

Instruction Manual for verification of Students [NFST] by University/Institute

** Registered users may directly go to Step-2 Verification Process.

Step 1: Registration Process: New user is required to register in https://fellowship.tribal.gov.in for the first time with valid ID card issued by the University/Institute. University/Institute may create more than one user with a valid e-mail id and mobile number.

- 1. Nodal Officer [Registrar/Vice-Chancellor]
- 2. Verification Officer [Authorized person handling portal for verification of students

Required Documents: [size: max : 2 MB in pdf file]

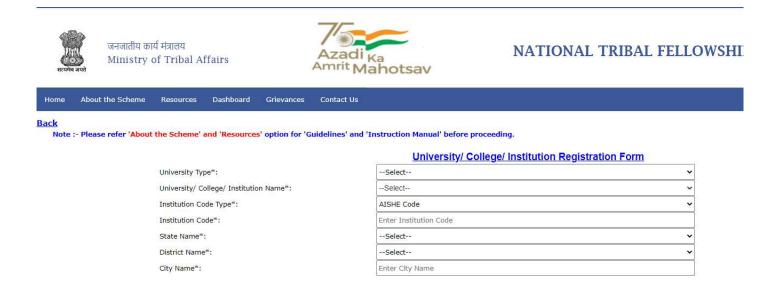
- University/Institute should authorize the Nodal Officer, verification officer. The
 authorization should in the official letter head of the University/Institute containing the
 Name, e-mail Id and Contact Number of Nodal Officer, verification officer. The authorization
 letter should be uploaded for creation of user-id.
- 2. University/Institute should upload the document as applicable from the following category:
 - I. Universities/institutions/Colleges included under section 2(f)or12(B)or2(f)and12(B)of UGC Act.
 - II. Deemed to be Universities included under Section 3 of the UGC Act, 1956 and eligible to receive grants-in-aid from UGC.
 - III. Universities/ Institutions/ Colleges funded by Central/ State Government
 - IV. Institutes of National importance.

Link for Registration:

- Web Site: https://tribal.nic.in/ [Go to. Division > Scholarship > National Fellowship> Click on https://fellowship.tribal.gov.in/
- Direct link for Registration: "https://fellowship.tribal.gov.in/UniversityRegistrationForm.aspx"



Now the Registration form will open, kindly fill the required information.

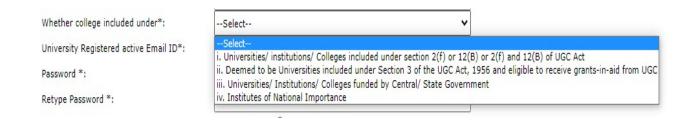


- **University Type:** select your University type, from the Drop-down menu. (whether the University is Deemed/Funded by Central/Funded by State/Private/Public)
- University/College/Institute Name: select your University/Institute/College name from the Drop-down menu.

- **Institution Code Type:** select the Institution code from drop down box, whether the Institution is under AISHE code (or) Any Other code.
- Agency Name: If you have chosen "Any other code" Kindly mention the agency name (e.g. States/UGC/AICTE/NCVT etc.)
- Institution Code: Mention your Institution Code provided by the UGC/Any competent authority. Institutes may check their AISHE code at http://aishe.gov.in/aishe by clicking "Know your AISHE code".
- State Name: Select the State Name where the Institute is situated, from the Drop-Down Menu.
- **District Name:** Select the District Name where the Institute is situated, from the Drop-Down Menu.
- City Name: Mention the City Name where the Institute is situated.



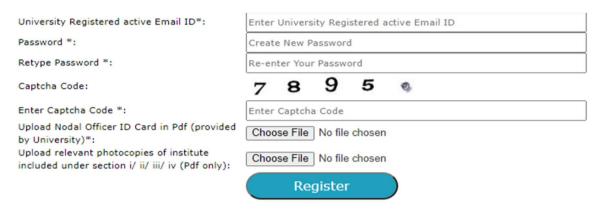
- Contact person's name: Mention Name of the Nodal officer/verifying Officer.
- **Designation:** Mention the designation of the above person.
- **Mobile number:** Kindly mention Mobile Number of designated officer (All Communication massage and OTP will be received in this Mobile Number)
- Alternate mobile number (Optional): Mention an alternate mobile number, if available.
- Maximum HRA % as applicable for the University: Enter percentage of HRA as per UGC norms.
- Address with Pin code: Kindly mention the Full Address of your University. (through which Communication can be done further, if needed)
- Landline No. with STD code: Kindly put your official land line Number with the STD code. (E.g. 011-23xxxxxx)



Weather college included under: Choose one option available in the drop-down box; in which

your University/Institute/College belongs to, from these following categories:

- V. Universities/institutions/Colleges included under section 2(f)or12(B)or2(f)and12(B)of UGC Act.
- VI. Deemed to be Universities included under Section 3 of the UGC Act, 1956 and eligible to receive grants-in-aid from UGC.
- VII. Universities/ Institutions/ Colleges funded by Central/ State Government
- VIII. Institutes of National importance.



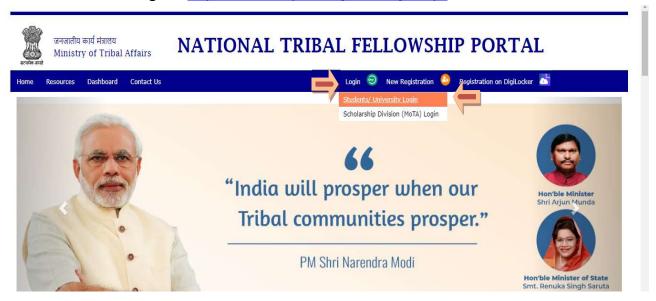
- University Registered active Email ID: Kindly mention official e-Mail Id (in small letters), which will be used as your "USER ID".
- Password: Create a password. (Min. 8 Characters)
- Retype Password
- Enter Captcha code
- Register: Kindly recheck the details you filled and click on "Register" button.

After clicking on register button, form will be submitted to the Ministry. The Ministry will verify all filled details and attached documents and will **approve the credentials**. Once approved, conformation massage will be sent to registered e-mail ID and mobile stating that **"You have registered successfully"**. Now your Registration Process is complete.

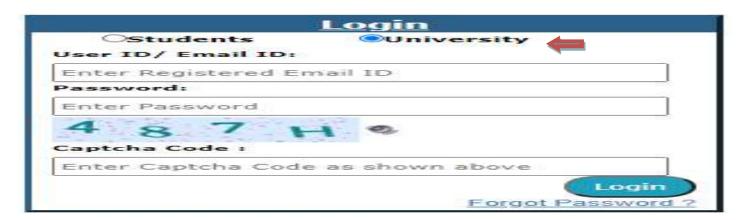
In case of any clarification, you may raise your query at "https://tribal.nic.in/Grievance" by using the same credentials.

Step- 2:Verification Process:

- Login: To enter in the verification module kindly bring your curser to "Login" and click on "Student/University Login"
- Direct link for Login: "https://fellowship.tribal.gov.in/Login.aspx"



- After clicking on the "Student/University Login" the bellow page will open
- User ID/E-mail ID: enter the registered e-mail Id
- Password
- Captcha Code
- Login: After filling all details click on "LOGIN" button.



• Forgot Password: If you forgot your password kindly click on Forgot Password.



- After login, the list of students will appear for verification by selecting the relevant year.
- click on "Awardee No" to verify the student details.
- After clicking on "Awardee No." the student's application will appear.
- There are two parts in an Application, one is to "View Student Detail" and another is "Verify Student's Details" to verify the data by the Nodal/Verifying officer filled by the student.
- While verification, the verification officer may switch between the Student's application and Student Details at any point of time as shown below:

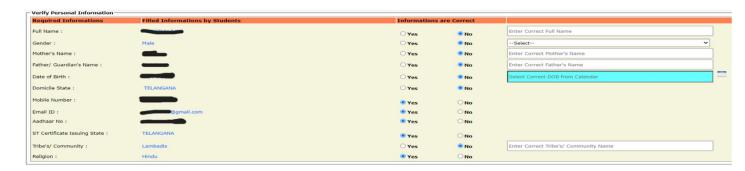


Documents to be verified: University is required to verify the following documents in **original** like marksheet, Certificates etc. If found ok, then select the option "Yes" and If not found ok then select option "NO" and enter remark against "Reason/Remark".

- 1. **ST certificate:** verify the original document of ST Certificate issued by competent authority, see the Tribe/Community name mentioned in the original document, and match with the applicant's filled details and document uploaded.
- Date of Birth Certificate: check the Matriculation /SSC Certificate for the Date of Birth of the applicant.
- 3. PVTG (Only Applicable when the applicant is opted for PVTG): check the Tribe /Community name which is available in ST certificate, and the Tribal name should come under PVTG list [Annexure-1] for that specific state or the domicile state to which the applicant belongs.
- **4. Divyangjan Certificate (Only Applicable when the applicant is a Divyangjan):** If the applicant is a Divyangjan (Person with Disabilities), check his/her Certificate issued by competent authority.
- **5. BPL certificate (Only Applicable when the applicant opted for BPL):** BPL certificate issued by the competent authority should contain the name of the applicant and/or his/her parents
- 6. Marksheet of all semesters/years: Check all semesters/Year's mark sheets of master degree like MA, M.Sc., M. Com, MTech etc. and calculate the aggregate percentage. (M.Phil. or Pre Ph.D.-marks will not be considered as Masters' Degree):

[E.g. for calculation of Aggregate Percentage of Marks: If the applicant has entered total no of semesters as "4" and entered the percentages as **1stSem:**82%, **2**nd **Sem:** 75%, In **3**rd **Sem**:65%, in **4**th **Sem:**87.6% then the aggregate percentage will be: (82+75+65+87.6)/4 = 77.4%]

- Conversion factor formulae provided by university, from Grade to Percent: In case
 of CGPA/OGPA grading system, percentage of marks may be derived by applying conversion
 formula.
- **8. Valid Document for University Registration/ Admission:** If the applicant is registered himself/herself in the University as a Regular student then select option "YES" and check his/her registration letter/Joining letter from the uploaded documents as well as the Original document available physically with the applicant. [Pre-Ph.D. course work is not considered as joining date]



The personal details entered by the Applicant will appear by default as "Yes". If found to be incorrect, such credentials may be modified by selecting "No".



Verify the Student's Address Details. The details entered by the student will be displayed by default as "Yes". In case of any change, please select "No"., and the address will be modified if selected.



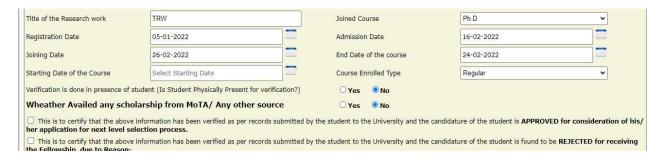
Verify the applicant's Status as above. Income certificate is not mandatory.



Verify the Student's Current University Details as above.



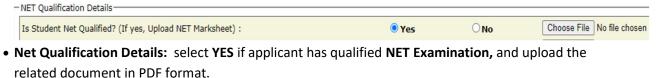
Post-Graduation Aggregate Percentage of marks: mention the total **aggregate Percentage** of marks obtained in Master's Degree, and put the Converted Aggregate Percentage of Marks in case of CGPA/OPGA. Marks should be in percentage only. i.e 56.5, 78.0, 62.9 etc. (M.Phil./Pre Ph.D course work marks will not be considered)



- Title of Research work: mention "Title of Research Work"
- Joined Course: Select the option from the drop-down menu. (M.Phil./Ph.D./M.Phil. +Ph.D.)
- Registration Date: Select the registration date from the calendar
- Admission Date: Select the admission date from the calendar
- Joining Date: Select the joining date from the calendar
- starting date of the Course : Select the starting date of the course.
- End Date of Course: Select the end date from the calendar
- Course Enrolled Type: Select the Course type regular/distance (Note: Distance courses are not eligible)

Title of the Research work	TRW		Joined Course	Ph.D	•
Registration Date	05-01-2022		Admission Date	16-02-2022	
Joining Date	26-02-2022		End Date of the course	24-02-2022	
Starting Date of the Course	Select Starting Date		Course Enrolled Type	Regular	•
Verification is done in presence of	student (Is Student Physically Present	for verification?)	○ Yes		
Wheather Availed any scholarship from MoTA/ Any other source			○ Yes ● No		
☐ This is to certify that the above her application for next level se	e information has been verified as per election process.	records submitted by t	he student to the University and the o	andidature of the student is APPROV	/ED for consideration of his,
This is to certify that the above	e information has been verified as per	records submitted by t	he student to the University and the o	andidature of the student is found to	be REJECTED for receiving

- Availed scholarship from MoTA/any other source: select the option "YES" if the applicant is availed/availing scholarship from other sources, for the same course. Select the option "NO" if the applicant has not availed/is availing scholarship for this course from any other sources.
- **Source Name:** mention the source name from where the applicant availed/availing the scholarship (Other Sources like, Non-NET, University Scholarship etc.)
- Amount Per Month: Mention the amount of scholarship per month he/she is availed/availing
- Received from Date: Select the date from the calendar
- To Date: Select the date from the calendar
- Total Amount Received: Enter total amount received
- **Previous Awardee No/Reference No:** If the applicant has already applied/selected for National Fellowship, mention his/her awardee number/reference number by enquiring the applicant. (E.g. 201718-NFST-XXXXXXXX)



Please upload correct documents in single pdf (if any uploaded single/ multiple document is not valid) :

- Any Missing Document while applying by the applicant: If any document is found missing/not uploaded, please upload such missed document/s as a single document in PDF format.
- Option as Approved: If documents found correct, then ✓ on the box "Approved for consideration of his/her application for the next level selection process."
- Option as Rejected: If found incorrect, then ✓ on the box "Rejected for receiving the Fellowship, Due to Reason-."



- **Reason for Rejection:** Put ✓ any of the reason for Rejecting the Application from the options available.
- Remarks: Please put your valuable remarks if any.
- Submit: Read the "I agree to the following" before clicking on "Submit" button.
- After submission of the approved/verified application by the "Nodal officer/Verifying Officer" the application will go for Selection process.

NB: Screening process will be initiated based on the University/Institute verification.

Please raise your query, if any, at https://tribal.nic.in/Grievance, by going to "Communication Tab" after Login yourself in University login

Annexure-1 [PVTG LIST]:

Ministry of Tribal Affairs				
State-wise list of Particularly Vulnerable Tribal Groups (PVTGs)				
Name of States/Union Territory	Name of the Particularly Vulnerable Tribal Group			
Andhra Pradesh (including Telangana)	Chenchu Bodo Gadaba Gutob Gadaba Dongaria Khond Kutia Kondha Kolam Konda Reddi Kondasavara Bondo Porja Khond Porja Parengi Porja			
Bihar (including Jharkhand)	Tothi Asur Birhor Birjia Hill Kharia Korwa Mal Paharia Parhaiya Sauria Paharia Savara			
Gujarat	Kolgha Kathodi Kotwalia Padhar Siddi			
Karnataka	Jenu Kuruba Koraga			
Kerala	Cholanaikayan Kadar Kattunayakan Koraga Kurumbas			

	Alectic Mante		
	Abujh Maria		
Madhya Pradesh (including Chhattisgarh)	Baiga		
	Bharia		
	Birhor		
	Hill Korba		
	Kamar		
	Sahariya		
V-1 - 1.	Katkaria /kathodi		
Maharashtra	Kolam		
	Maria Gond		
Manipur	Maram Naga		
	Chukutia Bhunjia		
	Birhore		
	Bondo		
	Didayi		
	Dongaria Khond		
Orissa	Juang		
Olissa	Kharia		
	Kutia Kondha		
	Lanjia Saura		
	Lodha		
	Mankirdia		
	Paudi Bhuiya		
	Saura		
Rajasthan	Saharia		
	Irular		
	Kattunayakan		
	Kota		
Tamil Nadu	Korumba		
	Paniyan		
	Toda		
Tripura	Raing		
Uttar Pradesh	Buksa		
(including Uttrakhand)	Raji		
	Birhor		
West Bengal	Lodha		
	Totos		
	Great Andamanies		
	Jarawa		
Andaman & Nicobar island	Onge		
	Sentinelese		
	Shom Pen		
	Shom I ch		