



जनजातीय कार्य मंत्रालय
MINISTRY OF TRIBAL AFFAIRS
GOVERNMENT OF INDIA

Instruction manual for verification module for University/Institute

Step 1: Registration Process: New user is required to register first time with valid ID card issued by the University/Institute. There may be **More than one user** also can register him/her self with a valid mail id and mobile no for one Institute/University.

****If you are already a user you can skip the Registration Process.**

1. Nodal Officer [Registrar/Vice-Chancellor]
2. Verification Officer [Actual technical /authorized person who is handling portal for dealing with verification student details, uploading certificates etc.] who is appointed and authorized by the University/Institute.

URL for Registration on Student verification portal is <https://tribal.nic.in/nfs2021>

जनजातीय कार्य मंत्रालय
Ministry of Tribal Affairs

NATIONAL TRIBAL FELLOWSHIP PORTAL

Home Resources Dashboard Contact Us

Login New Registration Registration on DigiLocker

Students Registration
University Registration

“India will prosper when our Tribal communities prosper.”

PM Shri Narendra Modi

Hon'ble Minister
Shri Arjun Munda

Hon'ble Minister of State
Smt. Renuka Singh Saruta

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

The screenshot shows the 'National Tribal Fellowship Portal' registration form. At the top left is the Ministry of Tribal Affairs logo and name. The main header is 'NATIONAL TRIBAL FELLOWSHIP PORTAL'. Below the header is a navigation bar with 'Home', 'Resources', 'Dashboard', and 'Contact Us' on the left, and 'Login', 'New Registration', and 'Registration on DigiLocker' on the right. The form is titled 'University/ College/ Institution Registration Form' and contains the following fields:

| | |
|---|------------------------|
| University Type*: | --Select-- |
| University/ College/ Institution Name*: | --Select-- |
| Institution Code Type*: | AISHE Code |
| Institution Code*: | Enter Institution Code |
| State Name*: | --Select-- |
| District Name*: | --Select-- |
| City Name*: | Enter City Name |

- **University Type:** Kindly 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:** Kindly select your University/Institute/College name from the Drop-down menu.
- **Institution Code Type:** Kindly select the Institution code type 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 which is provided by the UGC/National’s/State’s competent authority. The code (AISHE/any Other code) is must. You may check your Institute’s 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.

This section of the form contains the following fields:

| | |
|---|---|
| Contact Person Name*: | Enter Verifying Officer/ Nodal Officer Name |
| Designation *: | Enter Designation |
| Mobile Number *: | Enter 10 digit Mobile No. |
| Alternate Mobile Number (Optional): | Enter 10 digit Mobile No. |
| Maximum HRA % as applicable for the university*:- | HRA Percent |
| Address with Pin Code*: | Enter Address with Pin Code |
| Landline No. with STD Code*: | Enter Office's Landline No |

- **Contact person 's name:** Mention Name of the Nodal officer/Authorization Officer.
- **Designation:** Mention the designation of the above person.
- **Mobile number:** Kindly mention your Mobile Number (All Communication message and OTP will be received in this Mobile Number)
- **Alternate mobile number (Optional):** Mention an alternate mobile number, if applicable.
- **Maximum HRA % as applicable for the University:** Kindly mention the HRA % as applicable in your University. As per the UGC norms. **(8 % for Z-Category Cities, 16 % for Y-Category Cities & 24 % for X-Category Cities.)**
- **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)

| | |
|---|--|
| Whether college included under*: | --Select-- |
| University Registered active Email ID*: | --Select-- |
| Password *: | i. Universities/ institutions/ Colleges included under section 2(f) or 12(B) or 2(f) and 12(B) of UGC Act |
| Retype Password *: | 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 |

- Whether college included under: Choose one option available in the drop-down box; in which your Institute/College belongs to, from these following categories:
 - Universities/institutions/Colleges included under section 2(f) or 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.

| | |
|--|---|
| University Registered active Email ID*: | Enter University Registered active Email ID |
| Password *: | Create New Password |
| Retype Password *: | Re-enter Your Password |
| Captcha Code: | 7 8 9 5 |
| Enter Captcha Code *: | Enter Captcha Code |
| Upload Nodal Officer ID Card in Pdf (provided by University)*: | Choose File No file chosen |
| Upload relevant photocopies of institute included under section i/ ii/ iii/ iv (Pdf only): | Choose File No file chosen |
| Register | |

- University Registered active Email ID: Kindly mention your University official E-Mail Id (all in small letters). Please keep the E-mail ID with you which will be used as your “**USER ID**”.
- Password: Create a password yourself. (Min. 8 Characters)
- Retype Password: Kindly retype the same password which you have created before. (for checking purpose)
- Enter Captcha code: Enter the Captcha Code in this Box as shown in the Fig.
- **Upload Nodal Officer’s ID card in PDF (provided by University):** Kindly upload the merged University ID and an appointment letter also can be attached, in which it is mentioned that Mr./Ms. XXXXXX is appointed as “Nodal Officer/Verifying Officer” for the National Fellowship Scheme which can be authorized by competent authority like Registrar/Deputy registrar/Vice chancellor. Personal ID like **Voter ID, Aadhar is not acceptable**. The University ID and University letter merged in one PDF size not less than 100KB of size.
- **Upload relevant photocopies of Institute:** Kindly upload relevant photocopies of Institute included under section i/ii/iii/iv (Only in PDF format Size~50KB – 3MB) upload the valid document of your university provided by competent authority. (UGC/State Authority)
- **Register:** Kindly recheck the details you filled and click on “**Register**” button.

After clicking on register your form will submit to the Ministry. Then the Ministry will verify all your filled details and the documents attached. If found everything is OK the Ministry will **approve** your application. After approval you will get conformation message to your Registered E-Mail ID and Mobile that “**You have Registered Successfully**”. Now your Registration Process is complete. Now you have also **registered** for the Ministry’s “**Grievance**” section. Where you can **generate query** by going to “**Communication Tab**” available after **login** into the site.

Step - 2: Verification Process:

- **Login:** To enter in the verification module kindly bring your cursor to “Login” and click on “Student/University Login”



- After clicking on the “Student/University Login” the below page will open where your details will be provided by you.
- **User ID/E-mail ID:** Mention the e-mail Id through which you have registered with.
- **Password:** Kindly type the Password which was created by yourself during Registration.
- **Captcha Code:** Mention the captcha code in the blank box as shown in fig.
- **Login:** After filling all details click on “LOGIN” button.

The image shows the Login page of the portal. At the top is the title "Login". Below it are two radio buttons: "Students" and "University". A red arrow points to the "University" radio button. Below the radio buttons are three input fields: "User ID/ Email ID:" with the placeholder "Enter Registered Email ID", "Password:" with the placeholder "Enter Password", and "Captcha Code :" with a placeholder "Enter Captcha Code as shown above". A captcha image showing the numbers "4 8 7 H" is displayed above the Captcha Code input field. At the bottom right is a blue "Login" button and a link "Forgot Password ?".

- **Forgot Password:** If you are forgot your password kindly click on Forgot Password. Where your Mail ID and Mobile Number will be asked. You have to provide the Registered E-Mail ID and Mobile Number. You can recreate your Password by giving valid OTP which will be received on your E-mail and Mobile Number.

जनजातीय कार्य मंत्रालय
Ministry of Tribal Affairs
National Fellowship for ST Students

Communication Contact Us Welcome : registrar@dcpsnc.ac.in Logout

[Inbox / Fellowship Application 2019-20](#)

Fellowship Application (2019-20)

--All-- View Total Applicants : 1

| Sl No. | Awardee No | Applicant Name | Father Name | Gender | Email ID | Mobile Number | Current Status |
|--------|-----------------------|----------------|-------------|--------|----------|---------------|----------------|
| 1 | 2019001NBSST060002201 | | | | | | Pending |

Click here

- After login the of Students' List will appear. Who already applied and submitted successfully their fellowship application.
- You have to 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" to see the actual details filled by the student while filling the application and another is "Verify Student's Details" to fill the verified data by the Nodal/Verifying officer as The University.
- While verification, the verification officer may switch between the Student's application or Student Details any point of time for the verification officer's convenience as shown below fig.

जनजातीय कार्य मंत्रालय
Ministry of Tribal Affairs
National Fellowship for ST Students

Communication Contact Us Welcome

Back Submitted

View Student Details Verify Students Details

University Verification

| Sl No. | Checklist | Checked and Found to be correct | Reason/ Remarks |
|--------|---|---------------------------------|--|
| 1 | ST/PVTG Certificate | No | Enter Reason/ Remarks in case of any discrepancy |
| 2 | Family Income Certificate | No | Enter Reason/ Remarks in case of any discrepancy |
| 3 | Divyangjan Certificate | No | Enter Reason/ Remarks in case of any discrepancy |
| 4 | Marksheet Verified With Conversion Factor(if applicable) | No | Enter Reason/ Remarks in case of any discrepancy |
| 5 | Verification of Certificate from Head of the Department of the University/ Institute stating that the student has secured admission under Ph.D/ M.Phil course | No | Enter Reason/ Remarks in case of any discrepancy |
| 6 | Verification of Certificate from Head of the Department of the University/ Institute stating that the student has joined under Ph.D/ M.Phil course | No | Enter Reason/ Remarks in case of any discrepancy |

- While verifying the students, kindly see student information in the portal thoroughly and uploaded documents and match them with the original documents.

Documents to be verified: University is required to verify the following documents in **original**. Kindly make sure that all his documents are belongs to the Applicant only. Like marksheet, Certificates etc. Check the original documents and filled data one by one, if found ok then select the option as “Yes” from the drop-down box available. If not found ok then please select the option as “NO” and put the remark against it in “Reason/Remarks”.

1. **ST certificate:** Kindly 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.
2. **Date of Birth Certificate:** Kindly check the **Birth /Matriculation /SSC Certificate** for the Date of Birth of the applicant.
3. **PVTG (Only Applicable when the applicant opted for PVTG):** Kindly check the Tribe /Community name which is available in ST certificate, and the Tribale name should come under **PVTG list [Annexure-1]** for that specific state or the **domicile state** to which the applicant belongs to.
4. **Divangjan Certificate (Only Applicable when the applicant is a Divangjan):** If the applicant is a Divangjan (Person with Disabilities), kindly check his/her Certificate which should be issued by competent authority. Is this document uploaded by the applicant during filling the application?
5. **BPL certificate (Only Applicable when the applicant opted for BPL):** If the applicant applied for BPL, then kindly his/her BPL certificate. It should be from a Competent authority; the certificate may issue in the name of head of family (Parents’) while the names of the applicant must be mentioned on the certificate.
6. **All Year/Semester Marksheet of Master’s Degree (M.Phil. or Pre Ph.D.-marks will not be considered as Masters’ Degree):** Kindly check all semesters/Year’s mark sheets of master degree like MA, M.Sc., M. Com, MTech etc. and calculate the aggregate percentage.

[E.g. for calculation of Aggregate Percentage of Marks: If the applicant has entered total no of semesters are “4” and entered the percentages as **1st Sem: 82%, 2nd Sem: 75%, In 3rd Sem :65%, in 4th Sem :87.6%** then the aggregate percentage will be: $(82+75+65+87.6)/4 = 77.4\%$ **]**
7. **Conversion factor formulae provided by university, from Grade to Percent:** If the applicant having CGPA/OGPA grading system, in that case kindly make sure whether he/she provided the Conversation formula from CGPA to Percentage or not. If not ask him/her to collect the conversation formula or issue a letter in this regard from which he/she completed the Masters’ Degree.
8. **Valid Document for University Registration/ Admission:** If the applicant is registered him/her self in the University as a Regular student then kindly select option as “YES” and check his registration letter/Joining letter from the uploaded documents as well as the Original document available physically with the applicant. Joining certificate from the HOD/University for the course Ph.D./M.Phil./M.Phil. + Ph.D. **[Ph.D. course work is not considered as joining date]**

9. Post-Graduation Aggregate Percentage of marks: Kindly mention the total aggregate Percentage of marks got during Master’s Degree, kindly put the Converted Aggregate Percentage of Marks if CGPA/OPGA applicable as per the University Norms/Conditions in which the applicant completed his/her Master’s Degree. Marks should be in %age only. i.e 56.5%, 78.0%, 62.93% etc. (M.Phil./Pre Ph.D.-Marks will not be considered)

- **Title of Research work:** Kindly mention the “Title of Research Work”
- **Joined Course:** Select the option for which course the applicant is enrolled from the drop-down menu available. (M.Phil./Ph.D./M.Phil. +Ph.D.)
- **Registration Date:** Select the date from the calendar available on which the applicant has registered.
- **Admission Date:** Select the date from the calendar available on which the applicant’s admission.
- **Joining Date:** Select the date from the calendar available on which the applicant joined in the University.
- **End Date of Course:** Select the date from the calendar available on which the applicant going to end the course as per the University.
- **Course Enrolled Type:** Select the Course type in which the applicant is being registered from the options (Regular/Part Time)

- **Availed scholarship from MoTA/any other source:** Please select the option as “YES” if the applicant is availed/availing scholarship from other sources, for the same course for which he/she is applying. Select the option as “NO” if the applicant is not availed/availing scholarship for this course from any other sources. If yes kindly fill the below information.
- **Source Name:** Kindly mention the source name from which the applicant availed/availing the scholarship

(Other Sources like, Non-NET, University Scholarship etc.)

- **Amount Per Month:** Mention the amount for month he/she is availed/availing the scholarship.
- **Received from Date:** Select the date from the calendar available, from which date the applicant got the scholarship.
- **To Date:** Select the date from the calendar available, up to which date the applicant got the scholarship.
- **Total Amount Received:** Total Amount Received by the Applicant availed scholarship from other sources for this same course for which the applicant is applying.
- **Previous Awardee No/Reference No:** If the applicant has already applied/selected for National Fellowship Kindly, mention his awardee number/reference number by enquiring the applicant. (E.g 201718-NFST-XXXXXXX)
- **Option as Approved:** If the filled details and documents found ok then Put Tick Mark on the box **“Approved for consideration of his/her application for the next level selection process.”**
- **Option as Rejected:** If the filled details and documents not found ok or found some mis match or Misconduct then Put Tick Mark on the box **“Rejected for receiving the Fellowship, Due to Reason-.”**

Rejection Reason:

Not a Bonafide Student

Document is not valid (if checked, then give details in Remarks)

Availed scholarship from MoTA upto entire course duration: (Please Write Previous Awardee No and Joined Course in Remarks)

Any Other Reason (Specify)

Remarks:

I agree to the following: /मैं निम्नलिखित के लिए सहमत हूँ।

I have read and understood the process of verification. University/ College/ Institute will be responsible for fault documents/ data/ any details verified by the University/ College/ Institute. Ministry may ask justification/ clarification for any legal matter.

- **Reason for Rejection:** Kindly Put Tick Mark any of the reason for Rejecting the Applicant from the options available. [(i)Not a bonafide Student. /(ii) Documents are not valid. /(iii)Availed Scholarship from MoTA up to entire course duration (please write previous Awardee No and joined Course in Remark). /(iv)Any other Reason (Specific)
- **Remarks:** Please put your valuable remarks if any.
- **Submit:** Read the **“I agree to the following”** before clicking on **“Submit”** button.
- After the submission of the approved/verified application by the **“Nodal officer/Verifying Officer”** the application is considered as valid application and further go for the **Selection process.**

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

If you have any query please raise 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 |
| Gujarat | Savara |
| | Kolgha |
| | Kathodi |
| | Kotwalia |
| | Padhar |
| Karnataka | Siddi |
| | Jenu Kuruba |
| Kerala | Koraga |
| | Cholanaikayan |
| | Kadar |
| | Kattunayakan |
| | Kurumbas |

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