

**INSTRUCTIONS MANUAL FOR FILLING ONLINE APPLICATION
FOR NATIONAL FELLOWSHIP FOR ST CANDIDATES.
(Academic Year 2020-21)**

Please read all instructions carefully, before filling the “National Fellowship Application Form”

1. **Basic Instruction:** The Research scholar is required to follow the below mentioned instructions
 - a. It is necessary to register at Digi locker for all applicants.
 - b. All research scholars need to upload their required documents first on Digi locker. The uploaded documents will be used while filling the application form by fetching from the Digi locker to filled application form.
 - c. All documents should be uploaded in **pdf file** and the **Profile Photo** should be in **.jpg/.jpeg** format.
 - d. If research scholars face any problem while filling the application form in Google Chrome or any other browser, scholars are advised to use internet explorer. In case any issue/error in internet explorer as well, they are advised to clear browser history /cache and try again.

2. Before initiating registration process, research scholar is advised to keep his /her following documents ready;
 - a. DOB Certificate.
 - b. Post-Graduate Marksheet.
 - c. Conversion factor formulae certificates issued from your University/ Institutes (In case of marks are in CGPA/ SGPA)
 - d. ST Certificate
 - e. PWD Certificate (If Applicable)
 - f. BPL Certificate (If Applicable)
 - g. Profile Photo (Size :- 50 KB-100KB).
 - h. Family Income Certificate

❖ There are mainly three stages for filling application of National Fellowship for ST Candidates as follows: -

- **Step-I. Registration Process in Fellowship Portal**
- **Step-II. Registration Process in Digi locker Portal** (Only for those Applicants who doesn't have their Digi locker Account.)
- **Step-III. Filling Application Form**

!!! (It is mandatory for all the Research Scholars to register separately on fellowship portal [http://fellowship.tribal.gov.in and Digi locker portal "[https://digilocker.gov.in]")

Step-I. Registration Process in Fellowship Portal

❖ The research scholar is required to register him/her self in the portal at <http://fellowship.tribal.gov.in> with valid E-Mail ID and Mobile Number.



▪ After clicking on **New Registration** ➡ **Student Registration** tab, the registration form will open.

[Back](#)

Note :- Please refer '[About the Scheme](#)' and '[Resources](#)' option for '[Guidelines](#)' and '[Instruction Manual](#)' before proceeding.

Students Registration For National Fellowship 2020-21

Applicant's Full Name*:	Enter Full Name (Name should be same as marks)
Mobile Number *:	Enter 10 digit Mobile No.
Alternate Mobile Number (Optional):	Enter 10 digit Mobile No.
Date of Birth (dd-mm-yyyy) *:	Enter Date of Birth (DD-MM-YY)
Email ID*:	Enter active Email ID
Domicile State Name*:	--Select--
Domicile District Name*:	--Select--

- **Applicant's Full Name:** Write your Name as mentioned in your Matriculation/10th/SSC Certificate.
- **Mobile Number:** Enter valid mobile number. (This mobile number should be active till the completion of your course.)
- **Alternate Mobile Number (Optional):** Enter any alternate mobile number, if available.
- **Date of Birth (dd-mm-yyyy) *:** Select your Date of Birth as per the matriculation/birth certificate from the calendar.
- **Email ID:** Enter your valid email id (All in Small Letters, E.g.: abc123@gmail.com) . **Your email id will be your User ID for login.**
- **Domicile State Name*:** Select your Domicile state from the dropdown box available.
- **Domicile District Name*:** Select your Domicile district from the dropdown box available.

Set Password *:

.....

Retype Password *:

.....

Captcha Code:

9 F G 8 

Enter Captcha Code *:

KH5G

Register

- **Set Password*:** Create a password which should have minimum **eight characters**.
- **Retype Password*:** Retype the password same as above.
- **Enter Captcha Code*:** Enter the Captcha code.
- **“Register”:** After filling student registration form, applicants are advised to verify the information before clicking on **“Register”** button. (Once registration process is completed, the basic information can not be changed.)

!!! After clicking on register button, You will receive an OTP message on your mobile Number and email id mentioned during registration process. Now you are required to enter the same OTP in the text box and also click at submit button.

- If in case OTP is not received, kindly click on the resend OTP button.

- The applicant will get confirmation message as “Your registration completed successfully” after entering correct OTP and submit it.

!!! Remember the login and password for all future correspondence.

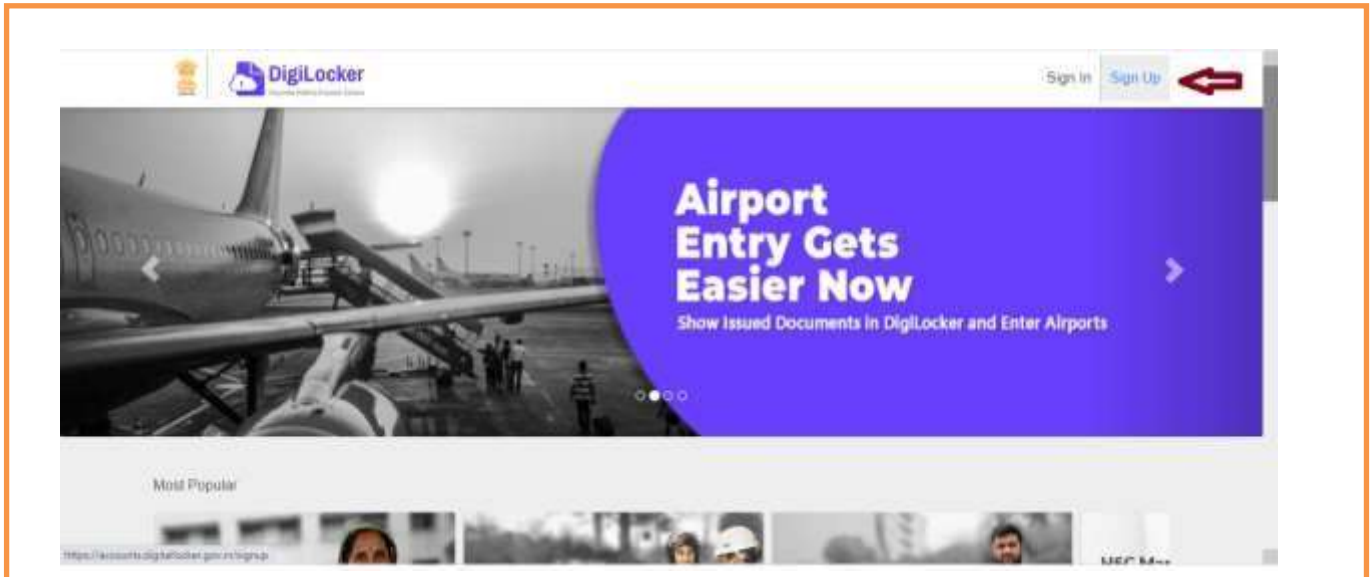


Step – II Registration Process for Digi locker **(Only for those who doesn't have their Digi locker ID)**

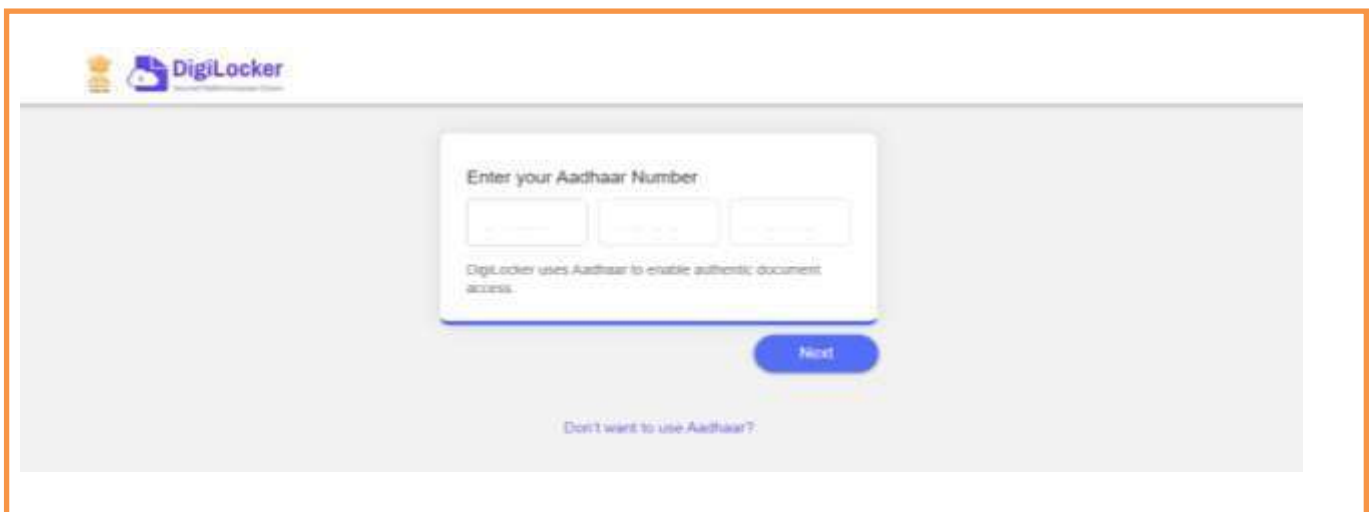


- The applicant whose account is not on Digi Locker will have to register his new account by clicking on the “**Register on Digi Locker**” button.

!!! No need to create another account, if you have already registered on Digi locker. You may use the same account ID for login and Upload /retrieve your related documents from Digi locker. The documents available on Digi locker will be directly fetched and need not be uploaded again. Only those documents which are not available in Digi locker will required to be uploaded by the applicant.



- **Process for Sign Up:** By clicking on Sign Up button, where the applicant will be asked to enter Aadhar number and click on Next button.



- Enter the OTP received on mobile number and click on Submit button.



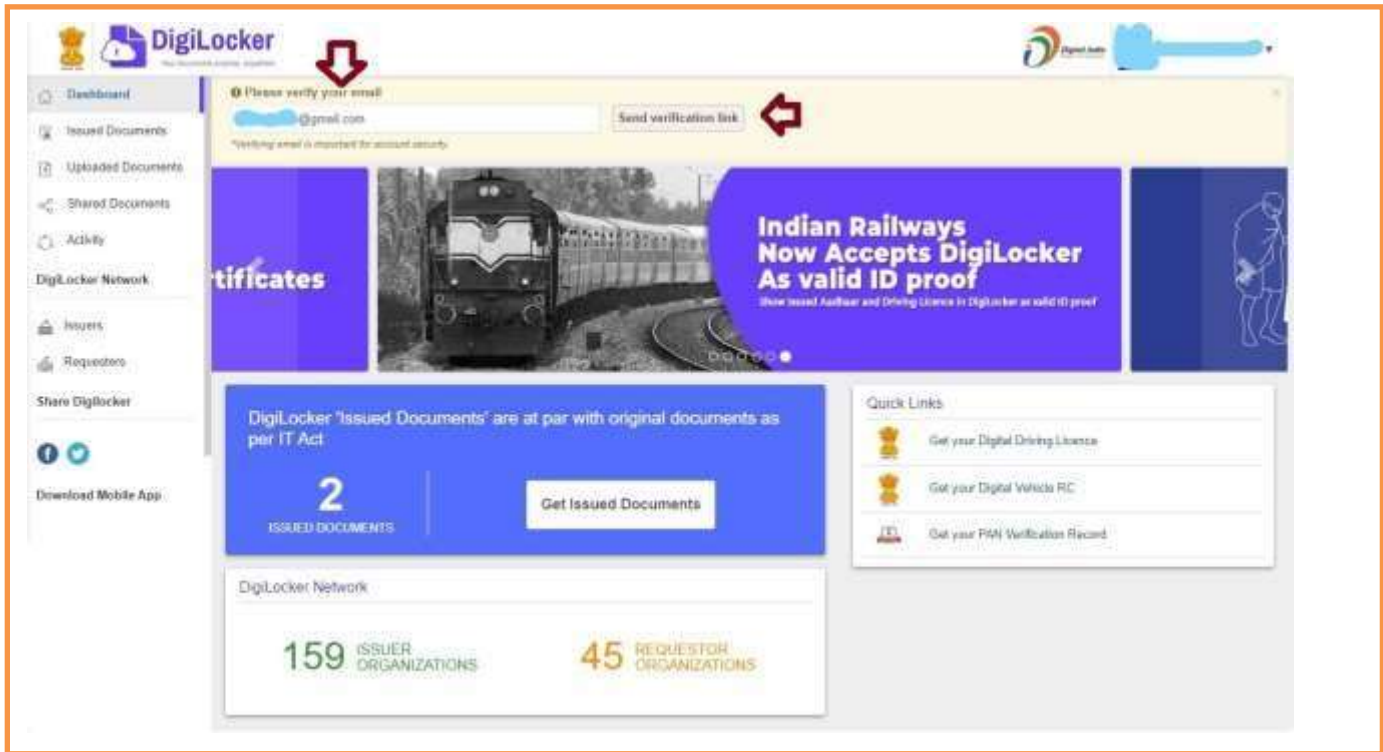
The screenshot shows the DigiLocker interface for OTP verification. At the top left, there is the DigiLocker logo with the text "Digitally Sign & Verify Documents". The main heading is "Enter the 6 digit OTP". Below this, a message states: "UIDAI has sent an OTP to your mobile (*****8123) linked with Aadhaar." There are six input boxes for the OTP digits, each with a small circular icon to its right. Below the input boxes, a timer shows "24" seconds remaining, with the text "Do not refresh or close! Wait for OTP". At the bottom right, there is a blue "Submit" button.

- Now you have to create a security Pin code (6 digit) by yourself and remember it for further use and click on submit button. Then your Digi locker account will open.

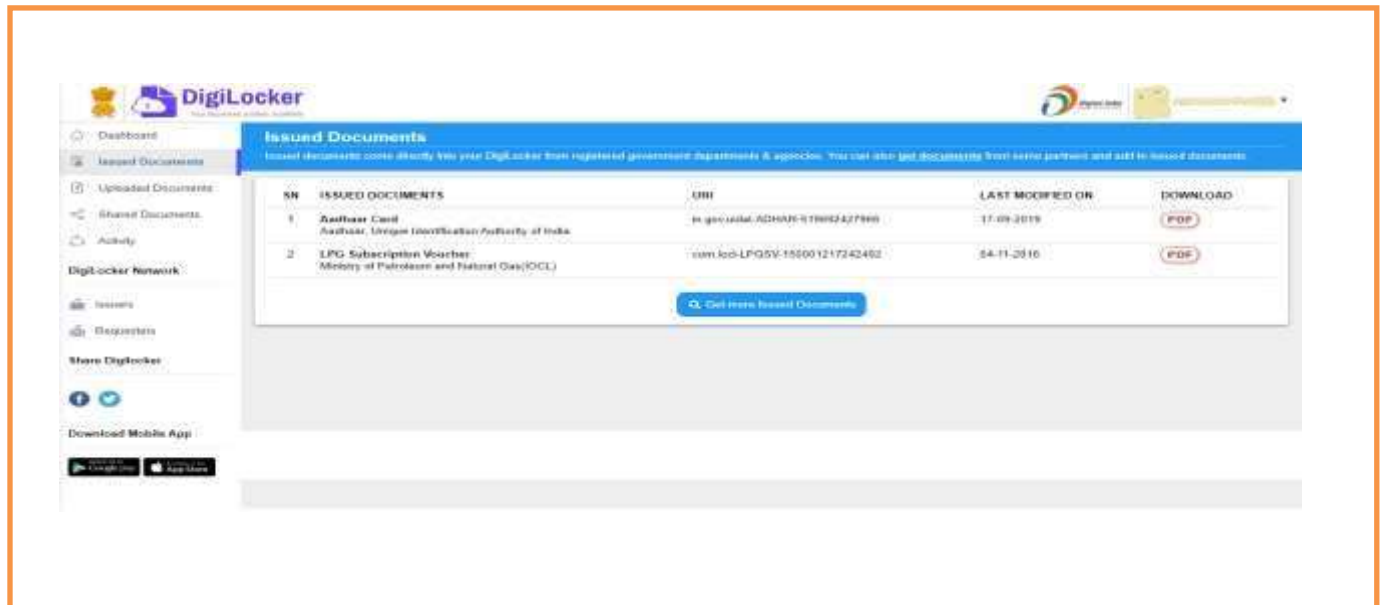


The screenshot shows the DigiLocker interface for creating a security PIN. At the top left, there is the DigiLocker logo with the text "Digitally Sign & Verify Documents". The main heading is "Enter security PIN to Sign in". Below this, there is a text input field labeled "Security PIN" with a small circular icon to its right. Below the input field, a message states: "CBSE Students, please use last 6 digits of your roll number as your security PIN". There is a blue link "Forgot my PIN" below the message. At the bottom right, there is a blue "Submit" button. At the bottom right corner of the page, there is a blue link "Need help?".

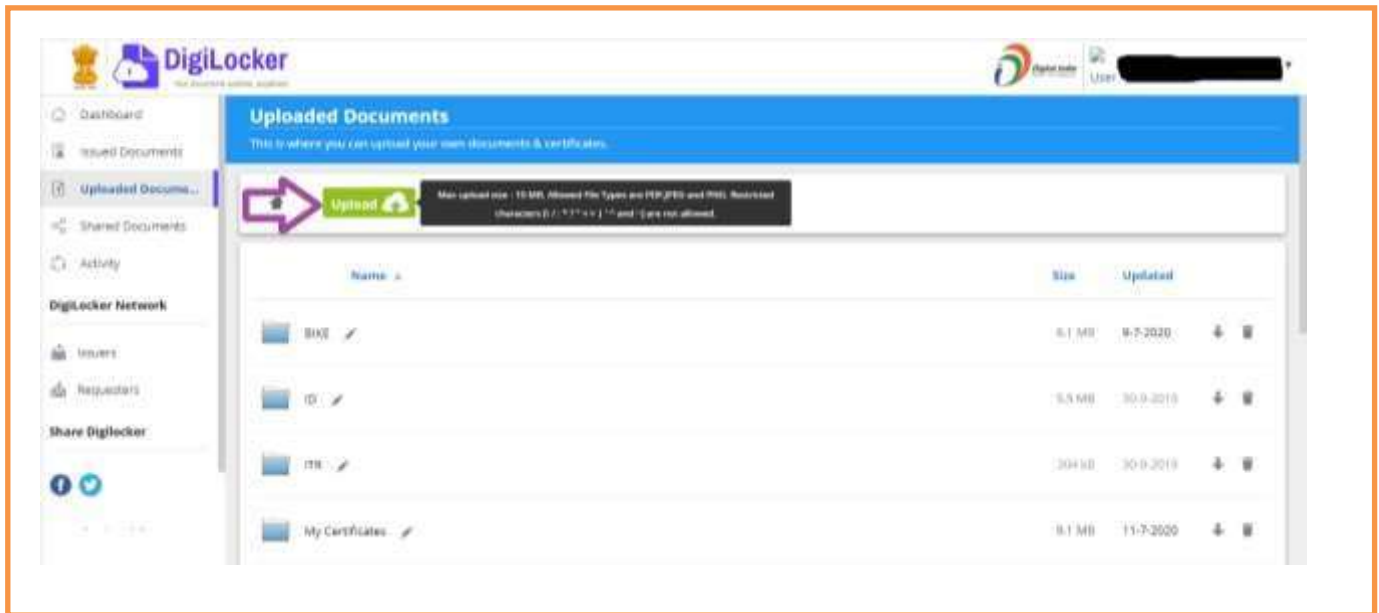
- **Please verify your email:** Kindly enter your mail id shown in the below image and click on “**Send Verification button**”. Then you will get an OTP on your entered e-mail Id. After entering the received OTP your Digi locker account will be activated.



In the **dash board** of Digi locker there are two columns one is **“Issued Documents (Verified by Government or competent authority)”** and another is **“Uploaded Documents (self uploaded)”**.



➤ **How to Upload the Documents on Digi Locker:** If any related document is not under Issued documents, upload all the required document at **“Uploaded documents”** section.



Step-III Fellowship Application Form:

- The research scholar is required to fill the application form with all necessary information and documents.
- **Log In Screen:** Enter your email Id and password and valid captcha code.



- After successful login Application form will be displayed to fill information.

1. Personal Information:



1. Personal Information

Full Name*	[Pre-filled]	Father/ Guardian's Name*	[Pre-filled]
Gender*	Male	Date of Birth*	31-01-1990
Mobile Number*	65546464	Email ID*	sm@gmail.com
Domicile State*	ANDHRA PRADESH	Aadhaar No*	[Pre-filled]
Religion*	Hindu	Tribe's/ Community*	Bhine Koya

- **Full Name :** (Pre-filled)
- **Father/Guardian's Name:** Enter Father/Guardian's name as per your certificates.
- **Gender:** Select gender from the drop down list [Male/Female/Transgender]
- **Date of Birth** (Pre-filled)
- **Mobile Number** (Pre-filled)
- **Email ID** (Pre-filled)
- **Domicile State** (Pre-filled)
- **Aadhar Number** (Enter your valid Aadhar Number)
- **Religion:** Select the religion from the drop down list.
- **Tribe/Community Name:** Select the Tribe/Community name from the drop down list. (as per your ST Certificate)

2. Research scholar's Address Details:



2. Student's Address Details

Permanent Address:-

House No/ Flat No/ Plot No*	F-57A, Laxmi Park, Vizag	State*	ANDHRA PRADESH
District*	VISAKHAPATANAM	PIN Code*	530049

Please tick in box, if Permanent Address and Correspondence Address are same.

Correspondence Address:-

House No/ Flat No/ Plot No*	F-57A, Laxmi Park, Vizag	State*	ANDHRA PRADESH
District*	VISAKHAPATANAM	PIN Code*	530049

Permanent Address: -

- **House No/Flat No/Plot No:** Enter House No./Flat No./Plot No. etc.
- **State:** Select the state from the drop-down list

- **District:** Select the District Name from the drop down list
- **Pin Code:** Write the Six digit valid Pin Code

Correspondence Address: - [Note: In case of Permanent address and correspondence address are same, "tick" in the check box]

- **House No/Flat No/Plot No:** Enter correct address
- **State:** Select the state from the drop-down list
- **District:** Select the District Name from the drop-down list
- **Pin Code:** Write the Six digit valid Pin Code

3. Candidate's Status:

- **Are you Divyangjan?:** If the person is Divyangjan (Person with Disabilities) then select the option as "Yes" if the person not having any disability , select the option as "NO".
- **Do you Belong to "PVTG":** If research scholar comes under PVTG (Particularly Vulnerable Tribal Groups) category, choose the option as "yes" and select the PVTG name from the drop-down box. If research scholar is not coming under PVTG list, select the option as "NO".
- **Are you from BPL Category:** If you are belonging to below poverty line category , select the option as "YES" if not then select option as "NO". Ensure the BPL certificate should be in the name of research scholar or their Parents only. The BPL certificate should be issued by the competent authority as per their respective State norms.
- **Family's annual Income:** Enter your total family's income.

4. Post Graduate Details:

Year / Semester	Accurate/ Equivalent percentage of Marks
First	75 %
Second	60 %
Third	85 %

- **Examination Name:** Select the name of the examination passed from the drop down menu available. If examination name is not found in the drop down menu, please select the option “Others” and enter name of the Post graduate exam cleared by you.
- **College/University:** Enter the College/University name where you have completed post-Graduation Examination.
- **Year of Passing:** Select the year of passing from the drop-down list.
- **Course /Exam Type:** Select the Option as your Examination Type “Year Based”/ Semester Based.
- **Total Number of years/Semesters:** Enter the total number years/semesters for Post-graduation examination. [i.e. 2 years or 6 semesters]
- **Is CGPA/OGPA?:** Select as “YES” if Post Graduation degree marking system is based on CGPA (Cumulative Grade Point Average) or based on OPGA (Overall Grade Point Average) . Otherwise select as “NO”.

Year of Passing* 2018

Total No of Semester* 4

Aggregate % of Marks* 78.00 %

Course/ Exam Type* Year Based Semester based

Is CGPA/ OGPA ?* Yes

Year/ Semester	Grade marks in CGPA/ OGPA	Accurate/ Equivalent percentage of Marks
First	7.5	70 %
Second	8.6	81 %
Third	9.5	90 %
Forth	7.6	71 %

- **Aggregate % of Marks:** Aggregated marks will be calculated automatically based on the marks entered Year wise/Semester wise.

(E.g. If you have entered total no of semester is “4” and entered the percentages below as are in 1st Sem: 82%, 2nd Sem: 75%, In 3rd Sem :65%, in 4th Sem :87.6% then the aggregate percentage will be: $(82+75+65+87.6)/4 = 77.4\%$)

[NOTE: If the applicant’s grading system is in CGPA/OGPA then applicant has to provide the conversion document (from CGPA/OGPA to equivalent Percentage) as per their respective University Norms.]

5. **Current University, College Course with Stream, Department and Supervisors Details:**

- **Joined Course:** Select the course [M.Phil. / Ph.D. / M.Phil. (2 year) + Ph.D. (3 year)]
- **Registration Date:** Select your registration date from the calendar.
- **Admission Date:** Select your Admission date from the calendar.
- **Joining Date (If any):** Select your joining date from the calendar if you have already joined in the University.
- **End Date:** Select your end date of the course from the calendar.
- **Research scholar's Registration No.:** Enter the University Registration Number which has been allotted by university.
- **State (Where university is Located):** Select the state where university is located from the drop down box.
- **District (Where university is Located):** select the district where university is located from the drop down box.

- **University Name:** Select University name from the drop down list, if university name is not in the list, please select “Other” option and write the correct name of the University
- **University's AISHE code:** Enter your University AISHE code by checking and confirming AISHE code from the website link at – “<http://aishe.gov.in/aishe/aisheCode>” if the aishe code not found from the link provided then please confirm from your university. Without AISHE code your application will be considered as incomplete and may be rejected.

- **College Name:** If research scholar studying in any college, they must write their college name which is affiliated to the university as per category. Must write full name of the college. If the student studying in the University campus then he/she will mention the University Name.
- **College Aishe Code:** Enter the AISHE code by finding from the below link :-

<http://aishe.gov.in/aishe/aisheCode>

Aishe Code	State Name	District Name	College Name	University Name	Status
C-60190	Andaman and Nicobar Islands	South Andamans	Andaman and Nicobar Islands Institute of medical sciences	Pondicherry University, Puducherry	Active
C-50934	Andaman and Nicobar Islands	South Andamans	ANDAMAN COLLEGE (ANCOL)	Pondicherry University, Puducherry	Active
C-6526	Andaman and Nicobar Islands	South Andamans	Dr B R. Ambedkar Institute of Technology	Pondicherry University, Puducherry	Active
C-5499	Andaman and Nicobar Islands	Nicobars	Jawahar Lal Netru Rajendra Mahavidyalaya	Pondicherry University, Puducherry	Active

- **College/University included under:** Select the category of college/University from the drop-down list by searching it from the link mentioned in the form (**View List**). The University/Institute /College should fall under any of the below category:
 - Universities/institutions/Colleges included under section 2 (f) / 12(B) or 2(f) and 12(B) of UGC Act.
 - Deemed to be Universities included under Section 3 of the UGC Act, 1956 and eligible to receive grants-in-aid from UGC.
 - Universities/ Institutions/ Colleges funded by Central/ State Government
 - Institutes of National importance.
- If University /institute name is not found in the list kindly confirm it from your University's /Institute's concerned person.

Department Name*	<input type="text" value="Enter Department Name"/>	Department's HOD Name*	<input type="text" value="Enter Department's HOD Name"/>
Email ID of HOD*	<input type="text" value="Enter Email ID of HOD"/>	Contact No of HOD*	<input type="text" value="Enter HOD Contact No"/>
Guide/ Supervisor Name*	<input type="text" value="Enter Guide/ Supervisor Name"/>	Email ID of Guide/ Supervisor*	<input type="text" value="Enter Email ID of Guide/ Supervisor"/>
Contact No of Guide/ Supervisor*	<input type="text" value="Enter Guide/ Supervisor Contact No"/>	No. of students, under Guide/ Supervisor*	<input type="text" value="0"/>

- **Department Name:** Write your Department name. (E.g. Physics, Chemistry, History, Biology, Mathematics Etc.)

- **Department's HOD Name:** Write the name of the HOD of your department where you are doing research.
- **E-mail ID of HOD:** Write the e-mail id of HOD [all in small letters]
- **Contact No. of HOD:** Write the contact no. of HOD
- **Supervisor/ Guide Name:** Write the Supervisor name
- **E-mail ID of Supervisor/Guide:** Write the e-mail id of Supervisor [all in small letters]
- **Contact No. of Supervisor/Guider:** Write the contact no. of Supervisor
- **No. of Research scholars under Supervisor/Guide:** Enter the total number of Research scholars doing research under your Guide/Supervisor which should follow the UGC norms.

Research Stream* Sciences Humanities and Social Sciences Engineering and Technology

Area of Research* --Select--
 --Select--
 Agribusiness Management
 Agriculture
 Animal & Husbandry
 Apiculture
 Applied Science
 Aquaculture And Fish Processing
 Area Studies
 Biochemistry
 Biodiversity And Ecology
 Bioinformatics and Biotechnology
 Biological Oceanography
 Biological Science
 Biomedical Science
 Biophysical Chemistry
 Biophysics
 Bioscience
 Botany
 Business Statistics
 Cell And Molecular Biology

Title/ Topic of Research*

Description (Max. 500 Characters)

Scholarship availed Yes No

Characters Left :

B. Candidate's Document

1. All documents are compulsory to upload in DigLocker.

2. If your required documents (Given below in table) are not in DigLocker then please [Upload here](#)

3. If your required documents (Given below in table) are available in DigLocker then please [Fetch Documents from](#)

Required Documents	Linked Docs
Profile/ Personal Photo	

Copyright © 2018. All rights reserved. Content Managed by Ministry of Tribal Affairs, Last

- **Research Stream:** select one of the options from Sciences/Humanities & Social Sciences/ Engineering & Technology.
- **Area of Research:** Select the research area from the drop-down list.
- **Title/Topic of research:** write the title / research topic
- **Description:** write the description on Research in 500 characters only.
- **Scholarship availed:** If the research scholar availed any scholarship from other sources for the same course which he/she is currently applying than select the option as “Yes”, if the applicant not availed any scholarships from any other sources then applicant should select the option as “No”.

Scholarship availed Yes No

Source Name

Received From Date

Total Amount Received

Characters Left :

Amount per Month

To Date

- **Source Name:** Write the name of the source from where the applicant has availed the Scholarship (Exp.- Non NET, University Scholarship, State Scholarship. etc.)
- **Amount Per Month:** Enter monthly availed amount.
- **“Received From – To”:** Select both the dates for availing scholarship **“Received From”** and **“Received Up to”**.
- **Total Amount Taken:** Enter the total amount you have availed by adding all amount which is received during this course.
- The candidate will have to refund the amount of scholarship availed from other sources, if he/she gets selected for the Fellowship.

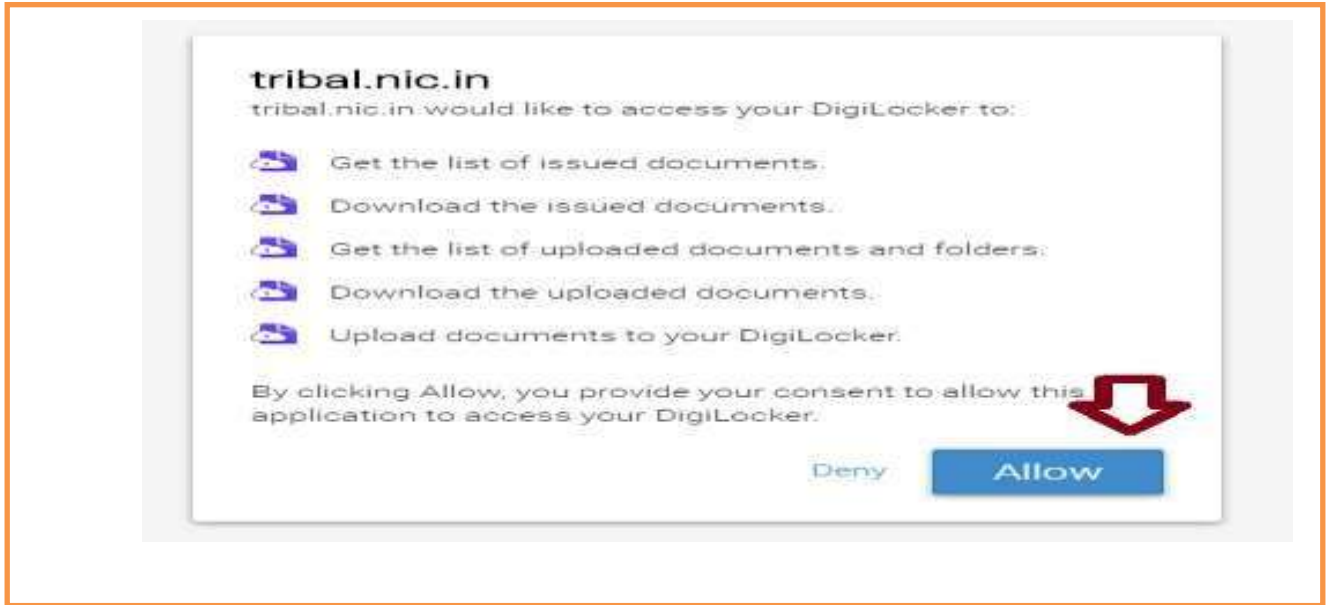
6. Candidate’s Documents:

6. Candidate's Document

1. All documents are compulsory to upload in Digilocker.
2. If your required documents (Given below in table) are not in Digilocker then please [\[Upload here\]](#)
3. If your required documents (Given below in table) are available in Digilocker then please [\[Fetch Documents from DigiLocker for linking\]](#)

Required Documents	Linked Documents
Profile/ Personal Photo	
DOB Certificate	
ST/PVTG Certificate	
All Year/ Semester Marksheet (Master Degree) in one pdf	
Family Income Certificate	
Valid Document for University Registration/ Admission	
PWD Certificate	
BPL Certificate	
Conversion factor formulae provided by university, from Grade to Percent	

- **Fetching of document from Digi locker:** Research Scholar can fetch the document from the Digi locker by clicking on Option No 3. [Fetch Documents from Digi Locker for linking](#)
- It will redirect the applicant to the Digi locker window, then applicant have to sign in and click on “allow” button to get the documents from the Digi locker.



- After click on allow button, applicant will get the access for the section of “Issued documents” and “Uploaded documents” on the application form.
- To “Retrieve issued document” applicant needs to click on Retrieve button.



- **Retrieve Other Documents:** By clicking on “Retrieve other documents” you will get those documents which have been uploaded by you in Digi Locker.

The screenshot shows a web interface with two buttons at the top: "Retrieve Issued Documents (From DigiLocker)" and "Retrieve Other Documents (From DigiLocker)". The second button is highlighted with a red arrow. Below these buttons is a list of documents with checkboxes: Aadhaar Card, Driving License, PAN Verification Record, and Residence Certificate. A "Retrieve" button is positioned below this list.

Sl No.	Link Document	Document Name	Issuer	
1	--Select--	Aadhaar Card	ADHAR	Delete
2	Profile/ Personal Photo DOB Certificate ST/PVTG Certificate All Year/ Semester Marksheet (Master Degree) in one pdf Family Income Certificate Valid Document for University Registration/ Admission	Wing License	DRVLC	Delete
3		PAN Verification Record	PANCR	Delete

Below the table is a "Link Document" button. At the bottom of the page, there is a section titled "7. Declaration By The Applicant/ आवेदक द्वारा घोषणा" with the heading "I agree to the following: / मैं निम्नलिखित के लिए सहमत हूँ।". It contains two paragraphs of text in English and Hindi, followed by a copyright notice: "Copyright © 2018. All rights reserved. Content Managed by Ministry of Tribal Affairs, Last Updated on: 04/07/2019".

- **Link Document:** Applicant is required to Link all the relevant documents on their respective Place.

7. Declaration by the Applicant: Read declaration part carefully and submit your application.

The screenshot shows the declaration section of the application form. It is titled "7. Declaration By The Applicant/ आवेदक द्वारा घोषणा" and has the heading "I agree to the following: / मैं निम्नलिखित के लिए सहमत हूँ।". It contains three paragraphs of text in English and Hindi. The first paragraph states that the applicant has read and understood the guidelines for registration. The second paragraph states that the applicant is aware that if more than one application is found to be filled, all applications are liable to be rejected. The third paragraph states that the applicant declares that all statements made in the application are true, complete and correct to the best of their knowledge and belief, and that they understand that in the event of any information being found untrue/false/incorrect or if they do not satisfy the eligibility criteria, their candidature will be cancelled/terminated, without assigning any reasons thereof. Below the text are two buttons: "Save As Draft" and "Submit".

- Read the declaration table carefully before you submitting your Application. When you are submitted the application then it will be automatically considered that you have agreed to the Norms and conditions written in the Declaration Section.
 - The applicant needs to click **“Save As Draft”** button whenever required to resume the application form in edit mode.
 - Click on **“Submit”** button for final submission of the Application. **(Any information cannot be updated/edited, if application submitted successfully.)**
-