

FREQUENTLY ASKED QUESTIONS
TO HELP / SIMPLIFY ONLINE SUBMISSION OF APPLICATIONS
UNDER PRE-MATRIC, POST MATRIC AND MERIT CUM MEANS
BASED SCHOLARSHIP SCHEMES FOR MINORITIES

Q.No. 1. Who are eligible to apply for Pre-Matric, Post Matric and Merit-cum Means based Scholarship Schemes?

Answer: Students belonging to notified minority communities viz. Muslim, Christian, Sikh, Buddhist, Jain, Parsi (Zoroastrian) studying in India only and fulfilling the Scheme guidelines are eligible to apply for these scholarships.

Q.No. 2. How can I apply online for scholarship?

Answer: The Pre-Matric, Post Matric and Merit cum Means based Scholarship Schemes are online Schemes. In order to apply online please visit the website through URL www.scholarships.gov.in link to the site is also provided in the website of the Ministry of Minority Affairs, i.e. www.minorityaffairs.gov.in. For Fresh you can apply from the link <https://scholarships.gov.in/fresh/newstdRegfrmInstruction> and for Renewal you can apply from link <https://scholarships.gov.in/renewal/loginPage.action>.

Q.No.3. What documents are needed to be uploaded on Portal while applying for scholarship?

Answer: The documents are required to be uploaded (for both Fresh & Renewal Scholarships) only if the eligible claim of scholarship is more than Rs. 50,000/- per student i.e. only under Merit cum Means based scholarship scheme.

(For scholarship claim up to Rs. 50,000/- no uploading of document is required for Pre-Matric and Post-Matric scholarship schemes).

The list of documents to be uploaded for both Fresh & Renewal Scholarships under Merit cum Means based scholarship scheme only (not for Pre-Matric and Post Matric), are as under:

- i. Student Photo. (*Mandatory*)
- ii. Institution Verification Form. A copy of form is annexed. (*Mandatory*)
- iii. Income Certificate: Income Certificate issued by the Competent Authority in the State/UT Government is required (*Mandatory*).
- iv. Religion Certificate: Self Declaration/Certification or Self Attested Community Certificate - (*Mandatory*).
- v. Marksheet:
(a) In case of Fresh: Self-Attested Certificate of 'Previous Qualifying Exam /Board Marksheet' as filled in the Form. (*Mandatory*).

(b) In case of Renewal: Self-Attested Certificate of **Previous Year /Last exam passed Marksheet** (for same/ongoing course) as filled in the Form. *(Mandatory)*.

- vi. Fee Receipt of 'Current Course Year'. *(Mandatory)*
- vii. Proof of Bank Account in the name of Student. *(Mandatory)*.
- viii. Residential/Domicile Certificate *(Mandatory)*.

Q.No.4. What should be the Type and size of the documents to be uploaded?

Answer: The format of the file should be in .pdf and .jpeg and the size of each document should not exceed more than 200 kb.

Q.No.5. What documents are needed to be given for verification to the Institute/School/college for verification of online application on the Portal after applying for scholarship?

Answer: The list of documents to be submitted to the Institute/School/college by student for verification of online application (for both Fresh & Renewal Scholarships) under Pre-Matric, Post-Matric and Merit cum Means based scholarship schemes are as under:

- i. Student Photo. *(Mandatory)*
- ii. Institution Verification Form. *(Mandatory)* A copy of form is annexed.
- iii. Income Certificate: Income Certificate of Parent/Guardian issued by the Competent Authority in the State Government is required*(Mandatory)*.
- iv. Religion Certificate:

(a) In case of Post Matric/Merit cum Means based scholarship schemes: Self Declaration/Certification or Self Attested Community Certificate - *(Mandatory)*.

(b) In case of Pre-Matric scholarship scheme: Self Declaration of Community Certificate for Class I to X given by the **Parent/Legal Guardian-** *(Mandatory)*.

v. Marksheet:

(a) In case of Fresh: Self-Attested Certificate of '**Previous Qualifying Exam /Board Marksheet**' as filled in the Form. *(Mandatory)*.

(b) In case of Renewal: Self-Attested Certificate of **Previous Year /Last exam passed Marksheet** (for same/ongoing course) as filled in the Form. *(Mandatory)*.

- vi. Fee Receipt of 'Current Course Year'. *(Mandatory)*

- vii. Proof of Bank Account (please see instructions below at Q. No. 5, vi) (*Mandatory*).
- viii. Residential/ Domicile Certificate (*Mandatory*).

Q.No.6. What instructions should be followed by student while filling up Bank Account details?

Answer:

- (i) *Students must enter IFSC code of their bank branch carefully.*
- (ii) *Thereafter the complete Saving Bank Account no. must be entered correctly. Students are suggested to get their account number verified by their concerned Bank Branch. If bank details entered by students are found incorrect, the scholarship amount will not be transferred, though the application is approved for scholarship.*
- (iii) *Bank Account holder must check their 'Know your Customer' (KYC) status from bank and if required the KYC must be done for successful transaction of scholarship amount.*
- (iv) *Applicants are advised to Aadhaar seed their bank account, preferably for faster disbursement. However, the Aadhaar seeding with the bank account must not be changed till the payment of scholarship.*
- (v) *Bank Account must be operational/active till disbursal of scholarship (for all eligible applicants) so that payment does not fail.*
- (vi) *Bank Account must be preferably in any Scheduled Bank (as per Reserve Bank of India list) with core banking facility.*
- (vii) *In case of Post-Matric and Merit-cum-Means based Scholarship Scheme, the Bank Account must be in name of applicant/student only. In case of Pre-Matric scholarship scheme, the Bank Account should be in the name of either applicant/student or the applicant can have a joint account with his/her mother/father/guardian as indicated in the application.*

Q.No.7. What is UID number/Aadhaar Number?

Answer: UID number otherwise known as 'Aadhaar' number is Unique Identification Number given by Unique Identification Authority of India (UIDAI). The Aadhaar Number is required to be seeded with the Bank Account in which Scholarship Amount is desired to be transferred. For this the concerned Bank may be contacted with a copy of the Aadhaar card.

Q.No.8. Do I need to get my Aadhaar Card to apply for Scholarship?

Answer: Although Aadhaar number is optional for the Students at present, as the Gazette Notification under Section-7 of Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (18 of 2016) (with respect to this scheme) has been notified in the Official Gazette of India by Ministry of Minority Affairs, it will be necessary for the eligible applicants to provide Aadhaar number while applying for the scholarship and in case, an individual does not possess Aadhaar one can provide the details of alternative identification documents, as stated in the Gazette Notification, detailed below:

- (a) (i) if she or he has enrolled, her or his Aadhaar Enrolment ID slip; or
(ii) a copy of her or his request made for Aadhaar enrolment, as specified in sub-paragraph (b) of paragraph 2; and
- (b) (i) Bank passbook with photograph; or (ii) Ration Card, or (iii) Permanent Account Number (PAN) Card issued by the Income Tax Department; or (iv) Passport; or (v) Certificate of identity having photo of such student issued by a Headmaster or Principal of School under official seal of the school; or (vi) Driving license issued by the Licensing Authority under the Motor Vehicles Act, 1988 (59 of 1988); or (vii) any other documents specified by the State Government or Union territory Administration.

[Note- For Assam, Jammu & Kashmir and Meghalaya, the documents mentioned at para (b) shall only be required]

Q.No.9. What is Aadhaar Based Payment?

Answer: Applicants/Students who have entered Aadhaar in their online application correctly and Aadhaar seeded with any of their bank account, in such cases the amount of scholarship will be credited to that Aadhaar seeded bank account only (though student has mentioned any other non-seeded bank account in online application)- Last Saving Bank Account seeded with Aadhaar will be effective.

Q.No.10. Can I edit the information already saved and up to what time?

Answer: You can edit draft/incomplete information filled by you until you 'Submit' the online application. To edit the application, go to the option "Student login" → enter the Application Id then click on submit 'login' button.

Q.No.11. Which fields I can edit before final submission of application?

Answer: - You can edit all details except "Registration Details". It may be noted that once you 'finally submit' your application will be forwarded to the next level and after that **you cannot edit further.**

Q.No.12. Which fields in the application form are mandatory?

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

Q.No.13. Do I have to fill up the online application in one sitting?

Answer: No. You can fill up the online application in many sittings using ‘**Save Draft**’, until you are satisfied that you have entered all desirable fields correctly. The software provides facility to save your application at every stage until you click on ‘**Submit**’ button.

Q.No.14. Is there any Application ID?

Answer: Yes. An Application ID will be provided to the candidate once his/her application is submitted online. It will be conveyed to candidates through SMS. Students should remember their ID as it will be required while applying for renewal during subsequent years. Receipt of ID does not give itself a guarantee for award of scholarship.

Q.No.15. What should I do if I forget my Application ID?

Answer: The process of re-collection of the Application ID is given as below:

“**Student login-->Forgot Registration Details?**” then enter the basic fields accordingly and click on the button “**Get Registration details**”.

Q.No.16. What should I do, if my Institute name is not coming in the drop-down list of Institutes in application form?

Answer: You may ask your institute to contact the concerned State Department for their registration through U-DISE/AISHE/NCVT(DGT) code available on NSP portal. If still the institute is unable to get them registered on NSP portal, they may contact to NUEPA (National University of Educational Planning and Administration) and Department of School Education of their State (for U-DISE) code /AICTE (for AISHE code) / NCVT (for ITI courses) and confirm that their U-DISE/AISHE/NCVT code has been approved by the School Education Department/AICTE/NCVT and updated in the data base of NUEPA/AICTE/NCVT(DGT), only then Institute will be able to register them on NSP portal.

Q.No.17. What should I do, if I do not find my Course name in the drop-down menu?

Answer: You should immediately approach the institute (where you are studying) to login their account and add the concerned Course from the Master course list. Thereafter, you may be able to find the desired course name in your online application.

If the desired course is not available even in the Master course list of Institute login, you/your Institute should immediately approach to the concerned State Department (where your Institute is physically located) to add the course. Name of course and course duration along with the supporting documents must be provided to the State department.

Q.No.18. How should I check the status of my application online?

Answer: You have to login under the option '**Student Login**' by entering your **Application Id** and **Password**. Once login, you will be able to view the option '**Check Your Status**'. Under this option you can check your online status.

Q.No.19. What should I do before making any call/enquiry/representation at helpdesk of National Informatics Centre (NIC) and/or Ministry of Minority Affairs (MoMA)?

Answer: The applicant should first check his/her online status on NSP as stated in Q. No. 17 and then make any call/enquiry/representation at helpdesk of National Informatics Centre (NIC) and/or Ministry of Minority Affairs (MoMA).

Q.No.20. What is the process of verification of my application?

Answer: Your application must be verified at Institute and Domicile District/ Domicile State/UT level. You may contact the concerned verification authorities for online verification of your application within the timeline given on the NSP portal. Ministry of Minority Affairs will release the scholarship amount, only if your application is verified and approved by all verification authorities. In case, your application is rejected by any of the concerned authority due to any reason, you will not get the scholarship amount.

Q.No.21. How can I check whether the amount of my scholarship is credited in my bank account or not?

Answer: You may check the transaction status on PFMS portal i.e. www.pfms.nic.in under "Know Your Payment" (<https://pfms.nic.in/static/NewLayoutCommonContent.aspx?RequestPagename=static/KnowYourPayment.aspx>) option on the home page.

Q.No.22. What should I do for the successful payment of scholarship in my bank account?

Answer: You are advised to keep your bank account active to receive the scholarship amount (till the disbursement of scholarships).

Confirm from your bank that your account is not Dormant/Closed and also be sure that your account is free from transaction limit or any other conditions till the

disbursal of scholarship is made in your account, to avoid any chance of transaction failure/return of scholarship amount.

Please note that in case of transaction failure/return of scholarship amount, there is no provision for re-payment and Ministry of Minority Affairs is not responsible for such lapse.

Q.No.23. How do I know the name and address of Nodal Officer/ State Department of my State?

Answer: The name and contact details of the Nodal Officer/State Department of all States/UTs are available under the link of **Ministry of Minority Affairs** on the home page of National Scholarship Portal (NSP) (<https://scholarships.gov.in/public/nodalOfficersList/NationalMeans-cum-MeritScholarshipScheme.pdf>)

Q.No.24. Which fields are editable for verification authorities i.e. for Institute/District/State while verification of online application?

Answer: At Institute level, only 'Fee' can be edited by the concerned Institute. However, at District/State level verifying authorities, 'Aadhaar Number' & 'Mobile Number' of the student can be edited.

Q.No.25. What should I do if I come to know after final submission, that my application is 'defected' by the Institute/District/State verifying authority?

Answer: In case the application is marked as 'defected' by the Institute/District/State, the application will be reverted to the student for correction of the defect in his/her application form. Student can correct the defect and resubmit the application for re-verification within the timeline given on NSP.

Q.No.26. What should I do if I come to know after final submission, that my application is 'rejected' by the Institute/District/State verifying authority?

Answer: In case the application is marked as 'rejected' by the Institute/District/State, the application will not be considered for award of the scholarship.

Q.No.27. What should I do if I face some technical issue while applying for scholarship on NSP portal.

Answer: You can immediately register your complain through the link <https://scholarships.gov.in/fresh/complaintsPage> or accessing Complaints -> Register Complaints on the home page of the NSP website or call on the Helpline number 0120-6619540 or send mail on e-mail id: helpdesk@nsp.gov.in.

INSTITUTION VERIFICATION FORM

Verification/information to be furnished by the Head of institution/college:

It is certified that the information provided below by _____ who is admitted in _____ course for the academic session _____ in _____ is correct. He/ She is a hosteller/day scholars of the college.

In case the information filled in these columns is not correct, then the institute should indicate that separately.

For Renewal of Scholarship:

It is certified that the student has not changed the course of study and/or the institution of the study for which the scholarship was originally awarded /has changed the course of study and/or institution with prior approval of the state government (Please strike out which is not applicable).

Please ensure the information given by you is factually correct. In case of any discrepancy noticed later, your application is likely to be rejected.

Date:

**Signature of the head of the Institution/college
with official seal**

Place: