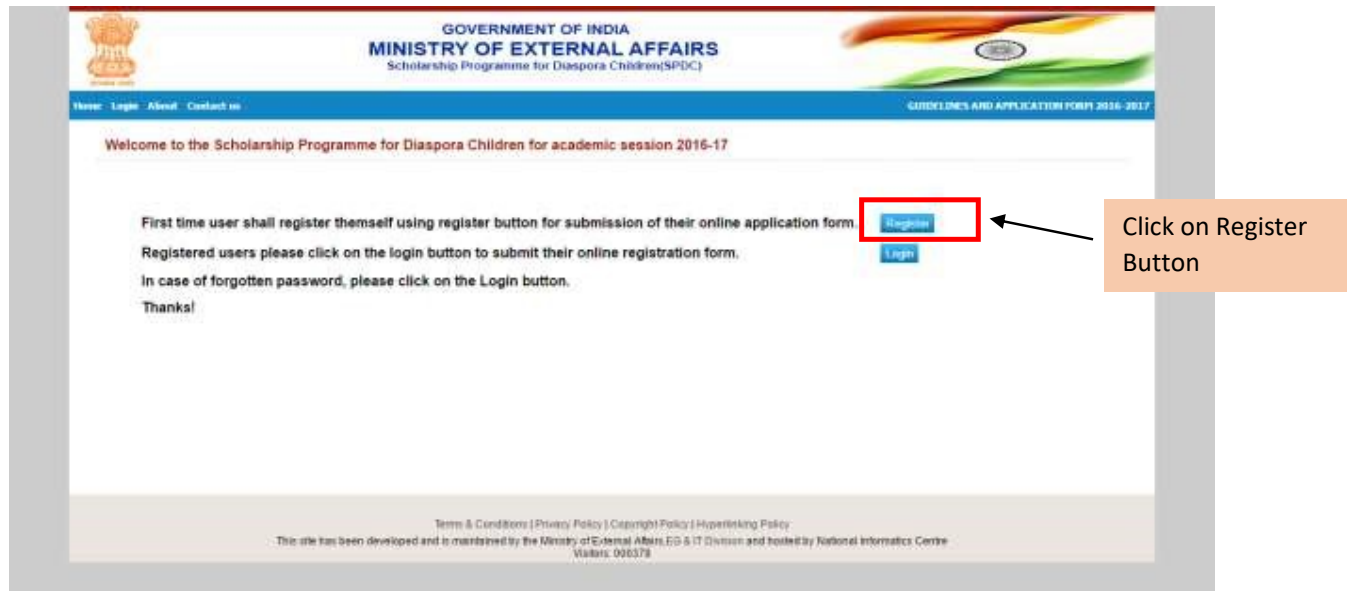


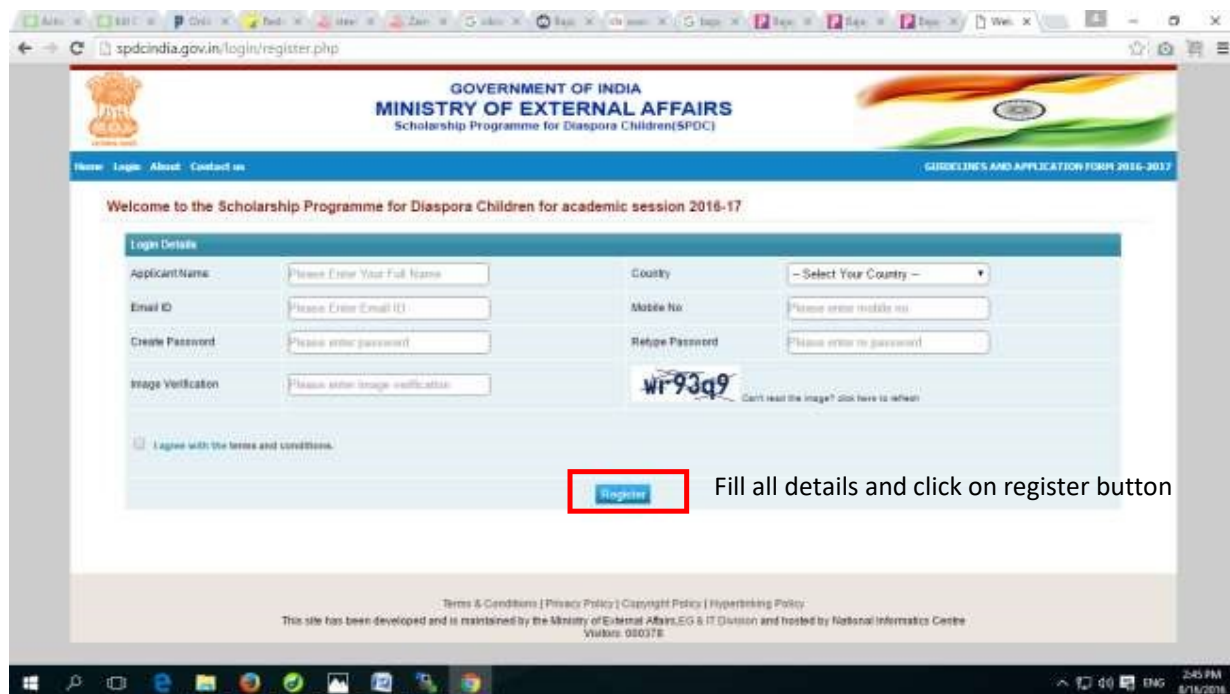
# USER MANUAL FOR SPDC PORTAL

## 1) How to register on this Portal?

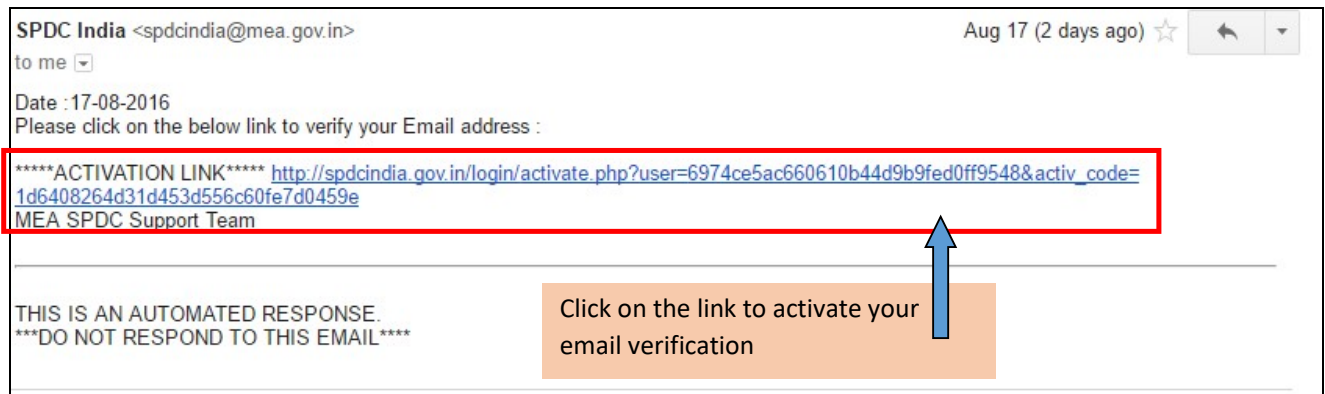
### a) Step 1



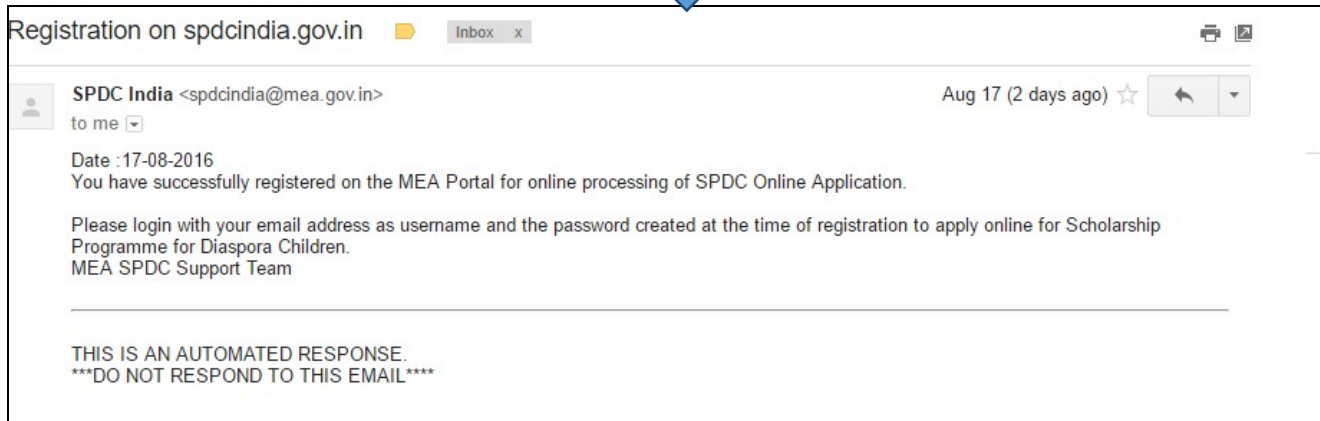
### b) Step 2



### c) Step 3



After Clicking on verification link, you will receive Message regarding successful registration on your registered email id.



## 2. How to login on this Portal?

The screenshot shows the login page of the SPDC portal. The header includes the Government of India logo, the Ministry of External Affairs, and the SPDC logo. A navigation bar contains links for Home, Login, About, and Contact us. The main content area welcomes users to the academic session 2016-17 and provides instructions for login. The login form has three fields: Email ID, Password, and Image Verification. The Email ID and Password fields are highlighted with red boxes. An arrow points from the Email ID field to a text box that says 'Email-id with which registration has been done'. Another arrow points from the Password field to a text box that says 'Put the same password as you have entered during registration.' The footer contains links for Terms & Conditions, Privacy Policy, Copyright Policy, and Hyperlinking Policy, along with a statement about the portal's development and hosting.

GOVERNMENT OF INDIA  
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Home: Login About Contact us

WELCOME TO THE SCHOLARSHIP PROGRAMME FOR DIASPORA CHILDREN FOR ACADEMIC SESSION 2016-17


(Use the registered email address & password to log in. If you haven't registered, please click [here](#))

All Fields are mandatory:

Email ID:

Password:

Image Verification:

 Can't read the image? click here to re

Login Forgot password?

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2:46 PM 8/16/2016

### 3. Procedure for filling of information regarding PIO/OCI Applicant

#### a. For PIO/OCI applicant:- Select **'YES'** if you have PIO/OCI Card

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Scholarship Programme for Diaspora Children (SPDC)

Welcome Nishi Kant Singh to Scholarship Programme for Diaspora Children (SPDC) for study in higher and technical institutions in India for the academic year 2016-17

**Alert - Please read the guidelines before filling the form**

**APPLICATION FORM**  
**Step 1: Filling up of Personal Details**

1. Name: First Name, Middle Name, Last Name

2. Gender: ☒ Male ☐ Female

3. Date of Birth: [Date Picker]  
Age group of 17 to 21 years as on 1st October 2016.

4. Category (Please see Guidelines for details):  
☒ Person of Indian Origin (PIO)  
☐ Non-resident Indian (NRI)  
☐ Children of Indian Workers in ECR Countries (studying/studied outside India)  
☐ Children of Indian Workers in ECR Countries (studying in India)

5. Do you hold PIO/OCI card? ☒ Yes ☐ No

6. PIO/OCI Card No.: [Text Field]  
You have to upload the copy of PIO/OCI card

7. Country Name: [Dropdown Menu]

8. Country where you appeared for the Qualifying Examination: [Dropdown Menu]

9. Name and Address of Parents/Guardian:

II. Father Details: Name, Address, Country of Residence

III. Mother Details: Name, Address, Country of Residence

IV. Guardian Details: Name, Address, Country

10. Contact Address of Applicant (Abroad and in India):

11. In India (If any): Address Line 1, Address Line 2, City/Town, State/Province/Region, Zip/Postal Code, Country, Phone Number, Mobile Number

12. Country of Residence: Address Line 1, Address Line 2, City/Town, State/Province/Region, Zip/Postal Code, Country, Phone Number, Mobile Number


13. Email (mandatory): nishkantingsingh@gmail.com

14. Details of your Passport (Copy to be enclosed):  
Passport Number, Place of issuance of Passport, Country where passport was issued, Date of issue, Valid up to

**Save the form & Take me to the next step**

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- b. For PIO/OCI applicant: - Select '**NO**' if you do not have PIO/OCI Card and upload undertaking as per the format given in link.

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Home Apply Change Password Logout GUIDELINES AND APPLICATION FORM 2016-2017

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Alert - Please read the guidelines before filling the form

**APPLICATION FORM**

**Step 1 : Filling up of Personal Details**

1. Name: First Name  Middle Name  Last Name

2. Gender: ☒ Male ☐ Female

3. Date of Birth:  Age group of 17 to 25 years as on 1st October 2016.

4. Category: ☒ Person of Indian Origin (PIO) ☐ Non-resident Indian (NRI) ☐ Children of Indian Workers in ECR Countries (studying/studied outside India) ☐ Children of Indian Workers in ECR Countries (studying in India)

5. Do you hold PIO/OCI card? ☒ Yes ☐ No Proof of Indian origin countersigned and stamped by Head of Indian Mission is to be mandatorily submitted as per Format of Appendix B.

6. Country of Origin:

7. Country where you appeared for the Qualifying Examination:

8. Name and Address of Parents/Guardian

8.1. Father Details: Name:  Address:  Country:

8.2. Guardian Details: Name:  Address:  Country:

9. Contact Address of Applicant (Abroad and in India)

9.1. In India (If any): Address Line 1:  Address Line 2:  City / Town:  State / Province / Region:  Zip / Postal Code:  Country:  Phone Number (Country Code/Area Code):  Mobile Number (Country Code/Area Code):

9.2. Country of Residence: Address Line 1:  Address Line 2:  City / Town:  State / Province / Region:  Zip / Postal Code:  Country:  Phone Number (Country Code/Area Code):  Mobile Number (Country Code/Area Code):

10. Email (mandatory):

11. Details of your Passport: (Copy to be enclosed)

Passport Number:  Place of Issuance of Passport:

Country where passport was issued:


Date of Issue:  Valid up to:

[Save the form & Take me to the next step](#)


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## 4. Procedure for filling of information regarding NRI Applicant



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GUIDELINES AND APPLICATION FORM 2016-2017

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Alert - Please read the guidelines before filling the form

APPLICATION FORM

Step 1 : Filling up of Personal Details

\*1. Name:

First Name

Middle Name

Last Name

\*2. Gender:

Male

Female

\*3. Date of Birth:

Age group of 17 to 21 years as on 1st October 2016.

\*4. Category\* (Please see Guideline for details):

Children of Indian Origin (PIO)

**Non-resident Indian (NRI)**

Children of Indian Workers in ECR Countries (studying/stayed outside India)

Children of Indian Workers in ECR Countries(studying in India)

\*5. Country of Residence:

Country of Residence

\*6. Country where you appeared for the Qualifying Examination:

Country of qualifying Exam

\*7. Considered Indian Mission/Post:

Country Name

Select nearest Indian Mission/ Consulate

8. Name and Address of Parents/Guardian

(i). Father's Details

(ii). Mother's Details

(iii). Guardian Details

Name:

Full Name

Address:

Address

Country:

Country of Residence

Work Permit:

Valid Work Permit No.

Employer Name:

Name Of Employer

Occupation/Position:

Occupation/Position

Name:

Full Name

Address:

Address

Country:

Country of Residence

Work Permit:

Valid Work Permit No.

Employer Name:

Name Of Employer

Occupation/Position:

Occupation/Position

Name:

Full Name

Address:

Address

Country:

Country

Work Permit:

Valid Work Permit No.

Employer Name:

Name Of Employer

Occupation/Position:

Occupation/Position

Details of either parents or both shall be filled. Scanned copy of valid work permit to be uploaded.

(i). In India (If any)

(ii). Country of Residence

Address Line 1:

Street address, P.O. box, company name, c/o

Address Line 2:

Apartment, suite, unit, building floor, etc.

City / Town:

City

State / Province / Region:

State / province / region

Zip / Postal Code:

zip or postal code

Country:

India

Phone Number (Country Code/Area Code):

Phone No. with Country code/Area code

Mobile Number (Country Code/Area Code):

Mobile No. with Country code/Area code

Address Line 1:

Street address, P.O. box, company name, c/o

Address Line 2:

Apartment, suite, unit, building floor, etc.

City / Town:

City

State / Province / Region:

State / province / region

Zip / Postal Code:

zip or postal code

Country:

Country Name

Phone Number (Country Code/Area Code):

Phone No. with Country code/Area code

Mobile Number (Country Code/Area Code):

Mobile No. with Country code/Area code

9. Email (mandatory):  
nishkantingsh15@gmail.com

\*10. Details of your Indian Passport: (Copy to be enclosed)

Passport Number:

Place of issuance of Passport:

Country where passport was issued:

India


Date of issue:

Valid up to:

Save the form & Take me to the next step

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## 5. Procedure for filling of information regarding “Children of Indian Workers in ECR Countries (studying/studied outside India)” Applicant

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Alert - PI

**APPLICATION FORM**

**Step 1 : Filling up of Personal Details**

1. Name: First Name Middle Name Last Name

2. Gender: ☐ Male ☐ Female

3. Date of Birth:    
Age group of 17 to 21 years as on 1st October 2016.

4. Category\* (Please Guide/line for details): ☒ Children of Indian Workers in ECR Countries (studying/studied outside India)   
☐ Children of Indian Workers in ECR Countries (studying in India)

5. Country of Residence: Country of Residence   
\* Contains Indian Mission/ Consulate Country Name

6. Country where you appeared for the Qualifying Examination: Country of qualifying Exam

8. Name and Address of Parents/Guardian

(i). Father's Details: Name: Full Name Address: Country: Country of Residence Work Permit: Valid Work Permit No. Employer Name: Name Of Employer Occupation/Position: Occupation/Position

(ii). Mother's Details: Name: Full Name Address: Country: Country of Residence Work Permit: Valid Work Permit No. Employer Name: Name Of Employer Occupation/Position: Occupation/Position

(iii). Guardian Details: Name: Full Name Address: Country: Country of Residence Work Permit: Valid Work Permit No. Employer Name: Name Of Employer Occupation/Position: Occupation/Position

9. Email (mandatory): nishkantingsh@gmail.com

10. Details of your Indian Passport: (Copy to be enclosed)

Passport Number:  Place of issuance of Passport:

Country where passport was issued: India

Date of issue:  Valid up to:


Save the form & Take me to the next step

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Select nearest Indian Mission/ Consulate

Details of either parents or both shall be filled. Scanned copy of valid work permit to be uploaded.

## 6. Procedure for filling of information regarding “Children of Indian Workers in ECR Countries (studying in India)” Applicant

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Scholarship Programme for Diaspora Children (SPDC)

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Welcome Nishi Kant Singh to Scholarship Programme for Diaspora Children (SPDC) for study in higher and technical institutions in India for the academic year 2016-17

Alert - Please read the guide

### APPLICATION FORM

**Step 1 : Filling up of Personal Details**

1. Name:  First Name  Middle Name  Last Name

2. Gender: ☒ Male ☐ Female 3. Date of Birth:    
Age group of 17 to 21 years as on 1st October 2016.

4. Category (Please Guideline for details):  
☐ Person of Indian Origin (PIO)  
☐ Non-resident Indian (NRI)  
☐ Children of Indian Workers in ECR Countries (studying abroad)  
☒ Children of Indian Workers in ECR Countries (studying in India)

5. Country of Residence:  India   
Country of residence of father/mother with valid work permit:  Select   
Consented Indian Mission/Consulate:  Country Name

6. Country where you appeared for the Qualifying Examination:  India

8. Name and Address of Parents/Guardian:

I. Father Details		II. Mother Details		III. Guardian Details	
Name:	<input type="text"/> Full Name	Name:	<input type="text"/> Full Name	Name:	<input type="text"/> Full Name
Address:	<input type="text"/> Address	Address:	<input type="text"/> Address	Address:	<input type="text"/> Address
Country:	<input type="text"/> Country of Residence	Country:	<input type="text"/> Country of Residence	Country:	<input type="text"/> Country
Work Permit:	<input type="text"/> Valid Work Permit No.	Work Permit:	<input type="text"/> Valid Work Permit No.		
Employer Name:	<input type="text"/> Name Of Employer	Employer Name:	<input type="text"/> Name Of Employer		
Occupation/Position:	<input type="text"/> Occupation/Position	Occupation/Position:	<input type="text"/> Occupation/Position		

9. Contact Address of Applicant (Abroad and in India)

☒ In India (If any)

Address Line 1:  Street address, P.O. box, company name, etc.

Address Line 2:  Apartment, suite, unit, building, floor, etc.

City / Town:

State / Province / Region:

Zip / Postal Code:

Country:  India

Phone Number (Country Code/Area Code):  Phone No. with Country code/Area code

Mobile Number (Country Code/Area Code):  Mobile No. with Country code/Area code

10. Email (mandatory):  nishikantsingh@gmail.com

11. Details of your Indian Passport: (Copy to be enclosed)

Passport Number:  Place of Issuance of Passport:

Country where passport was issued:  India

Date of Issue:  Valid up to:

[Save the form & Take me to the next step](#)

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Select nearest Indian Mission/ Consulate for country of residence of parents

Details of either parents or both shall be filled. Scanned copy of valid work permit to be uploaded.

For applicant falling under category ‘For children of Indian workers in ECR Countries (studying in India)’ this section is optional. For applicants belonging to remaining categories, this section is mandatory.



7. After completing the Personal Details, applicants of all category has to fill the next section of “Educational details” (Common for all category)

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• Your Personal Details successfully Submitted.

**Step 2: Filling up of Educational Details**

\*11. Name of Institute where you have obtained admission: (Please Guideline for details)

\*a). Category of Institution: Institute Category

\*b). Name of Institute: Institute Name

\*c). Name of the Course of study in which you have been admitted: Course Name

\*d). Course duration (only academic year/semester of year 2016-17- (Please do not include internship period)

\*e). Address of Institute:

Street No. Street Address

City / Town City

State State Name

\*12. Details of Qualifying Examination (Grade 12/ 10+2 or equivalent) (Copies of mark sheets/transcripts to be enclosed as attachment)

Indicative CGPA Converter

Name of Examination	Complete name of School/College	Location of the School & Country	Name of Board/University	Month & Year in which Passed	Medium of Instruction in Qualifying Exam	Subjects Studied	Aggregate %age	CGPA
Examination Name	College/School Name	Location	Board Name	MM-YYYY	Medium of Instruction	Write with comma separated	100	CGPA

\* Marks in English (Grade 12)

In Percentage 100 In CGPA CGPA

\*13. Provide your Five year Education details

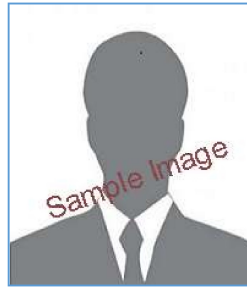
Class	Complete name of School/College	Location	Country	Passing Year
7	Institution Name	Location	Country of Residence	Passing Year
8	Institution Name	Location	Country of Residence	Passing Year
9	Institution Name	Location	Country of Residence	Passing Year
10	Institution Name	Location	Country of Residence	Passing Year
11	Institution Name	Location	Country of Residence	Passing Year

Save the form & Take me to the next step

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8. After completing the Educational details, Applicant is required to upload the documents in the next section.

**a. Instruction for uploading passport size Photograph:**



- Photograph must be a recent passport size.
- The picture should be in colour, against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- **Dimension of the Passport size Photograph to be uploaded:-**
  - Width: 100 px to 200 px
  - Height: 120 px to 230 px
  - Dimension: 200 x 230 pixels (preferred)
  - Size of File: 20 to 50 Kb.
- Ensure that the size of the scanned image is not more than 50KB.

**(ii) Instruction for uploading Signature Image:**



- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Attendance Sheet, the applicant will be disqualified.
- **Dimension of the Scanned Signature to be uploaded:-**
  - Width: 100 px to 140 px
  - Height: 40 px to 60 px
  - Dimension: 140 x 60 pixels (preferred)
  - Size of File: 10 to 20 Kb.
- Ensure that the size of the scanned image is not more than 20KB.

**(iii) Upload the remaining documents in pdf format only and the size of the file should not be more than 500 Kb.**

9. After uploading all required documents, there is an option for editing the application as shown below

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Welcome Nishi Kant Singh to Scholarship Programme for Diaspora Children (SPDC) for study in higher and technical institutions in India for the academic year 2016-17

APPLICATION FORM

**Personal Details** [Edit Personal Details](#)

1. Name: John Smith  
2. Gender: Male  
3. Date of Birth: 01-04-1987  
4. Category: Citizens of Indian Diaspora in ECCE Countries (studying/abroad outside India)  
5. Country of Residence: Sweden  
6. Country where you applied for the Scholarship Programme: Sweden  
7. Name and Address of Parents/Guardian:  
a. Father Details: Name: Father Name, Address: Dummy Father address, Country: Qatar, Mobile Number: 97996787  
b. Mother Details: Name: Mother Name, Address: Dummy Mother address, Country: Jordan  
c. Guardian Details: Name: , Address: , Country:   
8. Contact Address (Mailed and to India):  
a. Street Address: Street1 Address1, Apartment1, City1, State1, Zip / Postal Code1, Country1, Phone Number (Country Code/India Code), Mobile Number (Country Code/India Code)  
b. Street Address: Street2 Address2, Apartment2, City2, State2, Zip / Postal Code2, Country2, Phone Number (Country Code/India Code), Mobile Number (Country Code/India Code)  
c. Street Address: Street3 Address3, Apartment3, City3, State3, Zip / Postal Code3, Country3, Phone Number (Country Code/India Code), Mobile Number (Country Code/India Code)  
9. Email (secondary): nishikantsingh@gmail.com  
10. Details of your Passport: Passport Number: F9990123, Place of Issuance of Passport: Delhi, Country where passport was issued: India, Date of Issue: 01-08-2000, Valid up to: 01-08-2016

**Educational Details** [Edit Educational Details](#)

11. Name of Institution where you have obtained admission: Central Universities of India  
12. Category of Institution: Central University of Punjab  
13. Name of Institute: Sciences & Soc.  
14. Month of the Institute of study to which you have been admitted: From August-2016 To August-2018  
15. Address of Institute: Street No., City / Town, State, India  
16. Details of Qualifying Examination (Clause 12, 13 or equivalent) (upload of mark sheets/awards to be enclosed as attachment):  
Name of Examination: Complete name of School/College: Location of the School & Country: Name of Board/University: Month & Year in which Passed: Medium of Instruction in Qualifying Exam: Subjects Studied: Aggregate: Grade: CGPA:  
301 School Name: Location of School: HSEB: 08-2016: English: eng, Sci, Maths: 70 %: A  
Marks in English (Grade 12): In Percentage: 70 % In Grade: A  
17. Your Four year educational details:  
Class: Complete name of School/College: Location: Country: Passing Year:  
7 school school India 2014  
8 school school Kuwait 2016  
9 school school Qatar 2008  
10 school school Thailand 2016  
11 school school Malaysia 2008

**Document Details** [Update Uploaded Documents](#)

18. Your Passport Size Image:

19. Your Signature:

20. Proof of Residence in Foreign Country (Photo):

21. Upload Copy of Indian Passport:

22. Declaration by parent/guardian:

23. Signed Entry Certificate of Institute:

24. Academic Undertaking:

25. Copy of Admission letter from the Institution for Under Graduate Course of Study, duly stamped and signed by the institution:

26. Upload the documentary proof of class 11:

27. Upload the documentary proof of class 12:

28. Upload the documentary proof of class 13:

29. Upload the documentary proof of class 14:

30. Upload the documentary proof of class 15:

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**Please check your registered email id for receipt of acknowledgement email.**

**11. Applicant can view his/her application form and can check status online as follows:-**

The screenshot displays the SPDC portal interface. At the top, it features the Government of India logo, the Ministry of External Affairs name, and the SPDC title. A navigation bar includes links for Home, Apply, Change Password, and Logout. A welcome message for Nishi Kant Singh is shown. Below this is a table titled 'Application Details' with columns for App\_id, Applicant Name, Course, Mission/Post, Application Stage, Status, and Action. The table contains one entry for John Hawkis with a status of 'Status Pending'. The 'Status' and 'View' (button) cells are highlighted with red boxes. Arrows point from these boxes to labels: 'Check for Status' and 'For Viewing Submitted Application Form'. The footer contains links for Terms & Conditions, Privacy Policy, Copyright Policy, and Hyperlinking Policy, along with site development and visitor count information.

App_id	Applicant Name	Course	Mission/Post	Application Stage	Status	Action
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**NOTE: PLEASE REFER TO DETAILED GUIDELINES FOR SCHOLARSHIP PROGRAMME FOR DIASPORA CHILDREN AVAILABLE ON RIGHT HAND SIDE CORNER OF SPDC PORTAL.**

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