



## Guidelines for Registration on National Scholarship Portal (NSP) for Fresh/ Renewal Scholarship Application

### • How to Apply?

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**".

The registration form is required to be filled by parents / guardian of students who are below the age of 18 years on the date of registration.

Before initiating registration process, students / Parents / guardian are advised to keep the following documents handy:

- 1. Educational documents of student
- 2. Student's Bank account number and IFSC code of the bank branch  
Note: For pre matric scholarship scheme, where students do not have their own bank account, parents can provide their own account details. However, parents account number can only be used against scholarship applications for maximum two children.
- 3. Aadhaar number of the Student
- 4. If Aadhaar is not available, then Bonafide student certificate from Institute / School and
- 5. Aadhaar Enrolment ID and Scanned copy of Bank passbook
- 6. If Institute/School is different from domicile state of the applicant, then Bonafide student certificate from Institute / School.

**Brief instructions for filling up the online Application Form are given below (Fields marked with \* are Mandatory fields):**

1. Date of Birth (DOB)*	Provide DOB as printed in educational certificates.
2. State of Domicile*	Domicile state means the state in which students have their permanent address. Students are required to provide their domicile state correctly as the " <b>Application Id</b> " allotted to them will be based on domicile state. This application Id will also be used as "Login Id" on the portal and for future references. <b>Once allotted the student will not be allowed to change the domicile State under any circumstances.</b> The student needs to provide a Bonafide Certificate in the prescribed proforma if the Students domicile state is different from the state of Institute/School, he/she is studying.
3. Scholarship Category*	Scholarship schemes are divided in following major categories described below (Students are required to select the relevant category based on their class/course in which they are studying): <b>2.1 Pre-Matric Scholarship Scheme:</b> For students studying from Class 1st to Class 10th. <b>2.2 Post - Matric Scholarship scheme/Top Class Scholarship Scheme/Merit Cum Means Scholarship Scheme:</b> For students studying from Class 11th, 12th and above including Courses like ITI, B.SC, B. Com., B. Tech, Medical /students studying top level colleges such as IITs and IIMs/ students doing Technical and Professional courses etc. (Attach a hyperlink mentioning details of schemes of different Ministries)
4. Name of Student*	Provide name as printed in educational certificates. For students applying for Post Matric, Top Class and MCM scholarship scheme preferably provide name as printed in class 10th

	<p>certificate.</p> <p>For students providing Aadhaar number to ensure that your name is correct in your Aadhaar card.</p>
5. Mobile Number*	<p>Provide correct and authenticated mobile number, as all the communications and One-time passwords related to portal activities will be sent as SMS on this mobile number.</p> <p>(i) In case of Post Matric, Top Class and MCM scholarship scheme only one registration is allowed with one mobile number.</p> <p>(ii) For pre-matric scholarship scheme, where students do not have mobile number, parents' mobile number can be provided. The parents' mobile number can only be used for filling scholarship applications for maximum of their two children only.</p>
6. Email Id	<p>Provide correct and authenticated email id, as all the communications and One-time passwords related to portal activities will be sent on this email Id.</p>
7. Bank account details	<p>Provide active bank account number and IFSC code of the bank branch of the student. The name of bank will be automatically mentioned based on your IFSC code. If not, then write it as printed on the bank passbook.</p> <p>In case of Post Matric, Top Class and MCM scholarship scheme one registration must be done with one bank account number. Whereas, for pre matric scholarship scheme, where students do not have their own bank account number parent's account number can be used. However, parent's account number can only be provided for maximum of their two children.</p>
8. Identification Details	<p>Select and provide the information in this field very carefully. You are required to select one of the following methods for identification details:</p> <p><b>7.1 Aadhaar Number:</b> Students who have Aadhaar number are required to provide 12-digit Aadhaar number as printed on Aadhaar card.</p> <p>Upon submitting the registration form, the system will match the personal identification details of the applicant with the Aadhaar records.</p> <p>Only one registration is allowed with one Aadhaar number. However, if multiple applications of a student are found in the system at a later stage, all his/her applications are liable to be rejected.</p> <p>It may be noted that your Aadhaar Number could also be used for crediting scholarship amount in the bank account linked* to your Aadhaar number in fast track mode.</p> <p>For all such cases, where student does not possess Aadhaar, he is required to provide a bonafide certificate issued by his Institute/School in the prescribed proforma along-with Aadhaar enrolment number and scanned copy of first page of his Bank passbook (containing the photograph of the applicant)</p> <p>*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 <a href="https://resident.uidai.gov.in/bank-mapper">https://resident.uidai.gov.in/bank-mapper</a> or through Aadhaar-enabled micro-ATM machine of any of these banks.</p>

### Important Note:

1. After submitting the application, the default login id and password to log into NSP portal will be sent to the provided mobile number. In case the password is not received, the option for forgot password at login page shall be used.

2. Students are advised to provide "Annual Family Income" as per the Income Certificate issued by competent authority in their scholarship application.

## **Name of the NSP important scholarship schemes with Guideline and Links:**

#	Name of the Scheme	Links
1	Central Sector Scheme of Scholarships For College And University Students	<a href="https://scholarships.gov.in/public/schemeGuidelines/Guidelines_DOHE_CSSS.pdf">https://scholarships.gov.in/public/schemeGuidelines/Guidelines_DOHE_CSSS.pdf</a>
2	PG Indira Gandhi Scholarship For Single Girl Child	<a href="https://scholarships.gov.in/public/schemeGuidelines/Guidelines_SGC1819.pdf">https://scholarships.gov.in/public/schemeGuidelines/Guidelines_SGC1819.pdf</a>
3	Scheme of 'Merit Cum Means Based Scholarship' For Students Belonging To The Minority Communities	<a href="https://scholarships.gov.in/public/schemeGuidelines/MoMA_MCM_2018-20.pdf">https://scholarships.gov.in/public/schemeGuidelines/MoMA_MCM_2018-20.pdf</a>
4	Post Matric Scholarships Scheme for Minorities	<a href="https://scholarships.gov.in/public/schemeGuidelines/MoMA_Post_Matric_2018-20.pdf">https://scholarships.gov.in/public/schemeGuidelines/MoMA_Post_Matric_2018-20.pdf</a>
5	PGScholarship Scheme For Sc St Students For Pursuing Professional Courses	<a href="https://scholarships.gov.in/public/schemeGuidelines/guidelines_pgprof_g11819.pdf">https://scholarships.gov.in/public/schemeGuidelines/guidelines_pgprof_g11819.pdf</a>

### **Other important Information:**

- **National Scholarship Portal Link for Application:**

<https://scholarships.gov.in>

- **E-mail Address:**

helpdesk[at]nsp[dot]gov[dot]in

- **Help Line:**

0120 – 6619540

- **Nodal Officer of the Institute**

Dr. Prasenjit Das, HOD, Dept. of Microbiology

- **Address of the Institute and Contact Person for NSP Scholarship :**

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