

**MANUAL FOR FILLING ONLINE  
APPLICATION  
FOR  
NATIONAL OVERSEAS SCHOLARSHIP  
SCHEME**

Portal Link- [www.nosmsje.gov.in](http://www.nosmsje.gov.in)

**Ministry of Social Justice and Empowerment  
Government of India**

## 1. GENERAL INSTRUCTIONS

1. Kindly refer to the **Selection Procedures** provided in the **Scheme Guideline** available on the portal [www.nosmsje.gov.in](http://www.nosmsje.gov.in)
2. **New Applicants** are required to register through “**Candidate Registration**” option available under the Main Menu on Home Page. Make sure to enter all information precisely while registering.  
No changes will be allowed after successful registration of the candidates.
3. Please make sure the email id and password provided while filling the form is correct as the same will be used for login.
4. Make sure all the relevant documents are successful uploaded and in correct order. Refer to **(Annexure 1)** for list of documents to be uploaded.
5. Incomplete applications will be **rejected**.
6. The selected candidates are required to upload the **Attestation Form** and other required documents.

**Note: All fields marked (\*) are compulsory**

## 2. Candidate Registration

Please fill in all the details carefully as the details provided herewith will be used to login to the portal for further application process as well as for SMS/email notifications.

- a. **Category\*** (***Scheduled Castes/De-notified Nomadic/Semi-Nomadic Tribes/Landless Agriculture Labor and Traditional Artisans***): Select your relevant category from dropdown menu.
- b. **State/UT\***: Select your State of Domicile/Union territory from dropdown list.
- c. **District\***: Select your District of Domicile from dropdown list.
- d. **Date of Birth\***: Enter your Date of Birth in *DD/MM/YYYY* format **as per** your **Matric Certificate**. It should be noted that the applicant **should not be more than 35 years of age**.
- e. **First Name\***: Enter your first name **exactly** as mentioned in your **Matriculation Certificate**
- f. **Middle Name**: Enter your middle name **exactly** as mentioned in your **Matriculation Certificate**. Otherwise, leave blank.
- g. **Last Name**: Enter your last name **exactly** as mentioned in your **Matriculation Certificate**. Otherwise, leave blank.

- h. **Full Name\***: Full name will be displayed automatically based on information provided by the candidate. Kindly re-check with the Matriculation Certificate to avoid any discrepancy.
- i. **Mobile Number\***: Provide a ten digit and a valid mobile number available with the candidate/guardian.
- j. **Email ID\***: Fill in the valid email id of the applicant/guardian. This same email id will be used to as **UserId** to Login for filling in the **Application Form**. All the correspondence will be done using the **registered email id** only.
- k. **Password\***: Fill in **at least 8-digit password** with a combination of **alphanumeric** and **one** special character. There should be at **least one capital letter**.
- l. **Retype password\***: Fill in **exactly the same password** entered in the above field
- m. **Captcha\***: Fill in the displayed characters. Note that characters are **case-sensitive**.

**Note: Candidates are required to verify the details before proceeding with the registration.**

After successful registration, candidates will be notified through email. Use the given email id and password to proceed to fill further details for successful application

### 3. Personal Details

- a. **Full Name\*** It will be automatically displayed from the information already provided under the Student Registration Form
- b. **Father's/Guardian Name\*** Enter full name of the father/guardian
- c. **Gender\*** Select the Gender from the drop-down menu (Male/Female/Others)
- d. **Date of Birth\*** Automatically displayed from the information already provided under the Student Registration Form.
- e. **Mobile Number\*** Automatically displayed from the information already provided under the Student Registration Form.
- f. **Email id\*** Automatically displayed from the information already provided under the Student Registration Form.
- g. **Domicile State\*** Select your domicile state from the drop-down menu.
- h. **Domicile District\*** Select your domicile district from the drop-down menu.
- i. **Name of Board(10<sup>th</sup>/High School/Secondary)\*** Mention the name of High School Board
- j. **10<sup>th</sup> Board Certificate Number\*** Mention the Certificate of Board Certificate
- k. **Year of Passing\*** Mention the year of passing Board(10<sup>th</sup>/High School/Secondary)
- l. **Marital Status\*** Select the marital status from the drop-down menu (Married/Un-married/Divorce/Separated)
- m. **Aadhaar Number\*** Enter valid Aadhaar Number.
- n. **Aadhaar Enrolment ID \*** (in case Aadhaar is not available and applied)

## 4. ADDRESS DETAILS

### 4A. Current Address

- a. **Address (Line 1) \***: Enter House No/Plot No etc.
- b. **Address (Line 2) \***: Enter Street Name/Road Name/Location Name etc.
- c. **State \***: Select the State from drop down menu
- d. **District \***: Select the district from drop down menu
- e. **Pin code \***: Enter your area Pin code
- f. **Is Permanent address same as current address \***: Check if permanent address is same as the address where currently residing

### 4B. Permanent Address

- a. **Address (Line 1) \***: Enter House No/Plot No etc.
- b. **Address (Line 2) \***: Enter Street Name/Road Name/Location Name etc.
- c. **State \***: Select the State from drop down menu
- d. **District \***: Select the district from drop down menu
- e. **Pin code \***: Enter your area pin code

## 5. EMERGENCY CONTACT DETAILS

- a. **Name \***: Name of the person in India to be contacted in case of emergency.
- b. **Address \***: Address of the person to be contacted in case of emergency.
- c. **Contact Number \***: Provide valid contact number of the emergency contact.
- d. **Email Id \***: Enter valid email id of the person to be contacted for any emergency.
- e. **Relationship with Applicant \***: Relationship of the person with the candidate.

## 6. FOREIGN UNIVERSITY/INSTITUTE DETAILS

- a. **Degree Course Applied for\* (Masters/PhD)** The scholarship is provided either for Master's Degree or Ph.D. The relevant course may be selected in the field.
- b. **Field of Study \*** The relevant field of study under which the course is applied for may be selected in the field. If the candidate is not aware of the field, same may be left blank.
- c. **Research Title** For candidates applying to Ph.D program, the proposed title/topic of the research may be entered.
- d. **Description** Enter a brief description of the research topic in Maximum 1000 characters.
- e. **Application/Registration/Admission Date \***: Enter the date of Application/Registration/Admission made in the foreign University/Institution where the candidate is seeking admission to.
- f. **Anticipated Joining Date \***: The anticipated joining date in the format DD/MM/YYYY may be filled.

- g. **Anticipated Course End Date\***: The anticipated course end date in the format DD/MM/YYYY may be filled.
- h. **Name of the University/Institute\***: The name of the University/Institute for which the applicant has taken admission (name of Universities in drop down).
- i. **Country\***: Select the name of the country where University/Institute is located.

## 7. QUALIFYING EXAM DETAILS

- a. **Course Name\***: Provide name of Graduation program if applying for Masters Program otherwise write name of Masters Program if applying for PhD.
- b. **Name of the College\***: Enter the name of the college/university from where Graduation/Post Graduation has been completed.
- c. **State\***: Select the State where College/University is located from the drop down menu.
- d. **District\***: Select the District where College/University is located from the drop down menu.
- e. **College Address\***: Enter valid and complete address of the college/university from where Graduation/Post Graduation has been completed.
- f. **Subject/Course taken\***: Mention the subjects taken in Graduation/PG.
- g. **Year of Passing\***: Enter the year of passing Graduation/PG.
- h. **Scoring System Grading\***: Select the scoring system from the drop down menu (CGPA/OGPA and % marks). In case, the scoring system is CGPA/OGPA, the grade marks (0 to 10) as mentioned in the certificate may also be indicated.
- i. **Grading\***: Mention the grade/percentage depending on the scoring system selected.
- j. **Details of published Research papers, if any**: Enter the details of research papers published by the candidate.

## 8. CURRENT EMPLOYMENT DETAILS

- a. **Currently Employed\***: Select (Yes/No) from drop down.
- b. **Nature of Job\***: Whether Private/Permanent/Temporary/Part-time/On-Contract/Any other.
- c. **Office Name\***: Mention the name of office where presently employed.
- d. **Office Address\***: Provide proper address of the office where working.
- e. **Office State\***: Provide State where office is located.
- f. **Office District\***: Provide District where office is located.
- g. **Designation\***: Enter current designation.
- h. **Current Salary (Annual)\***: Mention your annual salary (in figures).

## 9. EARLIER EMPLOYMENT

- a. **Have you been employed earlier?** \* Select (Yes/No) from drop down menu.
- b. **Nature of Job** \*: Whether previous job was Private/Permanent/Temporary/Part-time/On-Contract.
- c. **Office Name** \*: Mention the name of office where previously employed.
- d. **Office Address** \*: Provide proper address of the previous office.
- e. **Office State** \*: Provide State where office was located.
- f. **Office District** \*: Provide District where office was located.
- g. **Designation** \*: Enter previous post held.
- h. **Last Salary (Annual)** \*: Mention your previous annual salary (in figures).

## 10. OTHER EMPLOYMENT

- a. **Any other Employment Detail?** \* Select (Yes/No) if earlier employed.
- b. **Nature of Job** \*: Whether the other job was Private/Permanent/Temporary/Part-time/On-Contract.
- c. **Office Name** \*: Mention the name of office where earlier employed.
- d. **Office Address** \*: Provide proper address of the earlier office.
- e. **Office State** \*: Provide State where office was located.
- f. **Office District** \*: Provide District where office was located.
- g. **Designation** \*: Enter earlier post held.
- h. **Last Salary** \*: Mention your earlier annual salary (in figures).
- i. **Joining Date** \*: Enter date of joining DD/MM/YYYY format.
- j. **Leaving Date** \*: Enter date of leaving DD/MM/YYYY format.

## 11. AWARD OF NATIONAL OVERSEAS SCHOLARSHIP SCHEME EARLIER

- a. **Have you/any of your siblings awarded scholarship** \*: Select (Yes/No) from drop down if any of your siblings have been awarded scholarship in the past.
- b. **Number of Siblings Awarded** \*: Mention the number of siblings awarded scholarship in the past. Leave blank if none.
- c. **Name** \*: Name of the sibling who has been awarded scholarship.
- d. **Relationship with applicant** \*: Mention the relationship with the applicant.
- e. **Year of Award** \*: Enter the year in which scholarship was awarded.
- f. **Course** \*: Mention the course for which scholarship was awarded.

## 12. VISA DETAILS

- a. **Whether applied for visa\***? Select (Yes/No)
- b. **In case, Visa is applied for, whether it is obtained\***? Mention if you have obtained visa.
- c. **Type of Visa\***: Enter the type of Visa.

## 13. TOTAL INCOME OF FAMILY MEMBERS FROM ALL SOURCES CONTRIBUTING TO THE HOUSEHOLD

**Note: If not applicable, please enter NA for the name section and enter 0 for age and amount income field.**

- a. **Relationship\***: Mention the relationship with the applicant.
- b. **Name\***: Enter the name of family member.
- c. **Age\***: Enter the age of the family member.
- d. **Nature of Employment\***: Select the nature of employment from drop down.
- e. **Annual Income (INR) \***: Annual income of the person.
- f. **ITR Status for last FY\***: Select the ITR status from drop down menu.

## ANNEXURE 1

### 14. DOCUMENTS TO BE UPLOADED

**Note:** Please upload all documents in PDF file of size **maximum 3 MB** and upload photo and Signature in JPEG/JPG format of size **100kb**

- i. Aadhaar
- ii. Caste Certificate
- iii. Birth Certificate
- iv. Current Address Proof
- v. Permanent Address Proof
- vi. High School/10th/Secondary mark sheet
- vii. Qualifying Degree/Provisional Certificate
- viii. All semester mark sheets(Combined PDF)
- ix. Proof of CGPA/SGPA conversion formula into percentage (in case percentage of marks is not given)
- x. Unconditional Offer Letter from Foreign University/Institute where applied to
- xi. Employer's No Objection Certificate(NOC) Certificate (if employed)
- xii. Gap Certificate
- xiii. Family Income Certificate
- xiv. Income Tax Return (if filing ITR, combined pdf of all family members)
- xv. Father Income Certificate
- xvi. Mother Income Certificate
- xvii. Spouse Income Certificate
- xviii. Self-Income Certificate
- xix. Sibling or Child One Income Certificate
- xx. Sibling or Child Two Income Certificate
- xxi. Sibling or Child Three Income Certificate
- xxii. Applicant's Photo
- xxiii. Applicant's Signature