GUIDELINES FOR FILING AND SENDING PROFORMA FOR PROVIDING DATA FOR
NATIONAL SCHOLARSHIP PORTAL (NSP)

1. Please fill all the details in **BLOCK LETTERS** only.(Exception: E-mail Id)

2. **Aadhaar Information**: Aadhaar details are mandatory to link NSP with personal account number. If Aadhaar Number is available, then serial number 9, 10 are optional. If Aadhaar number is not available, please apply for Aadhaar online and fill the generated enrollment number and enrollment date.

3. **DISE/AISHE Code**: This is a distinct code assigned to each institution/universities by the Association of Indian Universities and it is available on National Scholarship Portal website (http://scholarships.gov.in). If the code of your institute is not available; please contact your institute administration for the same. If the details are not available with institute, this field may be left blank.

4. Please do attach a scanned copy of the Aadhaar Card and first page of the bank passbook along with the mail as a proof of the information shared in the serial number 8, 11 and 12.

5. The information given in double quotes **(" ")** in 3, 5, 13, 29 and 30 fields, please select the appropriate options from the available options to fill in those fields.

6. The information given in single quotes **(' ')** in 17, 18, 19, 21 and 32 fields may be added as it is given in the assigned fields.

7. Students who have already submitted proforma may go through the guidelines and make necessary changes in the proforma shared via E- mail and resend the same; as mentioned in point 7.

8. Please save the file in word format only and rename the file as **"DBT-NSP": "Your Name"- "Abbreviation of the Institute Name as per the attached file (Annexure I)"**

PROFORMA FOR PROVIDING DATA FOR NATIONAL SCHOLARSHIP PORTAL (NSP)

S. No	FIELDS	DESCRIPTION
1	Name Of The Applicant	**Mention your name in BLOCK LETTERS**
2	Date Of Birth	**Mention your date of birth in format dd-mm-yyyy**
3	Gender	**Mention your gender as: "Male" or "Female" or "Others"**
4	Religion	**Mention you religion**
5	Category	**Mention the category you belong to ("Gen"/ "SC"/ "ST"/ "OBC")**
6	Email Address	**Mention your email id**
7	Mobile Number	**Mention mobile number**
8	Aadhaar Number	**Mention you Aadhaar Number; please attach a scanned copy of the Aadhaar card with the email.**
9	Aadhaar Enrolment No. (Optional)	**Fill this only, if Aadhaar Number is not available**
10	Aadhaar Enrolment Date (Optional)	**Fill this only, if Aadhaar Number is not available**
11	Bank Account Number	**Mention Your personal bank account number; please attach a scanned copy of the First page of the passbook with the email.**
12	Branch IFSC Code	**Mention the IFS code with respect to serial no. 11**
13	Disability Flag	**Mention as "Yes" or "No"**
14	Domicile State	**Mention the state to which your permanent residence belongs**
15	Domicile District	**Mention the district to which your permanent residence belongs**
16	Current Course Name	**Ph.D. in _____; please mention the discipline name in which you are pursuing Ph.D.**
17	Ministry	**'Ministry of Science & Technology(DBT)'**
18	Scholarship/Fellowship Name	**'DBT JRF'**
19	Scheme	**'DBT JRF Programme'**
20	Scholarship Start Year	**Financial Year in which the scholarship is activated**
21	Scholar Duration	**'5 years'**
22	Name Of Mother	**Mention your Mother's Name**
23	Name Of Father	**Mention your Father's Name**
24	Annual Family Income	**Mention Annual Income of your family; please do not include your fellowship**
25	DISE/AISHE Code (Optional)	**Please visit NSP website for the code**
26	School/College State	**State Name, where your institute/ university is located**
27	School/College District	**District Name, where your institute/ university is located**
28	School/College Name	**Institute/university Name, where pursuing PhD**
29	Scholarship Category	**"JRF" or "SRF"**
30	Scholarship Amount	**Only fellowship amount(JRF: "Rs. 25000"or SRF: Rs. "28000")**
31	Scholarship Payment Date	**Activation date of the fellowship**
32	Funds Transfer Method	**'NEFT'**
33	PFMS Scheme Code	**Please leave this entry blank**
34	PFMS Beneficiary ID	**Please leave this entry blank**