FAQ's for Students for NSP 2022-23:

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.

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

   You Can get 252 Institute list on below Link

   Click :   https://tribal.nic.in/downloads/guidelines/Top-Class/RevisedList252InslitutesEligibleforScholarshipforTopClassfromFY2022-23.pdf

ii. The total family income of the student 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: -
   - 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.
   - 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.
   - In case only one parent is alive, the income of that parent shall be taken into account for considering total parental income. If other sibling or family member is an earning member, their income shall not be included in computing total family income.
   - In the case of an orphan, supported by a guardian, income criteria shall not apply.
   - In case of married candidates, the spousal income will also be added to compute total family income.

Note 1: Definition of Income - Income means gross income including income from all sources e.g. Salary, Interest Income, Income from House property, Income from Business, Agricultural income, and 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. 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 gross Income under the scheme.

Note 2: Income certificate is required to be taken once only i.e. at the time of admission to courses which are continuing for more than one year. Income certificate should be for the financial year immediately preceding the selection year. For example, for the selection year 2022-23, income certificate for the financial year 2021-22(Assessment year 2022-23) is admissible. In case of salaried employees Form-16 is accepted. In

2

case of income from other sources, income certificate issued by the designated authority of the respective State/UT is accepted.

Question 3: If in 2nd ,3rd, 4th, 5th year my parental income increases than 1st 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 Ministry of Tribal Affairs 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:

i. **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.

3

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 NSP technical team.

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

Question 8 : I have filled wrong course year in my application form in NSP during 2021-22, means in 2021-22 I was in 1st year but by mistake I have filled 4th year. I have received the scholarship for the year 2021-22 . Now presently in 2022-23 I am in 2nd Year but NSP Portal is not allowing me to apply as Renewal because the message is coming that your course has been completed. So now, how I will apply in Renewal category in NSP with same application id. ?

Answer 8 : Please inform this issue to your Institute Nodal Officer and they will send the mail to this Ministry and Ministry will resolve the issue with the help of NSP Technical team.

Question 9: Which fields in the application form are mandatory?
Answer 9: Fields provided with red asterisk (*) mark are mandatory fields.

Question 10: Do I have to fill up the online application in one sitting?
Answer 10: 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 11: Is there any permanent ID? How will it be communicated to me?
Answer 11: 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 12: How to I check the status of my application?
Answer 12: 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 13: What is the size of documents to be uploaded in the Scholarship Portal?
Answer 13: The format of the file should be .pdf and .jpeg and the size of each document should not exceed more than 200 KB. Also Please upload documents which are clearly visible.

Question 14: Do I need mobile number for applying for scholarship scheme through National Scholarship Portal?

Answer 14: Yes, mobile number is compulsory for applying for Scholarship Scheme through National Scholarship Portal and it should remains same throughout the tenure of the scholarship.

Question 15: Do I need an email ID for applying for scholarship?

Answer 15: 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 Aadhar-linked) 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 16: Can I apply for more than one Scholarship Scheme?

Answer 16: A student cannot apply for more than one Scholarship Scheme.

Question 17: Do I have to fill Aadhaar Number mandatory?

Answer 17: Aadhaar No.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 18 : Do I have to give same Date of Birth and My name in NSP application as mentioned in the Aadhar Card.

Answer 18 : Yes, Please fill same Date of Birth and your name in NSP application form as mentioned on Aadhar Card .

Question 19: How to view the scheme guidelines of National Fellowship and Scholarship for Higher Education of ST Students?

Answer19:https://tribal.nic.in/downloads/guidelines/Top-Class/GuidelinesFellowshipandScholarship2022.pdf

Question 20: How to overcome the problem of Login even after getting system generated Application ID and DOB as Password?

Answer 20: 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.

Question 21: What precautions should I take while entering the bank account details in NSP application form?
Answer 21: 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 22: What is the reason if National Fellowship and Scholarship for Higher Education of ST Students Scheme is not coming in drop down list?
Answer 22: 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 23: If by mistake I have selected any Institute other than where I am studying, what should I do?
Answer 23: 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 24: I am a student of 2020-21 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 2021-22 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 2020-21 application ID and password, nothing is showing?

Answer 24: You are eligible to apply in 2022-23 for 3rd year scholarship. Please intimate this issue to your Institute Nodal officer and they will send the mail to the Ministry and Ministry will resolve the issue with NSP technical team so that you can apply with same Application Id of 2020-21 during 2022-23.

Question 25: 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 25: 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 12th 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 26: 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 26: 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 27: Can I fill CGPA marks in NSP application form?
Answers 27: 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 28: 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 28: Please note you have to mandatorily upload below documents in your application form:

a. **Mandatory Documents:**

i. Student Photograph

ii. Income Certificate: Fresh applicants should upload latest family Income certificate for the year 2021-22 (Issued for the period from 1st April 2021 to 31st March 2022). 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/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. 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 mention 12th. 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 12th 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)

vi. 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.

Question 29: For every year while applying in NSP should I have to upload Income Certificate signed by Competent Authority?
Answer 29: For the first year the Income certificate should have been issued by the competent authority. For Renewal students Income certificate is not called for.

Question 30: If in Ist year when I have applied and received scholarship, my parental annual family income is less then 6 lakh. But in 2nd year parental annual family income increase. Am I eligible for scholarship now?
Answer 30: Yes, you are eligible.

Question 31: If I am living outside the hostel premises or in rented accommodation, will am I eligible to receiving Stipend?
Answer 31: Stipned will be reimbursed to all students who resides in the hostel premises or in rented accommodation and even to Day Scholars.

Question 32: If I have not applied in NSP 2021-22 for 2021-22 scholarship can I apply in NSP 2022-23 for 2021-22 scholarship?
Answer 32: It may be noted that a student can fill the form to avail the scholarship for 2022-23 only and not for any previous year.

Question 33: How many students are eligible to receive scholarship during 2022-23 ?

Answer 33: All eligible students who have taken admission on merit to the identified premier institutes, and are verified by Institute and Ministry as per the norms of the scheme are eligible to receive scholarship. There is no Institute- wise/ State wise/ stream wise ceiling of number of slots. However, students admitted in Management quota in a private Institute will not be entitled to scholarship.

IMPORTANT NOTE:

1) Students who are above the age of 18 years on date of registration of application in portal, Aadhar No is mandatory. If you have applied for Aadhaar, Please fill EID no in your application initially at the time of filling the application and later when you will get your Aadhar, Please update the Aadhar No in your application form.

2) If you are above 18, it is advised to create 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 digi-locker.

3) If any student is facing any issue in getting Aadhaar , you have to approach to your Institute Nodal Officer immediately.

4) Please note if you are residing in Delhi but belongs to BIHAR State then Please fill Domicile State as BIHAR so that your application id will be generated stared from BR. It means you have to fill Domicile State actually where you belongs to. Also note in Delhi, Punjab, Haryana, Chandigarh there are not STs.

5) Please track status of application on daily basis to know application is at which level and keep checking messages coming on your Mobile through NIC NSP.

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: All eligible students who have taken admission on merit to the identified premier institutes, and are verified by Institute and Ministry as per the norms of the scheme are eligible to receive scholarship. There is no Institute- wise/ State wise/ stream wise ceiling of number of slots. However, students admitted in Management quota in a private Institute will not be entitled to 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 when NSP will do account validation at the time of payment. If any discrepancy is found by NSP in your bank account details then NSP will give only one option in your NSP application login to update the bank account details and even after that your payment got failed then no other chance will be given to you to make the correction.

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 if payment failed (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.

FINANACIAL 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)" :

Sr. No.	Component	Details	Remarks
1.	Tuition Fees and Admission fee	Full Admission fee, tuition fee and other non-refundable dues in respect of Government/Government-funded Institutes.	There will be a ceiling of Rs.2.50 lakhs per annum per student for private sector Institutes.
2.	Books & Stationery	@ Rs.5000/- per annum	per annum per student without bills/vouchers.
3.	Stipend	@ Rs.3000/-per month	-
4.	Computer & Accessories	Rs.45000/- (One time assistance during the course tenure)	Computer & accessories may be Desktop/Laptop etc. (Without bills/vouchers)

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.

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. 5000/- per annum
ii. Computer/Laptop Amount: Rs. 45000/- once during the whole time of the course (if any student has already received the computer charges earlier from this Ministry then again, he is not eligible to receive the same)
iii. Stipned: Rs. 3000/- per month
iv. Non-Refundable Charges: As per each Institute norms, 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 or you can call to Scholarship Division of this Ministry : 011-23345179 (This number is only to give solution pertaining to "National Fellowship and Scholarship for Higher Education of ST Students Scheme (earlier known as Top Class Scholarship)"

Step -1: - Open URL of Grievance-

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

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.

जनजातीय कार्य मंत्रालय
Ministry of Tribal Affairs

Back to Login

Students/ Universities Registration For Grievance

● Student ○ University/ Institute

Scholarship*:	○ National Fellowship	● Top Class
Awardee No/ Application ID*:	Enter Awardee No (for NFS)/ Application ID (for TOP Class)	
Contact Person Name*:	Enter Contact Person Name	
Mobile Number *:	Enter 10 digit Mobile No.	
Alternate Mobile Number (Optional):	Enter 10 digit Mobile No.	
Email ID*:	Enter active Email ID	
Set Password *:	Create New Password	
Retype Password *:	Re-enter Your Password	
Captcha Code:	N Z 4 8	
Enter Captcha Code *:	Enter Captcha Code	

Register

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

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

जनजातीय कार्य मंत्रालय
Ministry of Tribal Affairs

User Login (For Grievance)

User ID:	Enter Registered Email ID
Password:	Enter Password
Captcha Code:	G Ɔ 5 6
Enter Captcha:	Enter Captcha Code as shown above

Login   Register Yourself

Forgot Password ?

Re-Registration of Rejected University/ Institute
Steps for Research Details updation

- 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.