Instructions to the Candidates

Applying under NAI UDAAN Scheme of
Ministry of Minority Affairs (MoMA)

General Instructions:

- The financial support under the Scheme will be given only once to a Minority Community candidate whose total family income does not exceed Rs. 8.0 Lakh per annum and who has cleared the Prelims conducted by Union Public Service Commission, Staff Selection Commission and State Public Service Commissions.
- The candidate, who avails financial support under the Nai Udaan Scheme of Ministry of Minority Affairs, will not be eligible to take benefit under any other similar Scheme of Central or State Governments/UT Administrations.

To fill up On-line Application Form, the candidate will need to furnish the following details/ documents:

- Personal details including valid email Address of the candidate.
- Scanned passport size photograph, preferably having Width and Height ratio as 3:4 with a solid color background and face is be clearly visible.
- Scanned signature of the candidate, preferably 140x60 pixels Dimensions.
- Self Declaration from the candidate that he/she belongs to one of the Notified Minority Community under NCM Act, 1992 i.e., Muslim, Christian, Sikh, Buddhist, Jain and Parsi. The candidate can also submit a Minority Community Certificate issued by the relevant authority. The Self Declaration is to be made in given Format under "*Forms & Guidelines*" Menu on the "Nai Udaan Scheme Portal" (URL http://naiudaan-moma.gov.in). The format is also available for download while applying for the Scheme on Service Plus Platform.
- Certificate of Annual Family Income, issued by competent authority of State/UT Government.
- Scanned Documents of Identity of candidate i.e., Aadhaar Card/ PAN Card/ Driving License/ Voter Identity Card/ Passport/ Ration Card/ BPL Card.
- Scanned copy of an Affidavit on Non-Judicial Stamp Paper of Rs. 10/20/- duly notarized to the effect that the candidate is not availing/has not availed financial support from any other similar Scheme of the Central or State Governments/UT Administrations and that if he/she decides to opt for other Schemes, he/she will forgo the claim from Ministry of Minority Affairs and refund the amount if already availed with 10% Interest. The Affidavit has to be given as per the given Format under "*Forms & Guidelines*" Menu on the Nai Udaan Scheme Portal (URL http://naiudaan-moma.gov.in). The format is also available for download while applying for the Scheme on Service Plus Platform.

- The Affidavit is a Mandatory Document required for availing financial support under the Nai Udaan Scheme. Any false declaration by a candidate will be viewed very seriously by Ministry of Minority Affairs and the candidate will be liable for very strict action against him/her.
- Scanned copy of Admit Card of Examination in which the candidate is appeared.
- Scanned copy of Result Page in which the Examination Roll No. of the candidate is also reflected or highlighted.
- Hence, required Mandatory Documents are:-
    - (i) Affidavit in Standard Format.
    - (ii) Self Declaration in Standard Format.
    - (iii) Identity Proof.
    - (iv) Annexure-I (Scanned Photograph).
    - (v) Annexure-II (Scanned Signature).
    - (vi) Family Income Proof (i.e., Annual Income Certificate).
    - (vii) Service Exam Details-I (i.e., Admit Card of Prelims Exam).
    - (viii) Service Exam Details-II (i.e., Result Page of Prelims Exam with Roll No.).

Instructions for Candidates on how to apply under Nai Udaan Scheme:

- Candidates are required to apply on Integrated Service Plus Platform of NIC for availing financial support under Nai Udaan Scheme (URL http://naiudaan-moma.gov.in/). Only On-line Applications are accepted. Manual/paper Applications will not be entertained. Applications sent through other modes will not be accepted / entertained and no communication will be made in this regard.
- Candidates should have a valid personal email Address. All important communications from the Ministry of Minority Affairs to the candidate will be sent on the registered email Address. The candidates are requested to check regularly their emails for any communication from the Ministry of Minority Affairs. The candidate will need to ensure that email sent by Ministry of Minority Affairs to the registered email address of the candidate is not redirected to his/her junk/spam folder. It should be kept active during the entire process when the application of the candidate is under process in the Ministry of Minority Affairs.
- Candidates should also have a valid personal Mobile No. for SMS communications.
- Candidates are also advised to frequently check the Status of their Applications from Service Plus Login by clicking on the Menu "View Status of Application -> Track Application Status".
- Candidates should take utmost care to furnish correct information while filling-up the On-line Application. Any mistake committed by the candidate shall be his/her sole responsibility.
- The candidates should ensure the completion of Application Process by the stipulated Date and Time as per the provisions of Nai Udaan Scheme.

- The candidate has to Register himself/herself first on the Service Plus Platform with a valid email Address and Mobile No. which will be both verified through a Link / OTP sent by the Service Plus Platform. Once the email Address and Mobile No. are verified, the candidate can login with his/her email Address and Password (created by himself/ herself during the registration process) and fill-up all the required information and upload the scanned copies of all required original documents related to his/her Prelims Examination cleared and other mandatory Documents as specified above.

- Notifications at various stages of processing of Applications in the Ministry of Minority Affairs will be sent to the candidates on their email Addresses and/or Mobile Nos.

Eligibility Criteria:

- Candidate should not have availed the benefit of Nai Udaan Scheme in the past for having cleared Prelims Examination of Union Public Service Commission, Staff Selection Commission and State Public Service Commissions.

- The Annual Family Income of the candidate, from all sources should not exceed Rs. 8.0 Lakh per annum.

- The candidate applying under the Nai Udaan Scheme should belong to any one of the notified Minority Communities (*Muslim, Christian, Sikh, Buddhist, Jain and Parsi*) under Section 2 (C) of National Commission for Minorities Act, 1992.

Note: Please note that the information provided by the candidate at the time of submission of On-line Application Form will be used by Ministry of Minority Affairs for processing of Application of the candidate. No changes/modifications will be allowed later under any circumstances. The candidate should therefore be very careful while filling-up the Application.