

# **INSTRUCTIONS MANUAL FOR FILLING ONLINE APPLICATION FOR NATIONAL OVERSEAS SCHOLARSHIP FOR SCHEDULED CASTES, DENOTIFIED NOMADIC /SEMI-NOMADIC TRIBES AND LANDLESS AGRICULTURAL LABOUR AND TRADITIONAL ARTISANS:- 2020-21**

**Portal Name:** [www.nosmsje.gov.in](http://www.nosmsje.gov.in)

## **General Instructions**

1. New Applicants applying for the Scholarship for the first time need to register under “Student Register Form” under the login tab. The applicant is required to provide accurate information while filling the form. After successful login details, a text message will be sent to the registered e-mail address.
2. The E-mail address and password entered by the applicant will be the user-id and password respectively for filling of the application form. The same login-id and password will be used for any query/information from the Department.
3. The applicants are required to fill the application form accurately and upload the requisite documents in order to successfully submit the application. The list of documents to be uploaded at the time of Application is at Annexure-I.
4. The portal will remain open till 27<sup>th</sup> of May 2020 for receiving application for the first quarter of selection. The portal will be opened further in the 2<sup>nd</sup> /3<sup>rd</sup>/ 4<sup>th</sup> quarter subject to availability of slots for 30 day period in each quarter. A list of selected/not selected candidates will be uploaded on the online portal. Individual email/messages will also be sent to all registered applicants in due course of time. Incomplete application will be rejected.
5. In case of selection of the candidate, the applicant is required to submit the Attestation form and other documents as sought by the Department.
6. Applicants are advised to read the detailed guidelines carefully as available in the portal before filling of the application form, please check all the details before submitting, No changes will be allowed after submission of application.

## **How to Fill the Student Registration Form**

All fields in the form are very important and applicants are advised to fill it carefully. Any wrong information may lead to delay/rejection of application for scholarship.

<b>Category</b>	Select the category from the drop-down menu (Scheduled Castes/ Denotified Nomadic/Semi-Nomadic Tribes/Landless Agriculture Labour and Traditional Artisans)
<b>First Name</b>	Enter your first name as mentioned in the Matriculation Certificate.
<b>Middle Name</b>	Enter your middle name as mentioned in the Matriculation Certificate, if any, otherwise leave blank.

<b>Last Name</b>	Enter your last name as mentioned in the Matriculation Certificate, if any, otherwise leave blank.
<b>Full Name</b>	It will be automatically displayed based on the information provided in the earlier fields. Applicants are advised to re-check the full name with the Matric Certificate before submitting the form.
<b>Mobile Number</b>	A ten digit valid mobile number available with the applicant and/or the guardian may be filled.
<b>Email id</b>	A valid Email id of the applicant may be filled. The email id will be used as the User-Id for filling the application. All the requisite correspondence will also be made in the email id given by the applicant.
<b>Date of Birth</b>	Date of birth in DD/MM/YYYY format should be mentioned. Enter date of birth in the format DD/MM/YYYY as per the Matric Certificate. It is to be noted that applicant should not be more than 35 years of age as on 1 <sup>st</sup> April, 2020.
<b>State of 10<sup>th</sup> Board</b>	Mention the State Board from where Matric examination was passed.
<b>10<sup>th</sup> Board Certificate Number</b>	Candidate must mention the 10 <sup>th</sup> Board Certificate number.
<b>Year of passing</b>	Candidate must mentioned the year of passing of 10 <sup>th</sup> Board
<b>Upload 10<sup>th</sup> Certificate</b>	Applicant must upload 10 <sup>th</sup> Certificate in the PDF format.
<b>Password</b>	The password should be at least 8 digits with combination of numeric, alphabet and one special character. At least one character should be in capital letter.
<b>Retype password</b>	To confirm the password entered in the previous field, same password may be entered in this field also.

Applicants are advised to verify the information filled before submitting the form. No change in the basic information submitted will be entertained.

### 1. Personal Information

<b>Full Name</b>	It will be automatically displayed from the information already provided under the Student Registration Form.
<b>Fathers/Guardian Name</b>	Enter full name of the father/guardian. Field left blank will not be accepted.
<b>Gender</b>	Select the Gender from the drop-down menu (Male/Female/Others).
<b>Date of Birth</b>	It will be automatically displayed from the information already provided under the Student Registration Form.

<b>Mobile Number</b>	It will be automatically displayed from the information already provided under the Student Registration Form.
<b>Email ID</b>	It will be automatically displayed from the information already provided under the Student Registration Form.
<b>Domicile State</b>	Select your domicile state from the drop-down menu.
<b>Domicile District</b>	Select your domicile district from the drop-down menu.
<b>Marital Status</b>	Select the marital status from the drop-down menu (Married/Un-married/Divorce/Separated).
<b>Aadhaar No.</b>	Enter valid Aadhaar Number.

## 2. Current Address

<b>Address (Line 1)</b>	Enter House No/Plot No etc.
<b>Address (Line 2)</b>	Enter Street Name/Road Name/Location Name etc.
<b>State</b>	Select the State from drop down menu.
<b>District</b>	Select the district from drop down menu.
<b>Pin Code</b>	Enter the Pin code

## 3. Is permanent address same as current address

In case the permanent address is same as the current address, the applicant may select 'Yes' and all fields will be automatically displayed in the permanent address as filled in the current address. If the permanent address is different from the current address, the applicant may select "no" button and fill all the fields as explained earlier.

## 4. Next of kin in India to be notified in case of Emergency

The Applicant is required to provide the details of his family member/friend/relative or any other person residing in India, who may be contacted in case of emergency. A valid and functional Phone No. /Mobile no. and Email ID of the next kin to be notified in case of emergency should be provided in the relevant fields.

## 5. Foreign University/Institute Details

The Applicant is required to provide the details of the foreign university/Institute where he/she has taken admission or he/she has applied for admission. It is mandatory to upload the supporting documents viz., the unconditional offer letter/ Application Form etc. In case, the candidate has unconditional offer letters or has applied for more than one

University/Institute he/she should choose only one most preferred University/Institute and provide the details of the same Foreign University/Institute. It is further reiterated that before filling the form, the selection procedure provided in the Scheme Guidelines (2020-21) may be referred.

<b>Degree Course Applied for</b>	The scholarship is provided either for Master's Degree or Ph.D. The relevant course may be selected in the field.
<b>Field of Study</b>	The relevant field of study under which the course is applied for may be selected in the field. If the candidate is not aware of the field, same may be left blank.
<b>Course Name</b>	In case the Applicant has applied scholarship for Masters Programme, the full nomenclature of the course name may be entered.
<b>Title/Topic of the Research</b>	In case the Applicant has applied scholarship for Ph.D programme, the title/topic of the proposed research may be entered.
<b>Description of the Course</b>	Applicant may also fill the details of the course in maximum 1000 characters. The details should be related to the course for which scholarship has been applied for.
<b>Application/Registration /Admission date</b>	Enter the date of Application/Registration/Admission made in the foreign University/Institution where the candidate intends to take admission or have taken admission/obtained unconditional offer letter.
<b>Anticipated Joining Date (if any)</b>	The anticipated joining date in the format DD/MM/YYYY may be filled.
<b>Anticipated Course End Date (if any)</b>	The anticipated course end date in the format DD/MM/YYYY may be filled.
<b>Name of the University/Institute</b>	The name of the University/Institute for which the applicant has applied for/taken admission/made registration may be entered.
<b>Country</b>	The name of the country from the drop down menu may be selected.
<b>Do you have unconditional offer letter</b>	Relevant code in Yes/ No may be filled.
<b>Is the Institution/ University QS world ranking</b>	If the candidate is aware, relevant code in Yes/ No may be filled
<b>QS world ranking</b>	QS Ranking number may be given, if available/ known.

## 7. Qualifying Degree/Examination Details

The Applicant for Master Degree courses abroad is required to provide the details of his/her graduation degree. The candidate applying for Ph. D. is required to provide the details of his/her Post Graduation degree.

<b>Course Name</b>	If the course applied is Masters programme, the name of the Graduation Degree from recognized University/Institute is required to be filled. Otherwise, the name of Post-Graduation Degree programme may be filled in this field.
<b>Name of the College/University/Institution</b>	Enter the name of the college/university/institute from which the Graduation/Post Graduation has been completed.
<b>State</b>	Select the State of College/University/Institution from drop down menu.
<b>District</b>	Select the district of College/University/Institution from drop down menu.
<b>Address of the College/University/Institution</b>	Enter the address of the College/University/Institution from where the Graduation/Post Graduation has been completed.
<b>Subject/Course taken</b>	Name of the subjects studied during the course may be entered.
<b>Year of Passing</b>	Enter the passing year of the Graduation/Post Graduation.
<b>Scoring System</b>	Select the scoring system from the drop down menu (CGPA/OGPA and % marks). In case, the scoring system is CGPA/OGPA, the grade marks (0 to 10) as mentioned in the certificate may also be indicated.
<b>Percentage/ Equivalent Percentage of Marks</b>	Enter the equivalent percentage of marks in this field. The % marks will be calculated on the basis of the total marks secured during each year of Graduation/Post Graduation Degree. It may be remembered that only the marks obtained in the degree programme for which actual study has been done is valid for the purpose of scholarship. For example, if an applicant has taken direct admission in the second year of the degree programme due to relaxation of any diploma programme already done/other reason, the marks of the degree programme from second year onwards only will be valid.
<b>Details of published Research Papers, if any</b>	Enter the details of any published research papers by the applicant.

### **8(a) to (c) Employment Details**

The Applicant is required to provide his/her current and/or past employment details, if any, from the qualifying examination. For example, if the applicant has completed Post Graduation in the year July, 2015 and has applied for scholarship during the year 2020-21. In this case, the applicant is required to submit the details of his/her employment from August, 2015 onwards, if any, while filling the details.

(a) Current employment details: If the applicant is currently employed, the following details may be provided

<b>Nature of employment</b>	Enter the employment classification like self-employed/salaried/contract work/casual work etc.
<b>Name of Office/Organization</b>	Enter the Name of Office/Organization
<b>State</b>	Select the State from the drop down menu
<b>District</b>	Select the district from the drop down menu
<b>Address of Office/Organization</b>	Enter the address of the Office/Organization of present employment.
<b>Date of Joining</b>	Enter the date of joining in the present office
<b>Designation</b>	The designation in the present employment may be entered.
<b>Last emoluments</b>	In case of salaried persons, salary received including all allowances from the present employment during last month may be provided. In case of employment other than salaried, the total monthly income of the last month may be entered.

### **(b) & (c) Have you ever been employed earlier/any other experience**

There may be situations that the applicant has worked in earlier occasions also and in that case, the details as explained above may be filled in the requisite fields.

### **9 (a) & (b) Award of Scholarship under National Overseas Scholarship (NOS) Scheme on previous occasion**

The details of scholarship awarded to the candidate or any of his/her siblings under NOS in earlier occasions is required to be provided under the relevant fields. The relationship with the applicant/year of award/course for which scholarship was awarded should be mentioned in the relevant fields.

### **10. Visa Application details**

The Applicant is required to provide details of the Visa obtained or applied for. In case the candidate has applied for or is applying for admission in any University in the United States of America, he/she is required to obtain **J-1**

**VISA only.** Applicants are advised to follow the instructions as detailed in the guidelines available in the portal.

### **11. Prospects in India**

The Applicant is required to provide the future prospects in India after completion of his/ proposed study abroad.

### **12. Income from all sources of family members contributing to the household during the FY 2019-20**

The candidate is required to provide details of income from all sources of his/her family members during the financial year 2019-20. The relevant nature of employment like salaried/self-employed/casual/others/unemployed for each family member along with his/her name may be filled. The details of the documents to be attached in support of the family income are as under:-

- i) In case of self employed persons, Income Tax Return or the Income Certificate issued by the Revenue Authorities of the State Government.
  - ii) In case of Salaried/ Wage earners, Income Tax Return or Form 16 issued by the Employer.
  - iii) In case of Casual Labour/Contract workers Income Certificate issues by the Revenue Authorities of the State Government.
  - iv) In case the Income Tax Return or Form 16 is not available at the time of filling the application, a certificate from employer indicating the income received during 2019-20 may be submitted at this stage. However, if the candidate is selected, it will be necessary to submit the Income Tax Return or Form 16 issued by the Employer for further processing.
- V) Receipt of ITR acceptance document may also be furnished, if applicable.

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**List of Document Required at the Application Stage**

1. 10<sup>th</sup> Board Certificate
2. Caste Certificate
3. Photo
4. Scanned Signature
5. Current Address proof/Permanent Address Proof, in case different from current address
6. Qualifying Degree/Provisional Certificate
7. Mark sheet of qualifying examination
8. Valid Document regarding admission in Foreign University (Application, Registration or Admission related document) (\*).
9. Income documents of all family members
10. Employer's NOC Certificate if applicant is employed.
11. ITR acceptance document.

(\*) The applicant is required to submit the necessary documents in support of Application submitted or Registration made or offer letter received from the foreign university for studying abroad in Masters/Ph.D course as the case may be.