

**Government of India**  
**Department of Social justice & Empowerment**

**PM YASASVI TOP CLASS EDUCATION IN SCHOOL FOR OBC,EBC  
AND DNTS**

**Standard Operating Procedures for District/State Level**

The Central Sector Scheme of PM YASASVI Top Class Education in School for OBC, EBC and DNTs is implemented through National Scholarship Portal (NSP) with the assistance of respective State Governments/ UTs. Under the Scheme, the scholarship is disbursed to eligible applicants directly into their account through Direct Benefit Transfer (DBT) starting from student application, application receipt, verification, processing, and disbursement of scholarships to students. The Scheme will be implemented as per Scheme guidelines with the following modalities for the implementation process.

(i) Candidate from the shortlisted schools will apply on NSP Portal. Scholarship will be disbursed on merit through NSP Portal on the basis of the marks obtained in the final exam of the previous class, i.e 8th or 10th Class. List of shortlisted schools is shared on NSP Portal for verification process.

(ii) Candidate of 9th class and 11th class are eligible for registration under the Scheme for scholarship on NSP Portal. There will not be automatic renewal from 10th to 11th class and candidates have to apply afresh for Scholarship in 11th class.

(iii) L1 will be Institute/School and L2 will be District level Officer. District Nodal Officer (DNO) will be appointed/ approved by the State Nodal Officer (SNO).

(v) Students of shortlisted Schools with UDISE + code only, are eligible for registration and to apply scholarship under the Scheme.

(vi) The marks obtained in previous class i.e. 8th and 10th will be considered for merit. Candidate obtained minimum 60% marks in 8th and 10th class may only be eligible to apply on NSP portal.

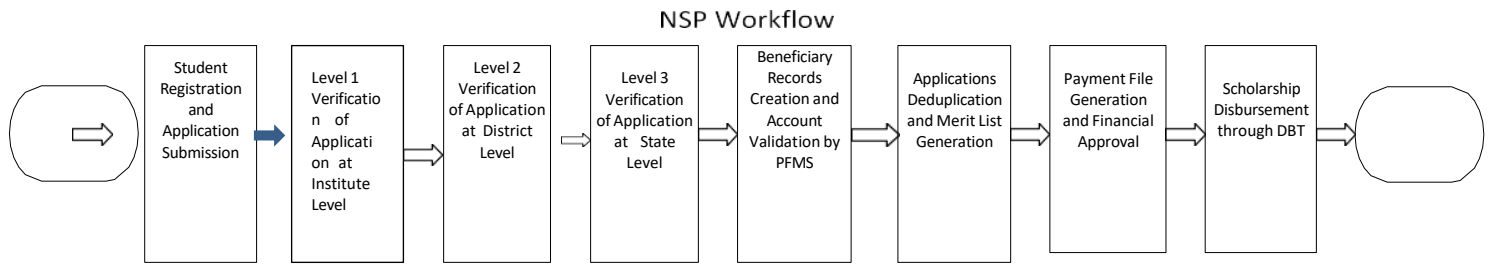
(vii) Documents to be uploaded by the students are Income Certificate, Caste/Category Certificate, Domicile, Mark sheet and payment/fee receipt etc.

(viii) 50% of the available slots will be for fresh applications and 50% will be for renewal. However, renewal applications shall be given preference over the fresh applications.

(ix) Merit list will be prepared separately for different Examination Board in the States/UTs amongst the students applied in NSP portal. Examination Board wise Quota shall be distributed in following manner from the available slots to the respective States/UTs:

State Board;	- 50%
CBSE:	30%
ICSE:	15%
Others:	5%

II. The overall workflow of NSP is as follows.



The steps involved in NSP are as follows:

- Step-1: Student Registration and Application Submission
- Step-2: Level 1 Verification of Application at Institute/School Level (INO)
- Step-3: Level 2 Verification of Application at District Level (DNO)
- Step-4: Level 3 Verification of Application at State Level (SNO)
- Step-5: Beneficiary Records Creation and Account Validation by PFMS
- Step-6: Applications Deduplication and Merit List Generation
- Step-7: Payment File Generation and Financial Approval
- Step-8: Scholarship Disbursement through DBT

### III. Users wise role and responsibilities

- a) Institute/ School level Nodal Officers
- b) District level Nodal Officer
- c) State Level Nodal Officers

#### (a) Institute/ School level Nodal Officers

The primary role of the Institute Nodal officer is 1<sup>st</sup> Level verification of the applications submitted by applicants at NSP. The application form for student has been simplified with minimal uploading of scanned documents by students on NSP. Hence, the role of the Institute Nodal officer becomes very critical in the entire chain of verification process. **Institute/School may be advised to visit the Standard Operating procedure for Institute at National Scholarship Portal for Registration process, etc.** The Institute Nodal officer using NSP Portal must adhere to the procedures.

#### **IV. District level Nodal Officers.**

- a) The primary role of District Officer is 2<sup>nd</sup> Level verification of the applications submitted at NSP. The District Nodal officer must verify the correctness of details in the application form and uploaded documents submitted by the student/ applicant, and maintain physical copies of supporting documents submitted by the student/ applicant. The District/State/Ministry Nodal Officer can ask for copies of these documents from the Institute/student as and when required. It must be ensured that the students belong to the school shortlisted for the schemes. Applications received from other schools must be rejected at this level.
- b) The login credentials for District Nodal Officers are created when the State Nodal officers create the user for District. The State Nodal officer enters the following details to create the District user – District Name, District Nodal Officer Name, Designation, Mobile No., Email ID and Address of the District Nodal Officer. Once these details are entered in the system, a unique User name is generated by the system, and username and password is sent to the mobile no. of District Nodal Officer as registered by the State Nodal officer.
- c) In case of change in District Nodal officer, she/he shall approach the State Nodal Officer with a request to reset the password and change mobile number.
- d) Similarly, in case of State Nodal Officer, she/he shall approach Ministry level Nodal officer with a request to reset the password and change mobile number.

#### **V. State Level Nodal Officers**

- a. The State Nodal Officer shall verify the correctness of details in the application form and uploaded documents submitted by the student/applicant as per guidelines of the related scheme.
  - b. The State Level Nodal officer can either Verify the application, Defect the Application, Reject the applications or Mark the application as Fake. In case she/he chooses to Defect the Application, Reject the application or Mark the application as fake, the reasons must be provided,
  - c. The State Level Nodal officer shall monitor overall pendency of the applications for the scheme at District Level.
- VI. For Standard operating procedures of National Scholarship Portal, Please visit the web Portal of NSP for further information.
- VII. For any technical support or assistance please contact Helpdesk of NSP at **helpdesk[at]nsp[dot]gov[dot]in** or **0120 – 6619540**

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