


Further, the following points/Instructions/guidelines are also suggested to the Institute Nodal Officer for smooth functioning of scholarship work:-

- (i) Institute Nodal Officer instruct their eligible students that "All renewal applicants/students, who have got scholarship during 2020-21, shall apply by giving their existing Application ID".
- (ii) All Universities/Institutes/Colleges/Schools, having valid AISHE/UDISE/NCVT/SCVT codes, located in the State/UT should be advised to register themselves and their courses details on the NSP at the earliest so that their students can apply and they can verify such applications on the Portal within the timelines.
- (iii) The timelines need to be adhered to strictly. Technical issue, if any arising during the process of online submission, generation of merit lists and payment lots may be resolved immediately in consultation with the NIC HQ, State NICs or contact O/o Director Higher Education, Chandigarh.
- (iv) It has been observed that after the last date (s) of verification during the previous session, large number of fresh as well as Renewal applications are left pending for verification at INOs level. Therefore, all INOs are advised to look into this issue and ensure that no application remains unverified after the last date (s) of verification during 2021-22.
- (v) All verification authorities (INO/DNO/SNO) can mark an application fake if he/she is satisfied that the applicant is not a bonafide student. In other circumstances, in case of non-fulfillment of eligibility criteria or inconsistency of records, the verifying authority may either reject the application or mark it defective and give the applicant another opportunity to correct their records.
- (vi) Aadhaar based demographic authentication of Institute/District/State Nodal Officers are compulsory. Therefore, you are requested to complete your aadhaar based demographic authentication at the earliest.
- (vii) The applicant can see the major conditions of eligibility as well as time-lines and FAQs with regards to various activities relating to submission of application form on the NSP homepage of the website i.e. www.scholarships.gov.in.
- (viii) The eligible candidates can apply through online on the website of common National Scholarship portal of Govt. of India under URL www.scholarships.gov.in. Applicant will take print-outs of the duly filled-in application forms and to submit the same alongwith all supporting documents through their respective institutes to the State/UT Department.
- (ix) All INOs are suggested to verify the applications of the students on NSP Portal using their Institute User ID and Password, well in time.
- (x) All INOs are advised to submit KYC registration form to this office, if not done previous session.


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