

**INSTRUCTIONS MANUAL
FOR
FILLING ONLINE APPLICATION
FOR
NATIONAL OVERSEAS SCHOLARSHIP FOR SCHEDULED
CASTES, DE-NOTIFIED NOMADIC /SEMI-NOMADIC TRIBES
AND LANDLESS AGRICULTURAL LABOUR AND TRADITIONAL
ARTISIANS -2019-20**

Portal URL: 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.

Student Registration Form

Please Enter Applicant's Details:

Category:	<input type="text" value="--Select--"/>
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Full Name:	<input type="text"/>
Mobile Number:	<input type="text"/>
Email ID:	<input type="text"/>
Password:	<input type="text"/>
Retype Password:	<input type="text"/>
Date of Birth:	<input type="text" value="DD/MM/YYYY"/>

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. A blank copy of the Application Form is at Annexure-I.
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-II.
4. The portal will remain open for thirty days starting from the first month of each quarter subject to availability of slots. 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.
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. In case of any query in respect of scholarship, the candidate may send the query through portal after registering in “Student Registration Form”.
7. Applicants are advised to read the detailed guidelines carefully as available in the portal before filling of the application form.

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.

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

Last Name	Enter your last name as mentioned in the Matriculation Certificate, if any, otherwise leave blank.
Full Name	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.
Mobile Number	A ten digit valid mobile number available with the applicant and/or the guardian may be filled.
Email id	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.
Password	The password should be at least of 8 characters with combination of numeric, alphabet and one special character. At least one character should be in capital letter.
Retype password	To confirm the password entered in the previous field, same password may be entered in this field also.
Date of Birth	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 st April, 2019.

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

How to Fill the Application Form

1. Personal Information

1. Personal Information

Full Name*	SHWETANG KUMAR SINGH	Father/ Guardian's Name*	Enter Father/ Guardian's Name
Gender*	Male	Date of Birth	01/05/1990
Mobile Number	9745874598	Email ID	shwetang@gmail.com
Domicile State*	--Select State--	Domicile District*	
Marital Status*	Select	Aadhaar No.	Enter Aadhaar No

Full Name	It will be automatically displayed from the information already provided under the Student Registration Form.
Fathers/Guardian Name	Enter full name of the father/guardian. Field left blank will not be accepted.
Gender	Select the Gender from the drop-down menu (Male/Female/Others).
Date of Birth	It will be automatically displayed from the information already provided under the Student Registration Form.
Mobile Number	It will be automatically displayed from the information already provided under the Student Registration Form.
Email ID	It will be automatically displayed from the information already provided under the Student Registration Form.
Domicile State	Select your domicile state from the drop-down menu.
Domicile District	Select your domicile district from the drop-down menu.
Marital Status	Select the marital status from the drop-down menu (Married/Un-married/Divorce/Separated).
Aadhaar No.	Enter valid Aadhaar Number.

2. Current Address

2. Current Address

Address (Line 1)*	<input type="text" value="Example :- House No, Plot No etc."/>	Address (Line 2)	<input type="text" value="Example :- Street No, Road No etc."/>
State*	<input type="text" value="--Select State--"/>	District*	<input type="text"/>
PIN Code*	<input type="text" value="Enter PIN Code"/>		

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

3. Is permanent Address same as Current Address

3. Is Permanent Address Same as Current Address.

Yes

No

4. Permanent Address

Address (Line 1)*	<input type="text" value="Example :- House No, Plot No etc."/>	Address (Line 2)	<input type="text" value="Example :- Street No, Road No etc."/>
State*	<input type="text" value="--Select State--"/>	District*	<input type="text" value="--Select District--"/>
PIN Code*	<input type="text" value="Enter PIN Code"/>		

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

5. Next of kin in India to be notified in case of emergency:

Name*	<input type="text"/>	Address*	<input type="text"/>
Phone Number*	<input type="text"/>	Email Id	<input type="text"/>
Relationship with applicant:*	<input type="text"/>		

The Applicant is required to provide the details of his family member/friend/relative or any other person who may be contacted in case of emergency. A valid and functional Phone 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

6. Foreign University/ Institute Details

Degree Course Applied for* Masters Ph.D

Field of Study*

Engineering & Management Pure Science & Applied Science Agricultural Science & Medicine International commerce, Accounting & Finance Humanities & Social Science

Course Name

Description of Course (Max. 1000 Chars)

Characters Left:

Application/Registration/Admission Date*

Anticipated Joining Date (if any)

Anticipated Course End Date

Name of Institute / University *

Country *

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 offer letter/ Application Form etc. In case, the candidate has 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.

Degree Applied for	Course	The scholarship is provided either for Master's Degree or Ph.D. The relevant course may be selected in the field
Field of Study		The relevant field of study under which the course is applied for may be selected in the field.
Course Name		In case the Applicant has applied scholarship for Masters Programme, the full nomenclature of the course name may be entered.
Title/Topic of the Research		In case the Applicant has applied scholarship for Ph.D programme, the title/topic of the proposed research may be entered.
Description of the Course		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.
Application/Registration/Admission date		Enter the date of Application/Registration/Admission made in the foreign University/Institution where the candidate intends to take admission.
Anticipated Joining Date (if any)		The anticipated joining date in the format DD/MM/YYYY may be filled.
Anticipated Course End Date (if any)		The anticipated course end date in the format DD/MM/YYYY may be filled.
Name of the University/Institute		The name of the University/Institute for which the applicant has applied for/taken admission/made registration may be entered.
Country		The name of the country from the drop down menu may be selected.

7. Qualifying Degree/Examination Details

7. Qualifying Degree/ Examination Details.

(Enter Graduation Details.)

Course Name*	<input type="text"/>	Name of College/ University/ institute*	<input type="text" value="Enter College/ University Name"/>
State*	--Select State--	District*	--Select District--
Address of College/ University/ Institute *		<input type="text"/>	
Subject/ Course Taken*	<input type="text" value="Enter Subject/ Course taken"/>	Year of Passing*	2005
Scoring System	--Select--	Percentage of Marks*	<input type="text" value="Enter Percentage of Marks"/>
Details of published Research Papers, if Any		<input type="text"/>	

(In above screen shot it is asking to enter graduation details because in earlier screen we have selected masters, if we select Ph.D. over there here it will ask for Post Graduation 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.

Course Name	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.
Name of the College/University/Institution	Enter the name of the college/university/institute from which the Graduation/Post Graduation has been completed.
State	Select the State of College/University/Institution from drop down menu.
District	Select the district of College/University/Institution from drop down menu.

Address of the College/University/Institution	Enter the address of the College/University/Institution from where the Graduation/Post Graduation has been completed.
Subject/Course taken	The name of the subjects studied during the course may be entered.
Year of Passing	Enter the passing year of the Graduation/Post Graduation.
Scoring System	<p>Select the scoring system from the drop down menu (CGPA/OGPA and % marks)</p> <p>In case, the scoring system is CGPA/OGPA, the grade marks (0 to 10) as mentioned in the certificate may also be indicated.</p>
Percentage/ Equivalent Percentage of Marks	<p>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.</p>
Details of published Research Papers, if any	Enter the details of any published research papers by the applicant.

8(a) to (c) Employment Details

8a. Are You Currently employed*

Yes ▾

Current Employment Details			
Nature of employment *	<input type="text" value="Enter Nature of Employment"/>	Name of Office/ Organisation*	<input type="text" value="Enter Relevant Information"/>
State *	<input type="text" value="--Select State--"/>	District*	<input type="text"/>
Address of Office/ organisation *	<input type="text"/>		
Date of joining *	<input type="text"/>		
Designation*	<input type="text"/>	Last emoulements *	<input type="text"/>

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 2019-20. 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

Nature of employment	Enter the employment classification like self-employed/salaried/contract work/casual work etc.
Name of Office/Organization	Enter the Name of Office/Organization
State	Select the State from the drop down menu
District	Select the district from the drop down menu
Address of Office/Organization	Enter the address of the Office/Organization of present employment.
Date of Joining	Enter the date of joining in the present office
Designation	The designation in the present employment may be entered.

Last emoluments	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.
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(b) & (c) Have you ever been employed earlier/Any other Experience

8b. Have you ever been employed earlier ?*

Yes

Previous Employment Details

Nature of employment	<input type="text" value="Enter Nature of Employment"/>	Name of Office/ Organisation	<input type="text" value="Enter Relevant Information"/>
State	<input type="text" value="--Select State--"/>	District	<input type="text"/>
Address of Office/ organisation	<input type="text"/>		
Date of joining	<input type="text"/>	Date of Leaving	<input type="text"/>
Designation	<input type="text"/>	Last emoluments	<input type="text"/>

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.

8c. Do You have any Experience other than above ?

Yes

Previous Employment Details

Nature of employment	<input type="text" value="Enter Nature of Employment"/>	Name of Office/ Organisation	<input type="text" value="Enter Relevant Information"/>
State	<input type="text" value="--Select State--"/>	District	<input type="text"/>
Address of Office/ organisation	<input type="text"/>		
Date of joining	<input type="text"/>	Date of Leaving	<input type="text"/>
Designation	<input type="text"/>	Last emoluments	<input type="text"/>
Other experience, if any	<input type="text"/>		

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

9a. Have You/ Any of your siblings been awarded this Scholarship ?

9b. Number of siblings who have been awarded this Scholarship ?

i. NOS Scholarship details granted to you or your Siblings

Name	<input type="text" value="Enter Relevant Information"/>	Relationship with you	<input type="text" value="--Select--"/>
Year of award	<input type="text"/>	Degree/ course for which Scholarship was granted.	<input type="text"/>

The details of scholarship awarded to the candidate or any of his/hersiblings 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

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Have you applied for Visa	<input checked="" type="radio"/> Yes <input type="radio"/> No	Type of Visa you applied for	<input type="text"/>
Have you obtained Visa	<input checked="" type="radio"/> Yes <input type="radio"/> No	Type of Visa you obtained	<input type="text"/>

The Applicant is required to provide details of the Visa obtained or applied for. In case 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

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Prospects in India after study abroad

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 2018-19

12. Income from all sources of family members contributing to the household during the Financial Year 2018-19.

Relationship	Name	Nature of Employment	Income in Rs.
Father	<input type="text" value="Swatra Kumar singh"/>	--Select--	<input type="text"/>
Mother	<input type="text"/>	--Select--	<input type="text"/>
Spouse	<input type="text"/>	--Select--	<input type="text"/>
Self	<input type="text"/>	--Select--	<input type="text"/>
Others:	<input type="button" value="Add More"/>		

Relationship	Name	Nature of Employment	Income in Rs.
<input type="text" value="Select"/>	<input type="text"/>	--Select--	<input type="text"/>
<input type="text" value="Select"/>	<input type="text"/>	--Select--	<input type="text"/>
<input type="text" value="Select"/>	<input type="text"/>	--Select--	<input type="text"/>

The candidate is required to provide details of income from all sources of his/her family members during the financial year 2018-19. 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 2018-19 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.

Annexure-II

List of Document Required at the Application Stage

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

(*) 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.

(*) If any of your documents is in your local language (other than Hindi or English) you have to upload their translation also.