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

### **REGISTRATION PROCESS:**

Question 1: What are the precautions that I as an applicant need to take while filling in the application:

#### Answer 1:

- 1. Care must be taken to ensure that only correct information is given
- 2. Spelling and numerical mistakes need to be avoided at all cost
- 3. Keep all documents with you before filling the application
- 4. Ensure that the certificates to be upload are up to date and in the prescribed formats.
- 5. Fill in the applications well before the last date of submissions. Since a large number of applicants would be using the portal, you may encounter issues of slow network and reaction time of the Portal, which will delay your submission.
- 6. Cross-verify all the information provided by you with the relevant documents before final submission of the application.
- 7. Download and save a digital copy of the application for easy retrieval and future reference. If necessary, keep a printout of the application also.
- 8. Do note your application ID and password to gain access to the Portal in future.
- 9. If you are above 18, it is advised that you obtain your Aadhar Number and create a Aadhar based digi-locker, to enable you to store all your documents in one digital space. This will help you in future. However, it may be noted that neither this Ministry nor NSP will have access to your dig-locker.
- 10. After submission of the application, it is advised that you regularly track the status of your application, so as to ensure that it has been verified and submitted without defects.
- 11. Any defects in the application will be brought to your notice. You are advised to immediately rectify the same and follow instructions in this regard.
- 12. You are also intimated that the names of the candidates selected for award of the scholarships is published on this Ministry's website. You are advised to regularly visit the website for information regarding the selections.

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

Question 2: Who are eligible to apply for National Fellowship and Scholarship for Higher Education of ST Students Scheme (earlier known as Top Class Scholarship Scheme)?

**Answer 2:** Eligibility conditions to apply for "National Fellowship and Scholarship for Higher Education of ST Students" Scheme (earlier known as Top Class Scholarship Scheme) are given below:

i. ST students of the 246 Institutions, which are identified by Ministry of Tribal Affairs as Top Class Institutions are eligible for the scholarship under the scheme.

You Can get 246 Institute list on below Link

Click URL https://tribal.nic.in/ ---->Division---->Scholarship---->National
Scholarship ---->Guidelines & Amendments --->Revised List of 246 institutes
Eligible for Scholarship under National Fellowship and Scholarship for
Higher Education of ST Students (PDF)

ii. The total family income of the candidate to be eligible for this scholarship from all sources should not exceed Rs.6.0 lakh per annum.

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

- a. 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.
- b. 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 of the family total family income.
- c. 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.

**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.

**Note 2:** The income certificate should contain the details of income for the FY ending before the commencement of the Academic Year. For instance, the students securing admission in the AY 2021-22 should submit their income certificate containing the details of their family income for the FY 2020-21, i.e for the FY ending on 31.03.2021.

**Note 3:** Income certificate should be issued by the competent authority to issue such certificates in the State Governments/UT Administration.

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Question 3: If in 2<sup>nd</sup> ,3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> year my parental income increases than 1<sup>st</sup> year when I have received the scholarship, am I eligible to apply for Renewal?

**Answer 3:** Yes, still you are eligible to apply for Renewal.

#### Question 4: How can I apply online for scholarship?

**Answer 4:** In order to apply online, please visit the website through URL www.scholarships.gov.in

#### Question 5: What is the last date for submitting applications online?

**Answer 5:** Opening and closing dates of portal has been decided by DBT Mission and same is available on National Scholarships Portal. Also, dates are available on MoTA Website and Ministry also communicated the same with the Institutes and States.

## Question 6: How to submit the online application? Should I need the user id and password to apply for scholarship?

**Answer 6:** Applying procedures for Scholarship Schemes for both Fresh and Renewal are given below:

- 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 applying for scholarship for the first time (Fresh Students) 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". Student 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. This registration number will be valid for the entire duration of the course, if the applicant is selected for the award of Scholarship. Therefore, students are advised to carefully note the registration number for future use on the Portal. Please note that if you click on the "Withdraw your application button", your application would be treated as withdrawn and will not be available for further processing.
- ii. 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. 2021-22 to apply as Renewal student to avail the scholarship for 2021-22. Then student will apply with their Application Id and Date of Birth which they got when they registered as a fresh applicant during the previous year (s). Please note that if you click on the "Withdraw your application button", your application would be treated as withdrawn and will not be available for further processing.

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Question 7: I am a Renewal student but while applying in NSP under Renewal category, I have clicked on "Withdraw your application button" button by mistake then how can I again apply for Renewal?

**Answer 7:** Please note that if you click on the "Withdraw your application button", your application would be treated as withdrawn and will not be available for further processing. Therefore, you are advised to be careful while filling up the application. Despite this, in case you have clicked the button on "Withdraw your application", you are requested to raise the issue with your Institute and also with this Ministry on Ministry's grievance portal. Ministry will resolve the issue with the help of technical team.

Renewal students are advised to apply only as renewal candidates, to facilitate early disbursal of the Scholarship amount.

#### **Question 8: Which fields in the application form are mandatory?**

**Answer 8:** Fields provided with red asterisk (\*) mark are mandatory fields.

#### Question 9: Do I have to fill up the online application in one sitting?

**Answer 9:** No. You can fill up the online application in as many sittings as you wish, until you are satisfied that you have entered all desirable fields correctly. The software provides facility to save your application at every stage.

#### Question 10: Is there any permanent ID? How will it be communicated to me?

**Answer 10:** Yes, an Application ID (Permanent ID) will be provided to the candidate once his/her Registration is done. It will be conveyed to candidates through SMS and e-mail. Students should memorize their Application ID as it will be required while applying for Fresh/renewal scholarship in future.

#### Question 11: How to I check the status of my application?

**Answer 11:** Student can check the status of Online Application by submitting his/her Permanent id and Date of Birth and open the link "Check your Status".

#### Question 12: What is the size of documents to be uploaded in the Scholarship Portal?

**Answer 12:** The format of the file should be .pdf and .jpeg and the size of each document should not exceed more than 200 KB.

## Question 13: Do I need mobile number for applying for scholarship scheme through National Scholarship Portal?

**Answer 13:** Yes, mobile number is compulsory for applying for Scholarship Scheme through National Scholarship Portal.

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#### Question 14: Do I need an email ID for applying for scholarship?

**Answer 14:** Email ID is required at registration but, it is not compulsory. However, please note that a mobile number, registered in your name and in your possession, which is also integrated with your Aadhar number and bank account number (which should also be Aadharlinked) is compulsory for receiving communication such as OTP, registration ID, notifications on the award of scholarships, payments made etc. It is advised that you continue with this mobile number for the entire duration of the course of study that you are pursuing.

#### **Question 15: Can I apply for more than one Scholarship Scheme?**

**Answer 15:** A student cannot apply for more than one Scholarship Scheme.

#### **Question 16: Do I have to fill Aadhaar Number mandatory?**

**Answer 16:** AadhaarNo.is Mandatory for the Students in order to Register and fill-up the application form online. If at the time of initial registration in NSP, you do not have the Aadhaar Number, then you must apply for the same and indicate the Aadhar Enrolment Number on the Portal. NSP has the provision that at later stage you can give the Aadhaar Number, when you receive it.

Aadhaar Number could also be used for crediting scholarship amount in the bank account linked\* to your Aadhaar number.

\*To link your bank account with Aadhaar number for receiving scholarship in the same, please visit you bank branch and submit a "bank consent form for receiving DBT". You can check which bank is linked to your Aadhaar number on NPCI mapper here https://resident.uidai.gov.in/bank-mapper or through Aadhaar-enabled micro-ATM machine of any of these banks.

## Question 17: How to view the scheme guidelines of National Fellowship and Scholarship for Higher Education of ST Students?

Answer 17: You have to Click URL https://tribal.nic.in/ ---->Division --->Scholarship ---> National Scholarship --->Guidelines & Amendments --->Guidelines of scheme "National Fellowship and Scholarship for Higher Education of ST students. (PDF)"

## Question 18: How to overcome the problem of Login even after getting system generated Application ID and DOB as Password?

**Answer 18:** The "Forgot Application Id" option may be used and this problem can be overcome by using Search by Bank Account Number and Search by Mobile Number.

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## Question 19: What precautions should I take while entering the bank account details in NSP application form?

**Answer 19:** 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 till the completion of your course to receive scholarship amount. Any condition imposed on accounts by bank like seeding of AADHAAR, any limit on receiving credit in account etc., should be complied with so that the credit of the scholarship amount is not hampered.

## Question 20: What is the reason if National Fellowship and Scholarship for Higher Education of ST Students Scheme is not coming in drop down list?

**Answer 20:** As per the inputs provided by the student, if these do not fit as per the Guidelines, then only National Fellowship and Scholarship for Higher Education of ST Students is not available in the drop-down list.

## Question 21: If by mistake I have selected any Institute other than where I am studying, what should I do?

**Answer 21:** If by mistake a student/applicant has chosen an institute where he is not studying, then 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 if application is not finally submitted by the student at Institute level then student can change the Institute name anytime.

Question 22: I am a student of 2019-20 batch when I was in first year and I got scholarship also. But I got year back and thus couldn't apply for renewal in 2020-21 session. Now I am promoted and want to apply for scholarship. Whether I should apply as renewal or as fresh. I have tried to apply as renewal but when I have entered my 2019-20 application ID and password, nothing is showing?

**Answer 22:** You are eligible to apply in 2021-22 for 3<sup>rd</sup> year scholarship, but you have to apply under Fresh category with New Application id. You have to intimate to your Institute on this and your Institute will Intimate to this Ministry that treat this student as RENEWAL as he/she has received the scholarship in previous year and don't treat him/her as Fresh

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Question 23: If I am applying for the first time (not received scholarship earlier from the Ministry) in NSP for scholarship which marks and percentage I have to enter?

**Answer 23:** Students who are applying first time (not received scholarship earlier from the Ministry) in NSP under Fresh category and have not received scholarship earlier from this Ministry under "National Fellowship and Scholarship for Higher Education of ST Students", irrespective of course year (1, 2, 3, 4, 5), they have to enter 12<sup>th</sup> class aggregate marks and percentage if they are presently studying in Graduation level course and students who are presently studying in Post-Graduation level course they have to enter their Graduation level aggregate marks and percentage. Please note marks should be in percentage and not in CGPA. If marks in CGPA kindly convert this to percentage using conversion factor as per your institute norms.

Question 24: If in previous year I have received scholarship from this Ministry under the same scheme which marks and percentage should I have to enter in NSP application form?

**Answer 24:** You have to upload the semester/year's marksheet, which is immediately previous to your current semester/year of study and enter the marks/grades/results accordingly.

#### Question 25: Can I fill CGPA marks in NSP application form?

**Answers 25:** Please note marks should be in percentage and not in CGPA. If marks in CGPA kindly convert this to percentage using conversion factor as per your institute norms.

Question 26: Do I have to upload all the documents which is being asked in NSP application form even my fees is less than Rs. 50,000/- as while filling the application form in NSP, it shows no need to upload documents if your fees is less than Rs. 50000/- Answer 26: Please note you have to mandatorily upload below documents in your application

## b. Mandatory Documents:

i. Student Photograph

form:

- ii. Fresh applicants should upload latest family Income certificate for the year 2020-21 (Issued for the period from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021). and which should be issued by a competent authority to issue these certificates in the State Government (Certificate signed by Notary is not valid).
- iii. Community Certificate signed and stamped by Competent Authority (Certificate signed by Notary is not valid).

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- iv. Scanned Copy of the Passbook clearly showing the account number and name of the student
- v. 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 and if you are applying for Graduate level course then **under Previous Class/Course Name** you should mention12th . Also, under column "**Previous Passing Year**" they should mention the Year of their Previous course like for 12th and also 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 Marksheet attested by the Institute (in which you are presently studying)
  - 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-Graduation level course then **under Previous Class/Course Name** you should mention Graduate. Also, under column "**Previous Passing Year**" they should mention the Year of their Previous course like Graduate and also 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/semester course Marksheet attested by the Institute (in which you are presently studying)
- vii. Bonafide Student of the Institution (as per the format given by NSP in application form)

#### Mandatory documents for certain categories of applicants:

- i. PVTG (Particularly Vulnerable Tribe Group): PVTG Certificate: 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 upload this document mandatorily.
- ii. BPL (Below Poverty Line) category: BPL Certificate is mandatory if you are applying as a Fresh student and you have not received scholarship under this scheme earlier.
- iii. Divanygjan (Persons with Disability): Disability Certificate is Mandatory if you fall under this category and you are applying as a Fresh student and you have not received scholarship earlier under this scheme: Disability Certificate issued by the Competent Authority Designated by District Medical Officer / Civil Surgeon of the Govt. Hospital

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Question 27: For every year while applying in NSP should I have to upload Income Certificate signed by Competent Authority?

**Answer 27**: For the first year the Income certificate should have been issued by the competent authority.

Question 28: If in 1st year when I have applied and received scholarship, my parental annual family income is less then 6 lakh. But in 2<sup>nd</sup> year parental annual family income increase. Am I eligible for scholarship now?

**Answer 28:** Income certificate should be submitted only by fresh applicants, who have are not been selected for the award of scholarship. Candidates who have been awarded the scholarship on the basis of their income and other eligibility need not submit income certificates for renewal of the scholarship. No fresh document, except the academic performance report for the previous Academic Year of the course of study is required.

Question 29: If I am living outside the hostel premises or in rented accommodation, will am I eligible to receiving Living Expenses / Hostel Charges?

**Answer 29:** Living Expenses / Hostel Charges will be reimbursed to the students who resides in the hostel premises.

Question 30: If I have not applied in NSP 2020-21 for 2020-21 scholarship can I apply in NSP 2021-22 for 2020-21 scholarship?

**Answer 30:** It may be noted that a student can fill the form to avail the scholarship for 2021-22 only and not for any previous year. It may also be noted that the selections for the Year 2020-21 has already been completed. Please see the results in Ministry Website https://tribal.nic.in/downloads/results/Merit%20list-NFSS-2020-21.pdf

Question 31: Is there any other mandatorily columns added in the application form of the student in the Academic Year 2021-22?

From this academic Year 2021-22, at the time of registration of application below New columns apart from other columns in NSP application form to be filled by the students mandatorily

#### Answer 31:

- i. Roll No which Institute has given
- ii. Admission No / Enrolment No / Registration No
- iii. Admission Year in the Institute
- iv. Section in which you are studying in Institute
- v. District Name of the Student

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

### **VERIFICATION PROCESS BY INSTITUTE / MINISTRY**

Question 1: If my application has been marked by my Institute / Ministry in Defective mode then how again I have to submit my application at Institute / Ministry level?

**Answer 1:** Please note as under:

- i. If your application has been marked in Defective mode by your Institute, then your application is available at your level, you have to do the necessary updation in your application form and click on SUBMIT Button and application will go online at your Institute level for verification. After verification of application done by your institute, application comes at Ministry level for final verification.
- ii. If your application has been marked in Defective mode by Ministry, then your application is available at your level, you have to do the necessary updation in your application form and click on the SUBMIT Button and application will go online at your Institute level. After verification of application done by your institute, application comes at Ministry level for final verification.

Question 2: How to I know the deadline for verification of application at Institute/Ministry level?

**Answer 2:** Deadline of verification of application at Institute/Ministry level is available on the NSP portal. Ministry communicates the same to your institute and you can check from your institute also.

## **SELECTION PROCESS**

Question 1: What is the slot for Fresh scholarship every year?

**Answer 1**: The total number of fresh Scholarships awarded each year is 1000.

Question 2: What is the selection procedure of generation of Merit List of 1000 students every year?

**Answer 2:** 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)	5% of Total Slots
2	PVTG	50 Slots
3	BPL	50 slots
4	FEMALE	30% of Total Slots

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#### Question 3: Will I get scholarship even if my name is not in the merit list?

**Answer 3**: No you are not eligible to receive scholarship if you are not selected in the Merit List. Only students who are selected in Merit List of 1000 Fresh students every year are eligible to receive the scholarship.

## PAYMENT PROCESS ISSUES (Bank Account details)

Question 1: My registered bank account (in NSP) is closed by me due to some reasons, I want to change my Bank account details So please give me option to change in Bank details.

**Answer 1**: NSP will give the chance for Bank Account updation only to those students who are selected in 1000 students Merit List.

Question 2: If I have done mistake in entering some bank account details in my application form in NSP, do updation of account details option is available in application form?

Answer 2: The student / applicant shall note that NSP provides only one chance for updating bank account details (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. Please note that the application is liable to be rejected, in case the bank account-holder is not the applicant, in case of students above 18 years of age. In case of students below 18 years of age, a joint account is admissible, with one of the account-holders being the applicant.

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## **FINANCIAL ASSISTANCE**

Question 1: What is Financial Assistance provided by the Ministry under "National Fellowship and Scholarship for Higher Education" (Top Class Scholarship Scheme)?

**Answer 1:** 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)":

Component	Details	Remark		
Tuition Fees	Fees full tuition fee and	There will be a ceiling of Rs.2.50 lakhs		
	other non-refundable	per annum per student for private sector		
	dues in respect of	institutions		
	Government/Government			
	funded institutions.			
Books & Stationery	@ Rs.3000/- per annum	without bills/vouchers		
	per student			
Living expenses (It means 2200/-per month Amount 26400/- per annum				
hostel charges and it will				
be reimbursed to the	actuals subject to			
students who resides in				
the hostel premises				
means Hostelers and not				
for Day scholars who				
reside outside the hostel)				
Computer & Accessories	`	Computer may be Desktop/Laptop etc.		
	I ~	The accessories may, interalia, include		
	tenure of his course)	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 is not required).		

#### **NOTE:** Please note as under:

i. Total amount of Admission Fees/Registration Fee/Annual Fees and Tuition Fees which is filled by your institute's Nodal Officer in the application form in National Scholarship Portal will be transferred in your Institute's account by the Ministry if your Institute is doing expenditure in PFMS EAT Module and your Institute name is reflected in OT-59 report of PFMS and in PFMS EAT-02 report.

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Question 2: What amount my INSTITUTE has to fill in the Misc. Fee Column in the Application form in NSP Portal.

**Answer 2:** Misc. Fees means your INSTITUTE Nodal Officer have to fill the total of 4 components total amount in the column which is as under:

- i. Books and Stationery: Rs. 3000/- per annum
- ii. Computer/Laptop Amount: Rs. 45000/- (if any student has already 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: This amount can differ institute to institute.

Question 3: If I have received the computer charges earlier from the Ministry am I eligible to receive the same in next year if I have lost my computer?

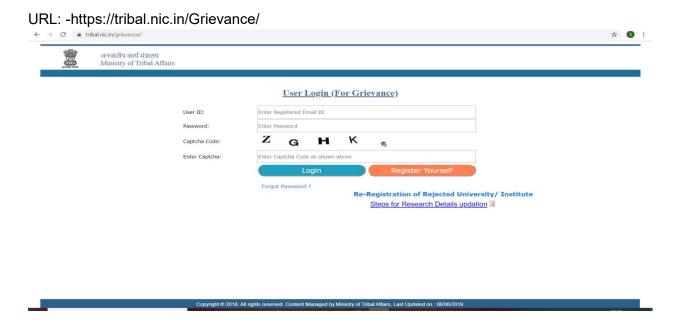
**Answer 3:** No. Computer charges will be given to the student once during the tenure of the course.

### **HANDLING GRIEVANCES (Technical Issues OF NSP)**

Question 1: If we are facing any technical issue in filling the application form in NSP or any other issue where we can contact?

**Answer 1:** Students who are receiving scholarship from this Ministry can send the grievance of yours in the Grievance portal of Ministry of Tribal Affairs (tribal.nic.in/grievance) and steps to register on grievance portal is as under:

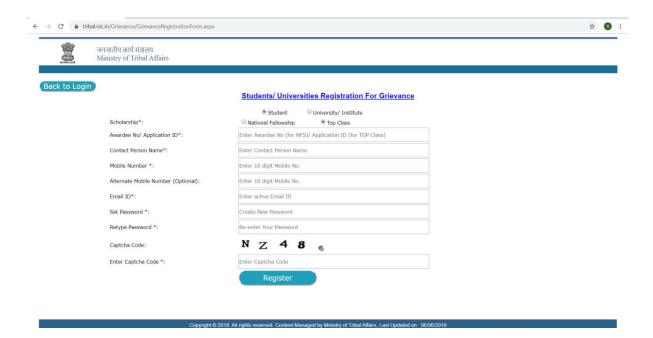
#### Step -1: - Open URL of Grievance-



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

### Step -2: - Register Yourself with proper information [for new user only]

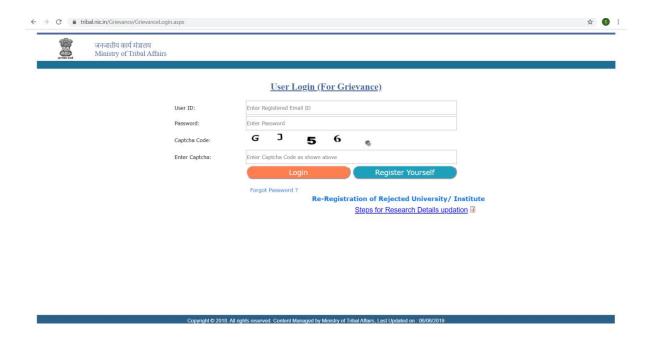
- Click "Register Yourself" button to get registration. It will open Registration Form for Student.
- On Registration Form, select "Student" and "Top Class" option and fill all required information.



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

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

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- 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.