

**Instructions for Students for filling the Application form in NSP 2020-21:**

**National Fellowship and Scholarship for Higher Education of ST Students (earlier known as Top Class Scholarship Scheme)**

1. National Fellowship and Scholarship for Higher Education of ST Students (earlier known as Top Class Scholarship Scheme) is intended to encourage meritorious ST students to pursue courses at Graduate/Post Graduate level in identified Institutions of Excellence, Government and Private, in professional fields such as Management, Medicine, Engineering, Information Technology, and Law etc.
2. Total family income from all sources of the student shall not exceed Rs.6.0 lakh per annum for all ST students.

The family income shall be computed in the following manner: -

- I. In case where both father and mother are working, the combined income of both of them from all sources shall be taken into account in computing total family income.
- II. In case any other member of the family, other than father and mother is an earning member, his or her income shall not be included in computing total family income.
- III. In case only one parent is alive, the income of that parent shall be taken into account for considering total family income. If other sibling or family member is an earning member, their income shall not be included in computing total family income.
- IV. In case of an orphan, supported by a guardian, income criteria shall not apply.

**Note 1: Definition of Income** - Income means gross income including income from all sources e.g. Salary, Interest Income, House property Income, Business Income, Agriculture Income, Income from any other Sources etc. It is clarified that Income for the purpose of scholarship is not the taxable Income as defined in Income Tax Act. Under the income tax act gross total income means Income after excluding the exempt income and total income means Income after giving deduction available under section 80. For the purpose of deriving family income, the deductions and exemption available in the Income Tax Act u/s 10, Section 80 or any other section will not be available in computing family income under the scheme.

**Note 2:** The income certificate given at the time of admission should be take in the same year for which the admission is taken. In the case of salaried employee, the income of previous financial year will be considered for the purpose of eligibility. For example, if candidate applies afresh for academic year 2020-21, the family income for financial year 2019-20 would be required.

**Instructions for Students for filling the Application form in NSP 2020-21:**

**National Fellowship and Scholarship for Higher Education of ST Students (earlier known as Top Class Scholarship Scheme)**

3. Student having secured admission in a full-time course in any of the 246 notified Institutions and as per the defined courses against those 246 Institutes will only be eligible to apply from that Institute for scholarship. (Enclosed List of 246 Institute List)
4. The total number of fresh Scholarship each year is 1000. There is no ceiling in Institution wise and stream wise number of slots for the Top-Class Institution. In case the number of candidates exceeds the number of available awards, the MoTA will select the candidates based on a criterion of marks obtained in the last passed examination. Slots will be provided to sub-categories in the following priority:

Priority	Category	Slots
1	Person with Disability (PWD)WD	5% of Total Slots
2	PVTG	50 Slots
3	BPL	50 slots
4	FEMALE	30% of Total Slots

5. The scholarship shall be payable once the student has secured admission and started attending the classes.
6. The scholarship awarded, will continue till the completion of the course, subject to satisfactory performance of the student provided by Institute on every year.
7. An end-to-end online portal **[www.scholarships.gov.in](http://www.scholarships.gov.in)** for application, processing, approval, disbursement and monitoring has been developed by NSP. Students after taking admission for the various courses in the notified Universities/Institutes will submit the application online for scholarships for the year 2020-21.



**Instructions for Students for filling the Application form in NSP 2020-21:**

**National Fellowship and Scholarship for Higher Education of ST Students (earlier known as Top Class Scholarship Scheme)**

8. The Scheme for Scholarship will be advertised in the National Scholarship Portal (NSP) every year and also available on Ministry of Tribal Affairs Website as per the dates decide by DBT Mission. Students shall after get registration/admission in the notified Universities/Institutes and after assessing their eligibility and suitability as per the criteria prescribed for Scholarship apply online through the Scholarship Portal strictly within the cutoff date and time given in the advertisement. The applications submitted after the cutoff date and time shall not be entertained/considered. Also, cutoff date of filling the application form by the student is decided by DBT Mission.
9. Provide correct and authenticated email id, as all the communications and One-time password related to portal activities will be sent on this email Id.
10. For students providing Aadhaar number to ensure that your name is correct in your Aadhaar id.
11. Provide correct and authenticated mobile number, as all the communications and One-time password related to portal activities will be sent as SMS on this mobile number.
12. The student/applicant must ensure that the resolution/quality of documents uploaded is adequate so that they are clear and readable.
13. The student/applicant must select the desired scheme from list of schemes available as per the eligibility criteria of the scheme(s).
14. The student/applicant must take timely action(s) on the SMS received from NSP.





**Instructions for Students for filling the Application form in NSP 2020-21:**

**National Fellowship and Scholarship for Higher Education of ST Students (earlier known as Top Class Scholarship Scheme)**

15. The student/applicant must follow with up the Institutes for application verification before the deadlines of verification at Institute level.
16. The student/applicant must rectify the error(s) and comply with the remarks made in the application in case the application is marked as defective in NSP.
17. The student/applicant shall note that applications marked rejected / fake by the nodal officer during the verification/reverification process will not be able to consider for further processing on NSP.
18. The student/applicant must carefully select their institute. There are 2 stages i) If applicant selects some other Institute by mistake and application is finally submitted by the student at Institute level then applicant will have to approach to Institute which he/she has filled in the application and get their application marked defective from that Institute and then applicant can correct the Institute, ii) If applicant selects some other Institute by mistake and application if not finally submitted by the student at Institute level then student can change the Institute name anytime.
19. **For all Fresh Students** (students who have not received the scholarship earlier from the Ministry irrespective of the course year i.e. 1,2,3,4,5):

Students are applying for scholarship for the first time (**Fresh Students**) in 2020-21 need to "Register" on the portal as fresh applicant by providing accurate and authenticated information as printed on their documents in the "**Student Registration Form**". Students have to Click on the option "New Registration", on the home page of National Scholarships Portal. Fill up the application as per the instructions given by the system then click on save button. After saving, student will get a "Temporary ID". The system will instruct the applicant to submit his/her Temporary ID and date of birth to fill subsequent details. Once registration is complete on click of submit button, a Permanent Registration ID is generated which can be used for Renewal and tracking the status of application.



**Instructions for Students for filling the Application form in NSP 2020-21:**

**National Fellowship and Scholarship for Higher Education of ST Students (earlier known as Top Class Scholarship Scheme)**

20. **For all Renewal Students:** They have to click on login button available on the home page of National Scholarships Portal. Student have to click on the current year i.e. 2020-21 to apply as Renewal student to avail the scholarship for 2020-21. Then student will apply with their Application Id and Date of Birth which they registered application id of previous year.
21. Students while filling the application should fill only his/her correct bank account details like Account No, IFSC Code, Aadhaar linked number and your Aadhar No. must be seeded with NPCI (National Payment Corporation of India) and keep the account active (i.e. non-dormant) and functional to receive the scholarship amount. Ministry will not be responsible for releasing scholarship if above mentioned details are wrong. Please don't give any relatives Bank Account details in NSP Application form. Please note No Jandhan Account details to be given in the application form, Limit for receiving amount in the bank account should be more than Rs. 50,000/-, the account should be major account.
22. A Student can't apply for more than one Scholarship Scheme. Application form will be rejected if any student applied for more than one scheme.
23. The student/applicant must ensure that the Bank Account details (A/c Number, IFSC Code) submitted is correct and account is under the student's name. Also keep the account active (i.e. non-dormant) and functional to receive scholarship amount (i.e. Any condition imposed on accounts by bank, like seeding of AADHAAR, any limit on receiving credit in accounts etc., which may hamper scholarship credit in account should be complied with). Please don't enter your parent's or friend's bank account number in NSP application form.
24. The student/applicant shall note that NSP provide only one chance of updating bank accounts after the final submission of application (only in case when bank accounts details are not validated by PFMS). Applicants should be cautious to exercise this option, failing which the application will not be considered for scholarship.



**Instructions for Students for filling the Application form in NSP 2020-21:**

**National Fellowship and Scholarship for Higher Education of ST Students (earlier known as Top Class Scholarship Scheme)**

25. Students have to enter marks only in percentage in NSP Application form and not in CGPA. If you have received marks in CGPA then you have to convert the same as per standard format and marks entered by you should be approved by your institute.
26. Income and Caste Certificates must be issued by the Competent Authority (Documents signed by Notary is not valid).
27. For the first year the income certificate should have been issued by the competent authority. From second year onwards students can submit self-certified income certificate.
28. Please find below the list of documents which are mandatory to upload by the students and which are not mandatory by the students to upload in NSP application form:
- a. **Mandatory Documents:**
- i. Student Photograph
  - ii. Upload latest Income for the year 2019-20 and which should be issued by state revenue officer not below the rank of Tehshildar signed and stamped (Certificate signed by Notary is not valid).
  - iii. Caste Certificate signed and stamped by Competent Authority (Certificate signed by Notary is not valid)
  - iv. Scanned Copy of the Passbook clearly showing the account number and name of the student
  - v. Student Fee Receipts





**Instructions for Students for filling the Application form in NSP 2020-21:**

**National Fellowship and Scholarship for Higher Education of ST Students (earlier known as Top Class Scholarship Scheme)**

- vi. Scanned Copy of Marksheet of Last Academic Qualification: Upload Marksheet as per criteria mentioned below:
- If you are applying as **Fresh Student** (irrespective of course year i.e. 1, 2, 3, 4, 5) and if you have not received scholarship earlier from this Ministry then under Previous Class/Course Name you should mention 12<sup>th</sup> or Graduate. Also, under column "Previous Passing Year" they should mention the Year of their Previous course like for 12<sup>th</sup> or Graduate based on the course presently they are applying in NSP and if you are applying for Graduate level course then you have to upload your 12<sup>th</sup> class aggregate marksheet. If You are applying as **Renewal Student** with previous year application id then you have to upload previous year/semester course (in which you are presently studying) Marksheet attested by the Institute
  - If you are applying as **Fresh Student** (irrespective of course year i.e. 1, 2, 3, 4, 5) and if you have not received scholarship earlier from this Ministry and if you are applying for Post Graduate level course then you have to upload your Graduate level aggregate marksheet. If you are applying as **Renewal Student** with previous year application id then you have to upload previous year course Marksheet attested by the Institute (in which you are presently studying)
- vii. Bonafide Student of the Institution
- b. Not Mandatory documents **but Mandatory if you fall under below Categories:**
- i. **PVTG (Particularly Vulnerable Tribe Group ) Certificate (this document is Mandatory if you falls under this category and you are applying as a Fresh student and you have not received scholarship earlier from this Ministry) :** If you comes under PVTG category (as per the PVTG list available on Ministry of Tribal Affairs Website) and you are applying as **FRESH student** (student who have earlier not received scholarship from this Ministry) then you **MUST** have to upload this document mandatory.



**Instructions for Students for filling the Application form in NSP 2020-21:**

**National Fellowship and Scholarship for Higher Education of ST Students (earlier known as Top Class Scholarship Scheme)**

- ii. **BPL (Below Poverty Line) Certificate (this document is Mandatory if you falls under this category and you are applying as a Fresh student and you have not received scholarship earlier from this Ministry) :** If you comes under BPL category and you are applying as **FRESH student** (student who have earlier not received scholarship from this Ministry) then you **MUST** have to upload this document mandatory issued by Competent Authority.
- iii. **Divanygjan (Disability) Certificate (this document is Mandatory if you falls under this category and you are applying as a Fresh student and you have not received scholarship earlier from this Ministry):** Disability Certificate issued by the Competent Authority Designated by District Medical Officer / Civil Surgeon of the Govt. Hospital
- iv. **Computer Purchase Receipts if applicable:** Not mandatory
- v. **Books and Stationery Receipts:** Not mandatory





**Instructions for Students for filling the Application form in NSP 2020-21:**

**National Fellowship and Scholarship for Higher Education of ST Students (earlier known as Top Class Scholarship Scheme)**


29. Please find below the **Financial Assistance details** provided by Ministry of Tribal Affairs under "National Fellowship and Scholarship for Higher Education" (Top Class Scholarship Scheme) to ST students whose applications are finally verified and who will select in Merit List of 1000 students ( in case of Fresh category ) and in case of Renewal students , all students whose applications are finally verified by Ministry :

Component	Details	Remark
Tuition Fees	Fees full tuition fee and other non-refundable dues in respect of Government/Government funded institutions.	There will be a ceiling of Rs.2.50 lakhs per annum per student for private sector institutions
Books & Stationery	@ Rs.3000/- per annum per student	without bills/vouchers
Living expenses(It means hostel charges and it will be reimburse to the students who resides in the hostel premises means Hosteller and not for Day scholars who reside outside the hostel)	2200/-per month Amount will be provided as per actuals subject to maximum ceiling	26400/- per annum
Computer& Accessories	Rs.45000/- (One time assistance during the tenure of his course)	Computer may be Desktop/Laptop etc. The accessories may, interalia, include all kind of printers, CDs/DVDs, Keyboard, Mainboard, Motherboard, Hard Disk Drive, Mouse, Sound adapters, Toners, Speakers, USB Hubs/Cables, Memory Chips, Memory Card readers etc.(Receipt of computer purchase must be uploaded in the portal and receipt should be in the name of the student.

**Instructions for Students for filling the Application form in NSP 2020-21:**

**National Fellowship and Scholarship for Higher Education of ST Students (earlier known as Top Class Scholarship Scheme)**

**NOTE:** Please note as under:

- i. Total amount of Admission Fees and Tuition Fees which is filled by in the application form by **INSTITUTE Nodal Officer** in National Scholarship Portal will be transfer in your Institute account by the Ministry **if your Institute is doing expenditure through PFMS EAT Module and your Institute name is reflecting in OT-59 report of PFMS and in PFMS EAT-02 report your institute expenditure, UC status is coming correct as per Department of Expenditure, Ministry of Finance instructions.**
  - ii. Total amount of: Books and Stationery, Computer & Accessories, Living Expenses and Non-Refundable Charges which is filled by your **INSTITUTE Nodal Officer** in **Misc. Fee Column** in NSP application form will be transfer in student's account by the Ministry in DBT Mode.
30. Students should note that in the **Misc. Fee Column** in the Application form in NSP Portal **your INSTITUTE Nodal Officer** should enter total of below components amount:
- i. Books and Stationery: Rs. 3000/- per annum
  - ii. Computer/Laptop Amount: Rs. 45000/- or as per the actual purchase amount but should not exceed Rs. 45000/- and also computer Bills / Vouch should be in the student's name (if any, student have received the computer charges earlier from this Ministry then again, he is not eligible to receive the same)
  - iii. Living Expenses/Hostel Charges: Rs. 26400/- Per Annum
  - iv. Non-Refundable Charges: As per Institute norms
- 

**Instructions for Students for filling the Application form in NSP 2020-21:**

**National Fellowship and Scholarship for Higher Education of ST Students (earlier known as Top Class Scholarship Scheme)**

31. "Admission Fees" should be filled in the column "Admission fee" by **your INSTITUTE Nodal Officer**. It would be transfer in your institute account by the Ministry if **your Institute is doing expenditure through PFMS EAT Module and your Institute name is reflecting in OT-59 report of PFMS and in PFMS EAT-02 report your institute expenditure, UC status, Unspent Balance is coming correct as per Department of Expenditure, Ministry of Finance instructions.**
32. "Tuition Fees" should be filled in the column "Tuition Fees" by **your INSTITUTE Nodal Officer**. It would be transfer in your institute account by the Ministry if **your Institute is doing expenditure through PFMS EAT Module and your Institute name is reflecting in OT-59 report of PFMS and in PFMS EAT-02 report your institute expenditure, UC status is coming correct as per Department of Expenditure, Ministry of Finance instructions.**
33. **Your INSTITUTE Nodal Officer MUST** be very careful in entering the fees details in the "Misc Fees Column" as once filled/verified cannot be altered at Ministry level. Later if student will complaint that he/she have received short payment, Ministry is not responsible for this as application comes at Ministry level after your Institute level verification. Ministry always given instructions to the Institute to verify and fill correct fees of the students as per the norms of the scheme and check other documents also before sending at Ministry level.
34. **FRESH STUDENTS** : Please note students who are applying in NSP under "**Fresh Category**" and have not received any scholarship from Ministry of Tribal Affairs irrespective of their course year (1, 2, 3, 4, 5) they should keep a note of below points for marks:
- i. Under column Previous Class / Course Name **they should mention 12<sup>th</sup> or Graduate.**





**Instructions for Students for filling the Application form in NSP 2020-21:**

**National Fellowship and Scholarship for Higher Education of ST Students (earlier known as Top Class Scholarship Scheme)**

- ii. Under column "Previous Passing Year" they should mention the Year of their previous course for which they are presently applying in NSP. If any student is studying in Graduate level course, they have to enter Previous Passing Year of 12<sup>th</sup> Class. If any student is studying in Post Graduate level course, they have to enter Previous Passing Year of Graduation.
  - iii. Under column "Previous Class %" they enter marks as per below norms:
    - a. Students who are presently studying in Graduate level course should enter 12<sup>th</sup> class aggregate marks and percentage (**Marks should be in Percentage and not in CGPA**)
    - b. Students who are presently studying in Post-Graduation level course should enter their Graduation level aggregate marks and percentage (**Marks should be in Percentage and not in CGPA**)
  - iv. Upload Marksheet as per below criteria:
    - a. If you are applying for Graduate level course then you have to upload your 12<sup>th</sup> class aggregate marksheet.
    - b. If you are applying for Post Graduate level course then you have to upload your Graduate level aggregate marksheet
35. **Renewal students** (who have earlier received scholarship from this Ministry) but for some reason they are not able to apply under Renewal section in the NSP with the previous year application id and they have applied under "Fresh category" with New Application Id, for such students, Please note as under :
- i. Your Institute **MUST** convey to this Ministry that this student has already received the scholarship from this Ministry and the year in which he has received the scholarship. Your Institute should give your Previous Year application id to this Ministry. Also, your Institute should give to this Ministry in writing that Please treat this student as Renewal and Please don't treat the student as a Fresh student and don't take his/her name in the Merit List generation of 1000 students.
  - ii. You have to upload your previous year/semester marksheet and enter previous year/semester marks and percentage although you have applied under Fresh category.



**Instructions for Students for filling the Application form in NSP 2020-21:**

**National Fellowship and Scholarship for Higher Education of ST Students (earlier known as Top Class Scholarship Scheme)**

36. Students who will apply under "Renewal Category" with their previous year application id have to upload their previous semester/year course Mark sheet and enter previous year/semester marks and percentage in which they are presently studying.
37. In case student's application marked by the Institute as "Defective" for any reason, note that application will come at your level for necessary updation. You have to make the necessary changes in your application and then click on the submit button and your application will again go online to Institute level for verification.
38. Renewal Students ( who have already received the scholarship from this Ministry) are facing any technical issue in filling the application form in NSP or any other issue then they can send the grievance in the Grievance portal of Ministry of Tribal Affairs ([tribal.nic.in/grievance](http://tribal.nic.in/grievance)) and steps to register on grievance portal is as under:



**Instructions for Students for filling the Application form in NSP 2020-21:**

**National Fellowship and Scholarship for Higher Education of ST Students (earlier known as Top Class Scholarship Scheme)**

**Step -1:Open URL of Grievance**

URL:- <https://tribal.nic.in/Grievance/>

The screenshot shows the 'User Login (For Grievance)' page. At the top, there is a header with the Ministry of Tribal Affairs logo and name. The main content area has a login form with the following fields: 'User ID:' with a label 'Enter Registered Email ID', 'Password:' with a label 'Enter Password', and 'Captcha Code:' with a label 'Enter Captcha Code as shown below'. The captcha image displays the characters 'Z G H K' followed by a small 'e'. Below the captcha field is a 'Login' button and a 'Register Yourself' button. There are also links for 'Forgot Password ?' and 'Re-Registration of Rejected University/ Institute Steps for Research Details updation ?'. At the bottom, a footer contains the copyright notice: 'Copyright © 2018. All rights reserved. Content Managed by Ministry of Tribal Affairs. Last Updated on : 05/06/2019'.

*[Handwritten signature]*



## Instructions for Students for filling the Application form in NSP 2020-21:

### National Fellowship and Scholarship for Higher Education of ST Students (earlier known as Top Class Scholarship Scheme)

#### Step -2: - Register Yourself with proper information

Click “**Register Yourself**” button to get registration. It will open Registration Form for Student.

On Registration Form, select “**Student**” and “**Top Class**” option and fill all required information.

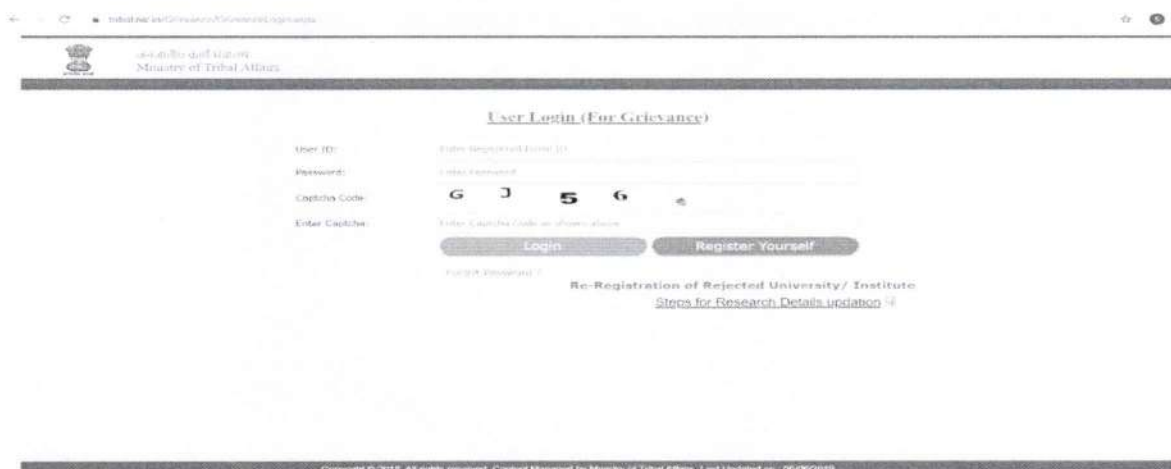
The screenshot shows the 'Students/ Universities Registration For Grievance' form. The form is divided into two main sections: 'Student' and 'University/ Institute'. The 'Student' section is selected, and the 'Top Class' option is also selected. The form fields include: Scholarship\*, Award No/ Application ID\*, Contact Person Name\*, Mobile Number \*, Alternate Mobile Number (Optional), Email ID\*, Set Password \*, Retype Password \*, and Captcha Code. The 'University/ Institute' section has a field for 'Enter Award No/ Application ID (For Top Class)'. The form is titled 'Students/ Universities Registration For Grievance' and has a 'Back to Login' button. The footer contains the text: 'Copyright © 2019. All rights reserved. Content Managed by Ministry of Tribal Affairs. Last Updated on : 06/02/2019'.

Note: - Your given email id is your USER ID for Login in Grievance.

## Instructions for Students for filling the Application form in NSP 2020-21:

### National Fellowship and Scholarship for Higher Education of ST Students (earlier known as Top Class Scholarship Scheme)

#### Step -3: - Login [for registered user only]



The screenshot displays the 'User Login (For Grievance)' interface. It includes input fields for 'User ID', 'Password', and 'Captcha Code'. A 'Login' button is positioned below the captcha field, and a 'Register Yourself' button is to its right. Below these buttons, there is a link for 'Re-Registration of Rejected University/ Institute' and another link for 'Steps for Research Details updation'. The page footer contains copyright information: 'Copyright © 2018 All rights reserved. Content Managed by Ministry of Tribal Affairs. Last Updated on: 05/06/2019'.

After successful registration, you can login with your given EMAIL ID and PASSWORD.

Once you get login, you can send your Query/ Grievance and you will see the response of Query/ Grievance also after login.

