

**Annexure II**  
**FAQs for Students for NSP A.Y-2025-26**  
**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 uploaded are up to date and in the prescribed formats.
  5. **Please fill the domicile state of yours and don't fill the state of the Institute where you are studying or the state where you are residing at present. Please note there are no ST community in PUNJAB, DELHI, HARYANA AND CHANDIGARH. So please don't fill domicile from any of the above-mentioned States.**
  6. 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.
  7. Cross-verify all the information provided by you with the relevant documents before final submission of the application.
  8. Download and save a digital copy of the application for easy retrieval and future reference. If necessary, keep a printout of the application also.
  9. Do note your application ID and password to gain access to the Portal in future.
  10. 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 Digi-locker.
  11. 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.
  12. 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.
  13. 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 265 Institutions, which are identified by Ministry of Tribal Affairs as Top Class Institutions are eligible for the scholarship under the scheme.

You Can get 265 Institute list on below Link

**<https://tribal.nic.in/downloads/guidelines/Top-Class/Revised265-InstituteListTopClassScholarship2023-24onwards.pdf>**

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 2023-24, income certificate for the financial year 2022-23 (Assessment year 2023-24) is admissible. In case of salaried employees Form-16 is accepted. In case of income from other sources, income certificate issued by the designated authority of the respective State/UT is accepted.

**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](http://www.scholarships.gov.in)

#### Question 5: How to fill the application form?

Answer 5: Please find the below step-by-step procedure to fill the application form

##### NSP OTR (One Time Registration) Process

1. Go to the OTR login page.
2. New user? Click on "Register yourself."
3. Agree to the terms by clicking "I agree to the following."
4. Register your mobile number and link it with your Aadhaar.
5. Enter your Aadhaar number and verify it using the Aadhaar OTP.
6. Provide your mother's name, father's name, and email ID.
7. Complete the OTR registration and obtain your OTR number.
8. Download the NSP OTR mobile app and face RD App and complete face authentication to generate your OTR.
9. Your OTR process is now complete.

##### Scholarship Application Procedure

1. First Complete the above OTR process, if you have completed OTR then begin with **Scholarship Application**.
2. Visit the NSP portal, <https://scholarships.gov.in>, then go to students section and click on "Apply For Scholarship", and mention the OTR Number in the scholarship Application and password to begin the scholarship application.
3. Under Applicant corner > Application submission for **AY 2025-26** > Fresh application
4. You can also change your password.
5. Login again by using your application id and fill the application form.
6. Based on the data filled by you in application form, schemes will be displayed for apply. Carefully select the scheme in which you need to apply
7. Fill the form very carefully by giving the details.
8. Upload all the mandatory documents or you can fetch your documents from Digi locker

#### Question 6: What is the last date for submitting applications online?

**Answer 6:** Opening and closing dates of portal has been decided by DBT Mission and same is available on National Scholarships Portal (<https://scholarships.gov.in/home>). Also, dates are available on Ministry of Tribal Affairs Website and Ministry also communicates the same to Institutes and States.

#### Question 7: How to submit the online application? Should I need the user id and password to apply for scholarship?

**Answer 7:** 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 Application Registration Form**". Students are advised to carefully note the Application registration number and OTR 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:** Students have to click on login button available on the home page of National Scholarships Portal thereafter click on the current year i.e. 2025-26 to apply as Renewal student to avail the scholarship for 2025-26. Then student will apply with their Application ID /OTR ID and Date of Birth which they got when they register 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.

**Question 8: 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 8:** 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, to resolve the issue with the help of NSP technical team.

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

**Question 9: I have filled wrong course year in my application form in NSP during 2024-25, means in 2024-25 I was in 1<sup>st</sup> year but by mistake I have filled 4<sup>th</sup> year. I have received the scholarship for the year 2024-25. Now presently in 2025-26 I am in 2<sup>nd</sup> 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 9:** Please inform this issue to your Institute Nodal Officer and they will send the mail to this Ministry to resolve the issue with the help of NSP Technical team.

**Question 10: Which fields in the application form are mandatory?**

**Answer 10:** Fields provided with red asterisk (\*) mark are mandatory fields.

**Question 11: Do I have to fill up the online application in one sitting?**

**Answer 11:** 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 12: Is there any permanent ID? How will it be communicated to me?**

**Answer 12:** 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 13: How to I check the status of my application?**

**Answer 13:** 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 14: What is the size of documents to be uploaded in the Scholarship Portal?**

**Answer 14:** 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 15: Do I need mobile number for applying for scholarship scheme through National Scholarship Portal?**

**Answer 15:** Yes, mobile number is compulsory for applying for Scholarship Scheme through National Scholarship Portal and it should remain same throughout the tenure of the scholarship.

**Question 16: Do I need an email ID for applying for scholarship?**

**Answer 16:** 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 17: Can I apply for more than one Scholarship Scheme?**

**Answer 17:** A student cannot apply for more than one Scholarship Scheme.

**Question 18: Do I have to fill Aadhaar Number mandatory?**

**Answer 18:** Aadhaar 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 your 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 19: Do I have to give same Date of Birth and My name in NSP application as mentioned in the Aadhar Card.**

**Answer 19:** Yes, please fill same Date of Birth and your name in NSP application

form as mentioned on Aadhar Card.

**Question 20: How to view the scheme guidelines of National Fellowship and Scholarship for Higher Education of ST Students?**

**Answer 20:**

- a. <https://tribal.nic.in/downloads/guidelines/Top-Class/GuidelinesFellowshipandScholarship2022.pdf>

**Question 21: How to overcome the problem of Login even after getting system generated Application ID and DOB as Password?**

**Answer 21:** 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 22: What precautions should I take while entering the bank account details in NSP application form?**

**Answer 22:** 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 23: What is the reason if National Fellowship and Scholarship for Higher Education of ST Students Scheme is not coming in drop down list?**

**Answer 23:** 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 24: If by mistake I have selected any Institute other than where I am studying, what should I do?**

**Answer 24:** 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 25: I am a student of 2023-24 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 2024-25 session. Now I am promoted and want to apply for scholarship. Whether I should apply as renewal or as fresh for 2025-26. I have tried to apply as renewal but when I have entered my 2023-24 application ID and password, nothing is showing?**

**Answer 25:** You are eligible to apply in 2025-26 for 2<sup>nd</sup> year scholarship, but not for the repeated 1<sup>st</sup> year. Please intimate this issue to your Institute Nodal officer and they will send the mail to the Ministry to resolve the issue with NSP technical team so that you can apply with same Application Id of 2023-24 during 2025-26.



**Question 26: 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 26:** 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 27: If in previous year I have received scholarship from this Ministry under the same scheme, so which marks and percentage should I have to enter in NSP application form?**

**Answer 27:** 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 28: Can I fill CGPA marks in NSP application form?**

**Answers 28:** 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 29: 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 29:** Please note you have to mandatorily upload below documents in your application form:

#### **Mandatory Documents:**

- I. Student Photograph
- II. Income Certificate: Fresh applicants should upload latest family Income certificate for the year **2025-26** (Issued for the period from **1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025**). and which should be issued by a competent authority to issue these certificates by the State Government (**Certificate signed by Notary is not valid**).
- III. ST Community/PVTG 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:
  - a. 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 12<sup>th</sup>. Also, under column "**Previous Passing Year**" they should mention the Year of their Previous course like for 12<sup>th</sup> 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)

- b. 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)

**Question 30: For every year while applying in NSP should I have to upload Income Certificate signed by Competent Authority?**

**Answer 30:** 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 31: If in 1<sup>st</sup> year when I have applied and received scholarship, my parental annual family income is less than 6 lakhs. But in 2<sup>nd</sup> year parental annual family income is more than the threshold limit. Am I eligible for scholarship now?**

**Answer 31:** Yes, you are eligible.

**Question 32: If I am living outside the hostel premises or in rented accommodation, will am I eligible to receiving Stipend?**

**Answer 32:** Stipend will be reimbursed to all students who resides in the hostel premises or in rented accommodation and even to Day Scholars.

**Question 33: If I have not applied in NSP 2024-25 for 2024-25 scholarship, can I apply in NSP 2025-26 for 2024-25 scholarship?**

**Answer 33:** It may be noted that a student can fill the form to avail the scholarship for 2025-26 only and not for any previous year.

**Question 34: How many students are eligible to receive scholarship during 2025-26?**

**Answer 34:** 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.

**Question 35: Can I change my Institute?**



Yes, you can change your institute, provided it is one of the 265 premium institutions listed under the scheme. To continue receiving the scholarship, both the new institution and your chosen course must be on the approved list.

It's important to note the following:

- **Example of Institute Change:** A change from an IIIT to an NIT, for instance, may be permissible. However, the scholarship will only be eligible for the *remaining* period of your course. In total, the scholarship will be granted for a maximum of four years or the entire course duration. If your course is, for example, a four-year program, you will receive the scholarship for a maximum of four years only. This scholarship does not cover repeated academic years.
- **Scholarship Repetition for Years:** If you already availed the scholarship for your first year at a previous institution (e.g., IIIT) and then change to a new institution (e.g., NIT) where you are again starting the first year, you *cannot* avail the scholarship for the first year again. You can only apply for the scholarship for the second year (or subsequent years) at the new institution.
- **One-Time Assistance:** Any one-time assistance, such as for a laptop, will not be repeated if it has already been availed.

#### **IMPORTANT NOTE:**

1) Students who are above the age of 18 years on date of registration of application in portal, Aadhar 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 starting from BR. It means you have to fill Domicile State actually where you belong to. Also note, in Delhi, Punjab, Haryana, Chandigarh there are no 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 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: How is the payment process done?**

The payment process for the scholarship involves two components:

**Component 1:** The scholarship amount designated for computers & accessories, books and stationery, and a stipend will be disbursed directly to students via PFMS through DBT mode. This amount will be credited to their Aadhaar-linking seeded and NPCI Mapped bank accounts.

**Component 2:** The scholarship amount allocated for tuition fees, admission fees, and non-refundable fees will be released to the institute through PFMS. If a student has already paid these fees at the time of admission, the university will reimburse the amount to the student's Aadhaar-seeded bank account upon submission of valid receipts/vouchers.

Students are not required to provide their bank account details or bank passbook. Please note that the ministry will directly release Component 1 to the students. Students must ensure their Aadhaar card is linked to their bank account by visiting their bank. To verify if your Aadhaar is seeded with a bank account, you can utilize the mAadhaar app or the UIDAI website.

### **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 charges in respect of Government Institutions.	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:**

**In NSP Portal, 3 columns are visible for entering the fees by the Institute Nodal Officer in the application form of the student**

**Admission Fees, Tuition Fees, Misc Fee**

**Please note as under:**

- a. In the Admission Fee column Institute will **fill only Admission Fee**
  - b. In the Tuition Fee column, Institute will **fill total of Tuition Fee and Non-Refundable Amount**
  - c. In the Misc column, Institute will **fill total of Stipend, Computer & accessories, Books & Stationery amount (Fresh students the amount is Rs. 86,000 and Renewal students, it is Rs. 41,000)**
- 
- i. The total amount of Admission Fees, Tuition Fees, and Non-Refundable fees filled by your institute's Nodal Officer in the National Scholarship Portal application form will be transferred to your institute's account by the Ministry. Your institution should expend this amount using the PFMS EAT 02 Module. After the complete expenditure of the amount, your institution's unspent balance in the PFMS EAT 02 report should show 'nil' under the PFMS EAT 02 Report.
  - ii. **Total amount of Books & Stationery, Stipend, Computer & Accessories** which is filled by your institute's Nodal officer in the application form **under Misc column**, will be transferred in student's account through PFMS-Direct

Benefit Transfer (DBT) mode into their Aadhar seeded bank account

**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.

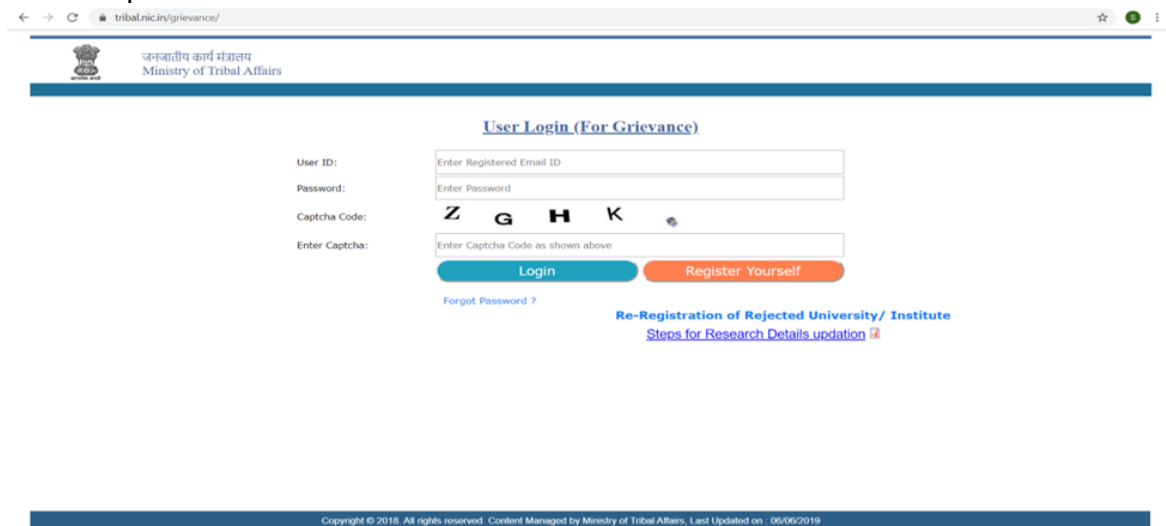
## **HANDLING GRIEVANCES (Technical Issues OF NSP)**

**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 register the grievance on the Grievance portal of Ministry of Tribal Affairs (tribal.nic.in/grievance) 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)”. The steps to register on grievance portal is as under:-

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

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

The screenshot shows the web browser interface for the Grievance portal at tribal.nic.in/grievance/. The header includes the Ministry of Tribal Affairs logo and name in Hindi and English. The main heading is "User Login (For Grievance)". There are four input fields: "Enter Registered Email ID", "Enter Password", "Enter Captcha Code" (with a captcha image showing 'Z G H K'), and "Enter Captcha: Enter Captcha Code as shown above". Below these fields are two buttons: "Login" (blue) and "Register Yourself" (orange). There are also links for "Forgot Password ?" and "Re-Registration of Rejected University/ Institute Steps for Research Details updation". The footer contains copyright information: "Copyright © 2018. All rights reserved. Content Managed by Ministry of Tribal Affairs, Last Updated on: 06/06/2019".

### **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.

tribal.nic.in/Grievance/GrievanceRegistrationForm.aspx

जनजातीय कार्य मंत्रालय  
Ministry of Tribal Affairs

[Back to Login](#)

**Students/ Universities Registration For Grievance**

☒ Student
 ☐ University/ Institute

☒ National Fellowship
 ☐ Top Class

Scholarship\*:

Awardee No/ Application ID\*:

Contact Person Name\*:

Mobile Number\*:

Alternate Mobile Number (Optional):

Email ID\*:

Set Password\*:

Retype Password\*:

Captcha Code:

Enter Captcha Code\*:

Enter Awardee No (for NFS)/ Application ID (for TOP Class)

Enter Contact Person Name

Enter 10 digit Mobile No.

Enter 10 digit Mobile No.

Enter active Email ID

Create New Password

Re-enter Your Password

N Z 4 8

Enter Captcha Code

Register

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

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

tribal.nic.in/Grievance/GrievanceLogin.aspx

जनजातीय कार्य मंत्रालय  
Ministry of Tribal Affairs

**User Login (For Grievance)**

User ID:

Password:

Captcha Code:

Enter Captcha:

Enter Registered Email ID

Enter Password

G J 5 6

Enter Captcha Code as shown above

Login

Register Yourself

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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.

**If you experience any technical issues, please contact the NSP Helpdesk:**

Email: [helpdesk@nsp.gov.in](mailto:helpdesk@nsp.gov.in)  
Phone: **0120-6619540** (Available from 8:00 AM to 8:00 PM on all days except government holidays)