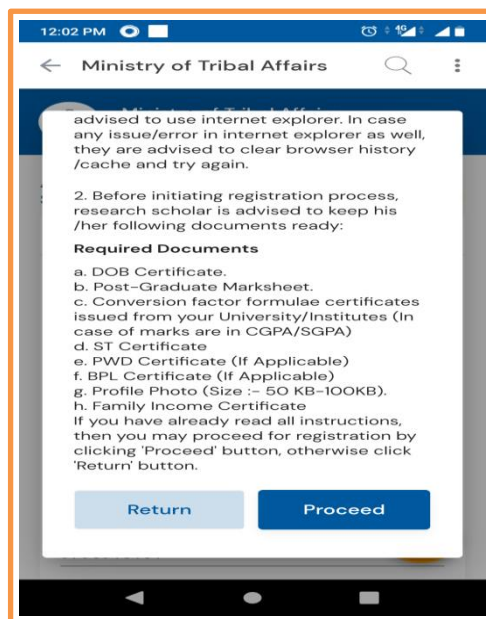
(Once registration process is completed, the basic information can not be changed.)

#### Step-IV Fellowship Application Form:

- The research scholar is required to fill the application form with all necessary information and documents.
- **LogIn Screen:** Enter your email Id and password



- After successful login Click Apply for National Fellowship Scheme under Apply for Scheme to submit the Application and Click Proceed Button



## 1. Personal Information:

- **Full Name** :(Pre-filled)
- **Father/Guardian's Name:** Enter Father/Guardian's name as per your certificates.
- **Gender:** Select gender from the drop-down list [Male/Female/Transgender]
- **Date of Birth** (Pre-filled)
- **Mobile Number** (Pre-filled)
- **Email ID**(Pre-filled)
- **Domicile State**(Pre-filled)
- **Aadhar Number**(Enter your valid Aadhar Number)
- **Religion:** Select the religion from the drop-down list.
- **Tribe/Community Name:**Select the Tribe/Community name from the drop-down list.(As per your ST Certificate).

The image displays two screenshots of a mobile application interface for applying for a National Fellowship Scheme. The left screenshot shows the 'Personal Information' section with the following fields: Awardee Number \* (202021-NFST-), Applicant Name \*, Father/ Guardian's Name \*, Gender \*, Date of Birth \*, and Mobile Number \*. The right screenshot shows the continuation of the form with the following fields: Date of Birth, Mobile Number \*, Email ID \*, Domicile State Name \*, Aadhaar No \*, Religion \*, and Tribes/Community \*. Both screenshots include 'Reset', 'Save As Draft', and 'Next' buttons. The application is titled 'Ministry of Tribal Affairs (Government of India)' and 'Apply for National Fellowship Scheme'.

## 2. Scholar's Address Details:

### Current Address: -

- **House No/Flat No/Plot No:** Enter 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
- **Pin Code:** Write the six-digit valid Pin Code
- **Correspondence Address:** - [Note: In case the Current address and correspondence address are same, "tick" in the check box] or else Put the Correspondence Address

The screenshot displays the 'Student's Address Details' form in the Ministry of Tribal Affairs mobile application. The form is divided into two main sections: 'Current Address' and 'Correspondence Address'. Both sections have identical input fields: 'House No/ Flat No/ Plot No \*' (34 Kamarajar street, Vettavalam), 'State \*' (TAMIL NADU), 'District \*' (TIRUVANNAMALAI), and 'PIN Code \*' (606754). A checkbox labeled 'Please tick in box, if Permanent Address and Correspondence Address are same' is checked in both sections. The 'Current Address' section has a 'Logout' button and a 'Next' button. The 'Correspondence Address' section has 'Reset' and 'Save As Draft' buttons, and a 'Next' button. The app header shows 'Ministry of Tribal Affairs' and 'Apply for National Fellowship Scheme'.

## 3. Candidate's Status:

- **Are you Divyangajan?:** If the person is Divyangjan (Person with Disabilities) then select the option as "Yes" if the person not having any disability, select the option as "NO".
- **Do you Belong to "PVTG":** If research scholar comes under PVTG (Particularly Vulnerable Tribal Groups) category, choose the option as "yes" and select the PVTG name from the drop-down box. If research scholar is not coming under PVTG list, select the option as "NO".

The screenshot shows a mobile application interface for the Ministry of Tribal Affairs. The page is titled 'Apply for National Fellowship Scheme' and is currently on the 'Candidate's Status' step. The form contains the following fields and values:

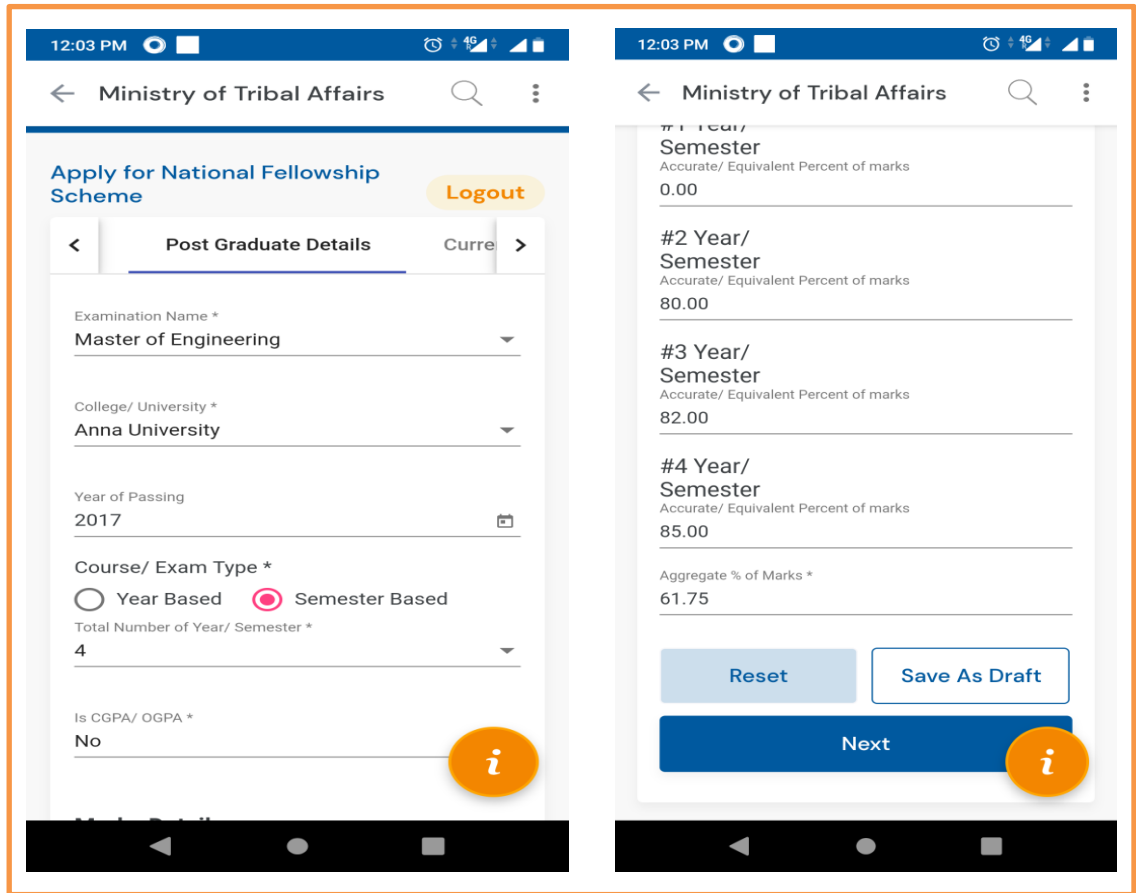
- Are you Divyangjan? \*: No
- Do you belong to PVTG \*: No
- Are you from BPL Category \*: No
- Family's Annual Income \*: 200000.00

At the bottom of the form, there are two buttons: 'Reset' and 'Save As Draft'. Below these is a large blue 'Next' button with an information icon (i) to its right. The top of the screen shows the time as 12:03 PM and the Ministry of Tribal Affairs logo.

- **Are you from BPL Category:** If you are belonging to below poverty line category, select the option as “YES” if not then select option as “NO”. Ensure the BPL certificate should be in the name of research scholar or their Parents only. The BPL certificate should be issued by the competent authority as per their respective State norms.
- **Family’s annual Income:** Enter your total family’s income.

#### 4. Post Graduate Details:

- **Examination Name:** Select the name of the examination passed from the drop-down list.
- **College/University:** Fill the College/University name where you have completed post-Graduation Examination.
- **Year of Passing:** Select the year of passing from the drop-down list.
- **Course /Exam Type:** Select the Option as your 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:** Aggregated marks will be calculated automatically based on the marks entered Year wise/Semester wise.

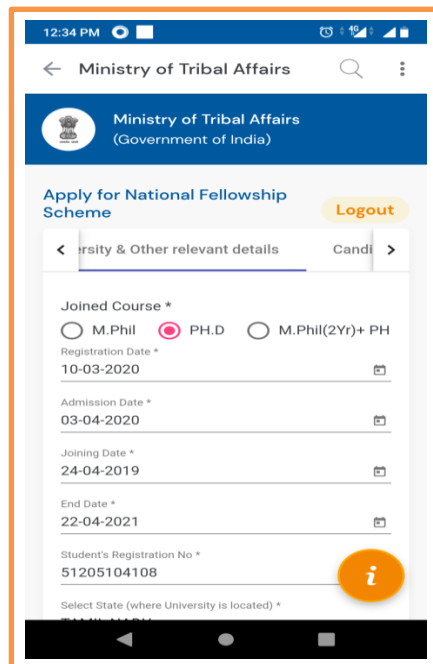
(E.g. If you have entered total no of semester is “4” and entered the percentages below as are in 1st Sem: 82%, 2<sup>nd</sup> Sem: 75%, In 3<sup>rd</sup> Sem :65%, in 4<sup>th</sup> Sem :87.6% then the aggregate percentage will be:  $(82+75+65+87.6)/4 = 77.4\%$ )

**[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.]**

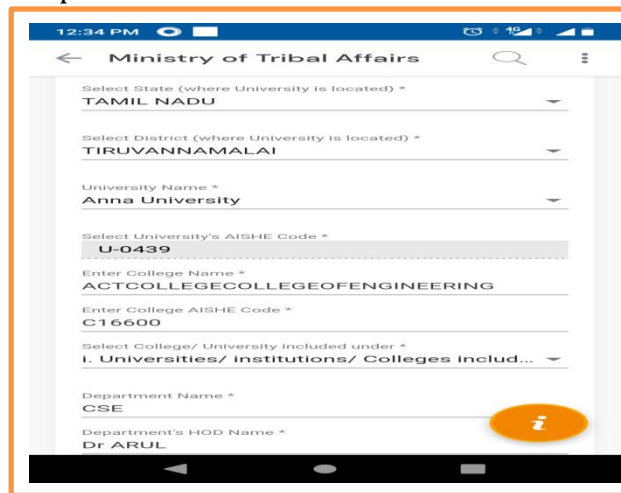
#### 5. Current University, College Course with Stream, Department and Supervisors Details:

- **Joined Course:** Select the course [M.Phil. /Ph.D./M.Phil. (2year) + Ph.D. (3year)]
- **Registration Date:** Select your registration date from the calendar.
- **Admission Date:** Select your Admission date from the calendar.
- **Joining Date (If any):** Select your joining date from the calendar if you have already joined in the University.
- **End Date:** Select your end date of the course from the calendar.
- **Research scholar'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:** 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
- **University's AISHE code:** Enter your 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 your university. Without AISHE code your application will not be considered.

- **College Name:** If research scholar 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 :-  
<http://aishe.gov.in/aishe/aisheCode>

The screenshot shows the AISHE website interface. At the top, there are navigation links for Home, About MHRD, Survey, Directory of Institutions, Documents and Reports, State/UT's Nodal Officer, and Contact us. Below the navigation is the 'Institution AISHE Code' search form. The form includes dropdown menus for Institution Type (Standalone), State (---Select State---), District (---All District---), and Institution Type (---All Institution Type---). There are 'Submit' and 'Reset' buttons. Below the form is a table with 6 columns: Aishe Code, State Name, District Name, College Name, University Name, and Status. The table contains 4 rows of data for institutions in Andaman and Nicobar Islands and Nicobars.

Aishe Code	State Name	District Name	College Name	University Name	Status
C-60180	Andaman and Nicobar Islands	South Andamans	Andaman and Nicobar inslands Institute of medical sciences	Pondicherry Univeristy, Puducherry	Active
C-50934	Andaman and Nicobar Islands	South Andamans	ANDAMAN COLLEGE (ANCOL)	Pondicherry Univeristy, Puducherry	Active
C-6528	Andaman and Nicobar Islands	South Andamans	Dr.B.R. Ambedkar Institute of Technology	Pondicherry Univeristy, Puducherry	Active
C-6498	Andaman and Nicobar Islands	Nicobars	Jawaharlal Nehru Rajkeeya Mahavidyalaya	Pondicherry Univeristy, Puducherry	Active

- **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**). The University/Institute/Collage should come under any of the below category.
  - a) Universities/institutions/Colleges included under section 2 (f) / 12(B) or 2(f) and 12(B) of UGC Act.
  - b) Deemed to be Universities included under Section 3 of the UGC Act, 1956 and eligible to receive grants-in-aid from UGC.
  - c) Universities/ Institutions/ Colleges funded by Central/ State Government
  - d) Institutes of National importance.
  - If University /institute name is not found in the list kindly confirm it from your University's /Institute's concerned person.
- **Department Name:** Write your Department name. (E.g. Physics, Chemistry, History, Biology, Mathematics Etc.)
- **Department's HOD Name:** Write the name of the HOD of your department where you are 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 Research scholars under Supervisor/Guide:** Enter the total number of Research scholars doing research under your Guide/Supervisor which should follow the UGC norms.

- **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 research scholar 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 name of scholarship from where he applicant availed  
(E.g.- Non NET, University Scholarship, State Scholarship. Etc.)
- **Amount Per Month:** Enter monthly availed amount.
- **“Received From (Date) – Received To (Date)”:** Select both the dates for availing scholarship **“Received From”** and **“Received Up to”**.

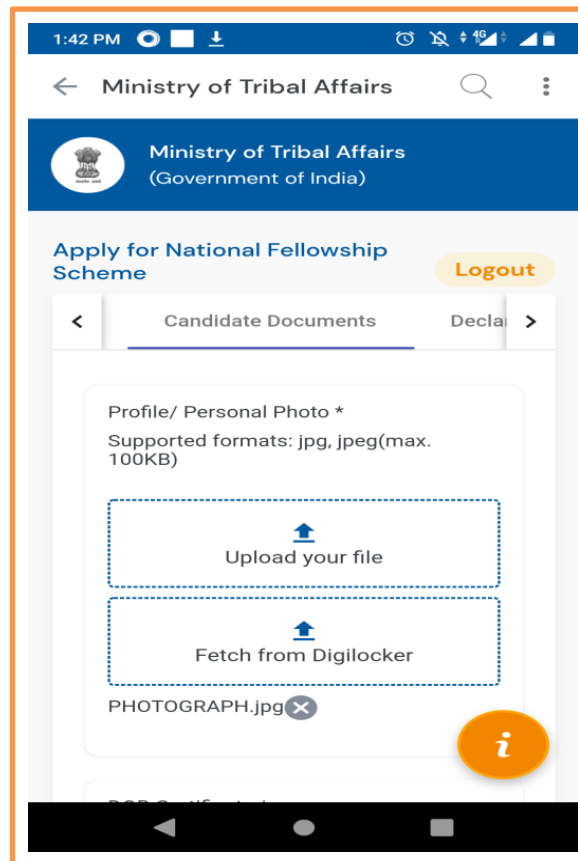
- **Enter Total Amount Received:** Enter the total amount you have availed by adding all amount which is received during this course.

## 6. Candidate's Documents:

- **Upload From File:** Before Upload the Required documents from Digilocker make sure all the required documents have been already uploaded in Digilocker in Issued Document or Uploaded Document.

*(Note- In uploaded documents the documents should not be in any folder all documents needed to be uploaded individually.)*

- Applicant fetch the document directly from DigiLocker.
- Applicant also can Upload the Required Documents from the **Phone's Database** by clicking on **"Upload your file"**.



7. **Declaration by the Applicant:** Read declaration part carefully and submit your application.

The screenshot shows the 'Declaration By The Applicant' section of the application form. It includes a checked box for 'Declaration' and the heading 'I agree to the following: /मैं निम्नलिखित के लिए सहमत हूँ।'. The declaration text is in both English and Hindi. The English text reads: '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 हूँ 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 हूँ कि आवेदन में दिए गए सभी कथन मेरे ज्ञान और विश्वास के पूर्ण और सही हैं। मैं समझता हूँ कि किसी भी जानकारी के असत्य / गलत पाए जाने की स्थिति में या पात्रता मानदंड को पूरा नहीं करता हूँ तो मेरी उम्मीदवारी रद्द / 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, विनियमों और प्रक्रियाओं का पालन करने के लिए सहमत हूँ।' The form also features 'Reset', 'Save As Draft', and 'Preview & Submit' buttons, with information icons (i) next to the 'Preview & Submit' button.

- 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.

The screenshot shows a success message overlay on the application form. The message reads: 'Application Form saved as Draft Successfully!' with a green checkmark icon. Below the message are 'Close' and 'Home' buttons. The background shows the 'Save As Draft' button and the 'Next' button from the previous screen.

- Click on **“Submit”** button for final submission of the Application. (Any information cannot be updated/edited, if application submitted successfully.)

