

INSTRUCTIONS MANUAL FOR FILL-IN ONLINE APPLICATION FOR NATIONAL OVERSEAS FOR ST CANDIDATES

1. New Applicant Students applying for scholarship for the first time need to “Register” on the portal as new applicant by providing accurate and authenticated information in "**Student Login Form.**"
2. Log into the portal by using User Id and password which has already been received at your registered Mobile number. Application form will be displayed to fill information.
3. Personal Information:
 - Candidate’s Name: Automatically displayed
 - Father/Guardian’s Name: Enter full name of your father/guardian name
 - Gender: Select the gender from the pull-down menu (Male/Female/Other)
 - Date of Birth: Automatically displayed
 - Nationality: Indian Citizen (this field cannot be edited. Only candidates from India are eligible for this scholarship)
 - Mobile number: Automatically displayed (please ensure this number should be remain with you till the course completion.)
 - Email id: Automatically displayed (Please remember email id is used as a user-id for entire process)
 - Domicile State: Select your domicile State from the pull-down menu
 - Aadhaar no: Enter valid Aadhaar number
 - PVTG : PVTG: select “Yes” if you belong to PVTG, you need to upload PVTG certificate. The community name should be same as in the PVTG list attached, otherwise by default it will be treated as ST.
4. Postal Address:
 - Address (Line 1): Enter House No, Plot No etc.
 - Address (Line 2): Enter street no/road no/location name
 - State: Select the state from drop down menu
 - District: Select the district from drop down menu
 - Pin code: Enter pin code
5. Other Important Information:
 - Research Stream: Select any one of the option
 - Degree/Programme (Master Degree/Ph.D/Post Doctoral Research) for which Scholarship is sought : Select any one of the option
 - GRE/GMAT/TOEFL : If you select “Yes”, then give details, otherwise by default it is “No”
 - Have you applied for /get any offer for Universities abroad: If you select “Yes”, then give details, otherwise by default it is “No”
6. Candidate’s Education Details:
 - (i) Master Degree
 - Graduation Detail : Please enter University name, Passing year, marks in CGPA/OGPA(If any), % of marks
 - (ii) Ph.D
 - Post Graduation Detail (Master Degree): Please enter University name, Passing year, marks in CGPA/OGPA(If any), % of marks

(iii) Post Doctoral Research

- Post Graduation Detail (Master Degree): Please enter University name, Passing year, marks in CGPA/OGPA(If any), % of marks
- Ph.D Detail: Please enter University name, Passing year, marks in CGPA/OGPA(If any), % of marks

*N.B : [Marks: CGPA/OGPA: If last passing marks in CGPA/OGPA, Select “Yes”, enter grade (0 to 10) also give equivalent % marks (55 to 100) , Upload document which shows equivalent % marks of CGPA/OGPA, **without this your application may not be considered.**]*

7. Work experience and annual income details:

- Year of work experience: select no.of years of experience from pull down menu.
- Details of work experience: Mentioned experience details in short
- Family Income (annual) : enter total annual income of family from all sources.

8. Relative details

- Any of your relative awarded scholarship earlier: choose option “Yes” or “No”, If “Yes” then give the details for name, relationship and Year of award

9.Candidates Document: Documents must be uploaded, **without valid documents, your application may not be considered**

- Profile/Photo: Passport size photograph
 - DOB Certificate: 10th/ Matric certificate where date of birth is mentioned
 - ST/PVTG certificate: ST certificate, In case of PVTG, Upload PVTG certificate
 - Family income certificate
 - Last Qualifying marksheet
 - Master Degree: Graduation marksheet
 - Ph.D : Master Degree Marksheet
 - Post-Doctoral : (1) Master Degree marksheet and (2) Ph.D Marksheet
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