

To change your registered **Email ID** or **Mobile Number** with DBT NCS-TCP Portal, follow these steps:

1. Using Your Current Registered Email ID:

- Send a request email to [web\[dot\]ncstcp\[at\]nipgr\[dot\]ac\[dot\]in](mailto:web[dot]ncstcp[at]nipgr[dot]ac[dot]in) from your currently registered email address.

2. If You Can't Access the Registered Email ID:

- Send a formal request on your company's letterhead (TCPF).
- Ensure the letter includes the company's seal and an authorized signature of the Head of the department.

This process will allow TCPF to update your registered email address in DBT NCS-TCP records.