



**OFFICE OF THE DEAN OF STUDENTS**  
**BABA GHULAM SHAH BADSHAH UNIVERSITY**  
**RAJOURI (J&K)-185234**  
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No: BGSBU/DoS/25/833-835

Dated: 25/08/2025

**NOTIFICATION**

**Sub:- Submission of Online Scholarship applications under Centrally Sponsored Scheme "Post- Matric Scholarship to ST students" for the Academic Year 2025-26.**

It is for the information of Scheduled Tribe (ST) students pursuing their PG, UG & Diploma in the University, that Fresh / Renewal online applications are invited for Academic year 2025-26 through National Scholarship Portal (NSP) at [www.scholarships.gov.in](http://www.scholarships.gov.in) under Centrally Sponsored Scheme "Post- Matric Scholarship to ST students"

Before initiating registration process, students are advised to carefully go through "*Guidelines for Registration on National Scholarship Portal*" and keep their educational and other documents, such as, Aadhaar Number, Enrolment No., Bank Pass Book etc. in hand.

The Student applying for scholarship first time need to "**Register**" on the portal as fresh applicant by using the icon "**New Registration**" through website [www.scholarships.gov.in](http://www.scholarships.gov.in) by providing accurate and correct information as per their documents. Only Online applications under these Schemes will be accepted and no request for offline applications will be entertained. The details / eligibility of the Scheme are as mentioned below:

**INSTRUCTIONS FOR FILLING OF ONLINE APPLICATION:**

The procedure for submission of online application form by the student on National Scholarship Portal through website/URL <https://scholarships.gov.in> from any of the available internet access points. For further assistance, Students can download "Student User Manual" from NSP.

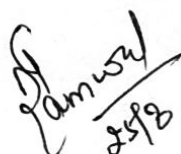
**Fresh Students:**

- ▶ Before applying for online scholarship application form students need to download and install the NSP OTR App from Google Play Store.
- ▶ The students also need to download and install the AadhaarFaceRD app on their mobile phones for face authentication, as available on Google Play Store or visit the nearest Common Service Centre (CSCs).
- ▶ Students while applying for the above scholarship scheme should register themselves on NSP through the app "NSP OTR" and perform Face-authentication to generate **One Time Registration (OTR)** number which is **mandatory** for applying for scholarship for academic year 2025-26 onwards.

**Renewal Students:**

- ▶ NSP earlier launched the face-authentication service in the year 2023-24 and it was an option for the students to perform their face authentication.

  
25/08/2025

  
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- ▶ NSP has generated the **One Time Registration (OTR)** No. for the students who have performed the face authentication in AY 2024-25 and the same has been sent to the applicant through SMS on their **Registered Mobile Numbers (RMN)**.
- ▶ Students who have received the **OTR No.** can directly apply for the scholarship on the NSP.
- ▶ In case, the student has not received the OTR number through SMS, OTR Number can be retrieved by using "**Know your OTR**" available on the National Scholarship Portal.
- ▶ **Aadhaar and Mobile Number (Linked with Aadhaar) are mandatory for generating OTR.**
- ▶ Provide the correct and authenticated E-mail ID, as all the communications and authentications related to portal activities will be sent to the E-mail ID provided by the applicant.
- ▶ Scholarship disbursement will be disbursed in the Aadhaar Seeded Account (i.e. Aadhaar Based Payment).

**DOCUMENTS REQUIRED FOR AVAILING SCHOLARSHIP:**

1. Scan copy of Original Domicile Certificate/Permanent Residence Certificate.
2. Scan copy of Original Category Certificate (Schedule Tribe) issued by the Competent Authority.
3. Scan copy of Original Income Certificate of Parents/Guardians Issued by the Competent Authority. In case of Parent/Guardian is Government/Private Employee, Salary Certificate issued by the concerned Drawing & Disbursing Officer.

**Note:** (The income means gross income including from all sources without any exemption and deduction available in the Income Tax Act.)

**Note:** The uploaded scanned copy of the Income Certificate with malicious QR codes / edited / mutated will lead to the rejection of the application form.

4. Bonafide Certificate duly attested by the Head of the Universities / Colleges / Schools.
5. Fee Receipt in original with the **name of the candidate, date and class/semester** duly sealed & signed by competent authority.
6. Scan copy of previous mark sheets and promotion certificate of the last qualified examination/semester.
7. Scan copy of undertaking in the form of Affidavit as per the below format attested by the Executive / Judicial Magistrate.

<p>I _____ S/o , D/o _____ R/o _____ Tehsil _____ District _____</p> <p>do hereby solemnly declare on oath that:-</p> <p>I am not in receipt of any other Scholarship from any other institution/departement for the current academic session i.e. 2025-26.</p> <p>I am not perusing any other course from any other institution for which I have applied for another Scholarship.</p> <p>I have paid an amount of Rs. _____ to _____ institute/College for _____ course during the current academic session 2025-2026.</p> <p>All details mentioned / filled on NSP and documents uploaded are true and correct and nothing has been concealed therein. I understand that in case I am found guilty of any wrong information for misleading the Government, the Government is liable to take any necessary action against me under rules, including recovery of scholarship amount/being black listed/debarred from any Scholarship in the future.</p> <p style="text-align: right;"><b>Deponent</b></p>
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*[Handwritten signature and date 25/08/2025]*

*[Handwritten signature]*

Note: The uploaded documents should be in PDF/JPG/JPEG format , file size must be in between 150-200 kb only and should be readable/legible for scanning during the verification process otherwise it may lead to the rejection of the application form. **(Along with the above mentioned documents the candidates are advice to submit the following additional documents to the concerned Head of Institution)**

1. Scan Copy of Promotion Certificate / Marks sheet of last qualified class.
2. Valid Hosteller Certificate, issued by the Institution duly sealed & signed by the competent authority.
3. Scan copy of the Bank Pass-Book indicating complete particulars i.e., **Name of the Account Holder, Address, Active Bank Account Number, Bank Branch & IFSC Code etc.**
4. Scan copy of Aadhaar card.

After successfully submission of the applications all the students are hereby directed to submit the hard copies of applications along with the requisite documents to their concerned Head of the Department before **15<sup>th</sup> of September 2025**. The Head of the Department shall consolidate the list of the eligible students both (hard & Soft) copy to the office of the Dean of Students by or before **20<sup>th</sup> September 2025** positively with below mentioned format.

S. No	Application ID	Name	Parentage	Roll No	Annual Fee
Annual Income	Bank account No	IFSC Code	Aadhaar No	Phone No	Remarks

For more detailed information click on <https://tribalaffairs.jk.gov.in>

**The matter may be treated as most urgent.**

  
**Associate Dean of Students**  
**BGSB University**

**Copy to:**

1. Registrar, BGSB University Rajouri for favour of information.
2. SS to Vice Chancellor for kind Information of Hon'ble Vice Chancellor.
3. **CITES for sending this notice in the official emails of all the Heads of the Department and uploading on the University Website.**
4. Notice Board.
5. Office Copy,