

OPERATIONAL GUIDELINES

NATIONAL SCHOLARSHIP PORTAL For Students

Operational Guidelines For National Scholarships Portal(Students)



Version-1.4

Date: 05/062015

National Scholarship Portal Main Features -

National Scholarship Portal is the Web Based Application having the following important features: -

- ➤ Students can Register and Submit their application online (For Applying for centrally /state sponsored scholarship schemes), from anywhere anytime
- ➤ Students can View/Track the status of their own application with Temporary ID/Permanent ID and Date of Birth generated by the system
- ➤ Students can Renew their applications with same credential(Temporary ID/Permanent ID & Date of Birth)
- ➤ Uploading of documents by students in support of their claims (such as income, mark sheets, bank account details, category ,caste certificate etc.) be enabled for easy verification and transparency
- Provision of SMS alerts to the Stake Holders such as Institution and students at various stage of processing
- > Renewal of the application by the Institutes only by importing the application from previous year
- ➤ Role Based Login ID and Password will be made available for all stakeholders
- Easy Scholarship Sanctioning process for Sanctioning Authority
- > Direct benefit transfer of Scholarship amount to Student's Bank Account

Guidelines for filling the online Scholarship Application form on National Scholarships Portal for 2015-16

FOR STUDENTS -

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- 1. Applicants are advised to go through the Information Bulletin carefully and acquaint themselves with all requirements in respect to fill-up the scholarship form on National Scholarship Portal-2015-16.
- 2. It will be the sole responsibility of the applicant to make sure that he/she is eligible to apply and fulfils all the conditions prescribed for the scholarship.
- 3. If in-eligibility of the applicant is detected at any stage, before or after the applying for scholarship scheme, or during any stage by verification by authorities, his/her scholarship will be cancelled without any notice. Disciplinary action will be taken against him/her, further he/she will be blacklisted to opt for scholarship sponsored by Central Government for period of five years.
- 4. Applicant must check that all details provided by him/her are correct before final submission as there will be no provision to edit details thereafter.
- 5. <u>Multipleregistrations made student is strictly prohibited</u>. If same will be founded at any stage the application is liable to be rejected.
- 6. Mode of submission of application for scholarship will be online and no other mode for the same will be entertained.
- 7. Titles/Labels marked as * are Mandatory in Application.

ONLINE SUBMISSION OF APPLICATION FORM FOR SCHOLARSHIP

1. Online submission of application form can be done through the Website http://www.scholarships.gov.in from any of the internet access points.

(For better visibility useChrome,Firefox,InternetExplorer 7 and above)

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2. Click "STUDENT LOGIN" on Home page as shown.

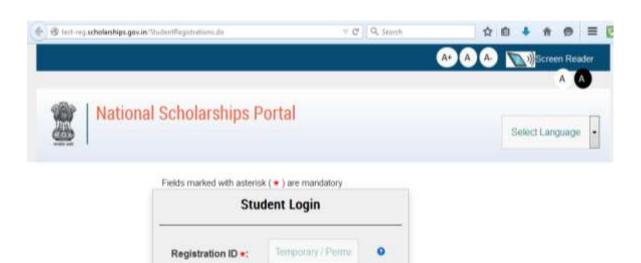


3. First time user/New userClick on "REGISTER"

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Forgot Registration Details?

Date of Birth (DOMM

Enter Captcha *:

myy *:



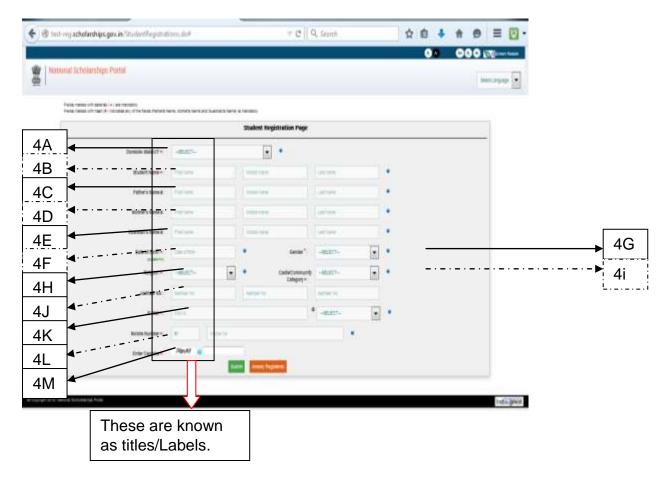
4. A new web Page requesting to enter the preliminary data as required for the Registration is displayed. Fill all the details corresponding to the titles/Labels appearing on the page.

(those marked as " *" are mandatory & " - any one of the fields is mandatory (fathers/Mothers/Guardian atleast one name should be given)

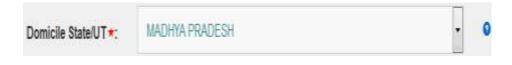
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- **Fields are numbered above for explanation. Numbering is not visible in the actual screen. Magnified view to each title is shown below.
- * Fields marked with * are mandatory while fields with no mark are not mandatory but desired.
- 4A) Select the state to which student belongs.



4B)Enter your Full Name as per 10th class Mark Sheet.



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Student need to enter any one title from 4C to 4E.

4C) Enter your Father's Nameas per 10th class certificate



4D) Enter your **Mother's Name**as per 10th class certificate.



4E)Enter your **Guardian's Name**as per 10th class certificate.



4F)Enter your Date Of Birth in (DD/MM/YYYY) formatas per 10th Mark Sheet.



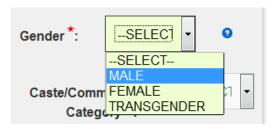
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4G) Select the respective Gender form drop down menu



Example- If the Gender of a student is Male.

4H) **Click on Religion** to which you belong from drop down menu.



Example- If Religion of the applicant is Hindu.

4I) **Click on Community** to which you belong from drop-Down menu.



Example- If applicant belongs to ST Caste/Community.

** Please note that Caste & Religion fields are independent and not linked.

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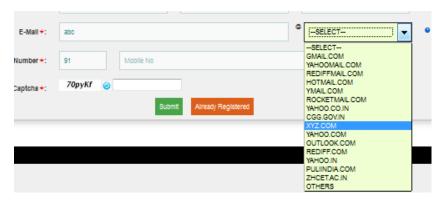
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4J) Enter the Aadhaar Number.

Note-It is desirable to enter the Aadhar No. but not mandatory.



4K) Enter the valid **E-mail ID** and choose suffix from drop down menu.



Example- If your E-mail is abc@xyz.com

4L) Enter your valid **Ten(10) digit Mobile No.,** it can not be changed for current academic year.

Note- Do not prefix Zero/Any STD code.



4M) Enter Captcha (Completed Automated Public Turing Test to tell Computers and Humans Apart) mean that you have to re-write the alphabets/Nos. Displayed on left side in the text field.



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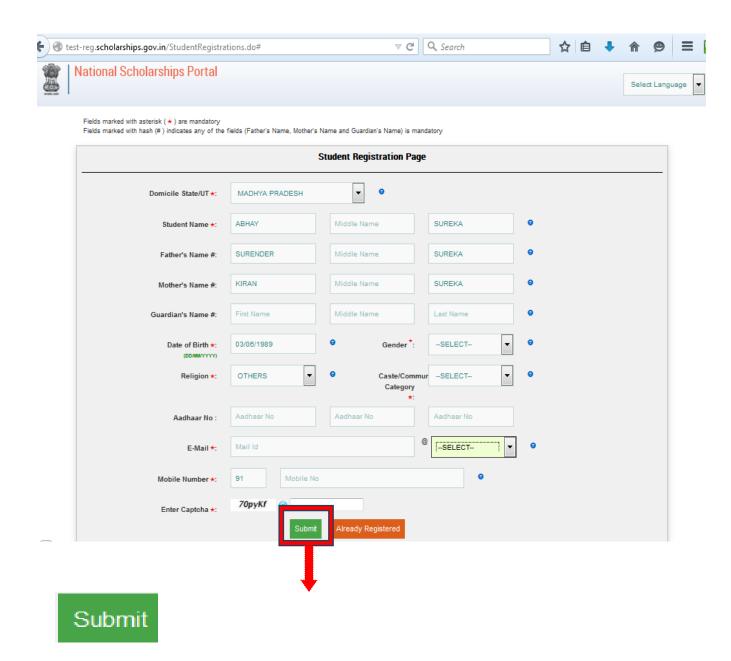
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5) After entering the details corresponding to titles 4A to 4L.

Click on the "SUBMIT" Button.

<u>Note</u>-Check the details entered in titles 4A to 4L very carefully as changes will not be allowed after clicking submit button.



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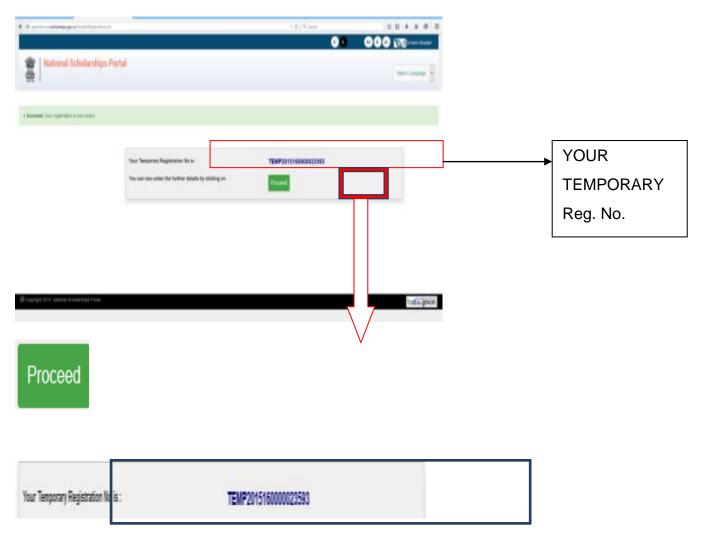
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6.) WebPage displays **TEMPORARY Registeration No.** of the Applicant.

Click "PROCEED" Button to move on to the next Page.

NOTE- It is Mandatory to retain the TEMPORARY -ID (till the time of the final application Submission Only) as it will be needed for editing the specific details in the Online scholarship Application.

Once the PERMANENT ID is Generated, then the student will not be able to edit the details.



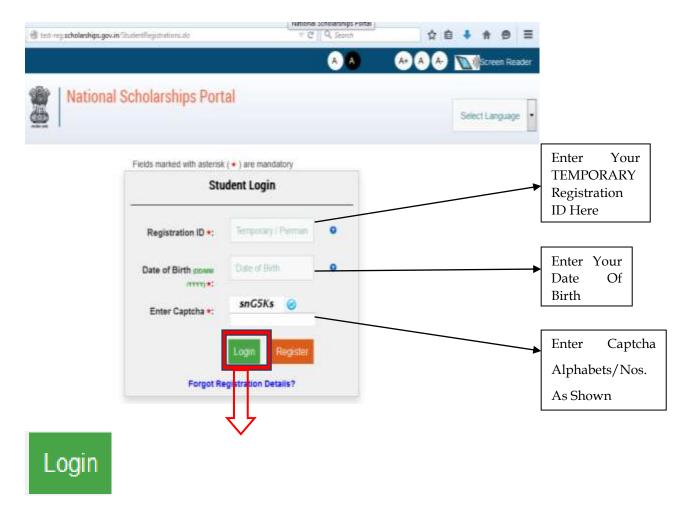
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6A) For Re-Login Using Temp Registration ID and Date of Birth.



7) Click on **PROCEED**, A new web page will be displayed as shown below.

OR

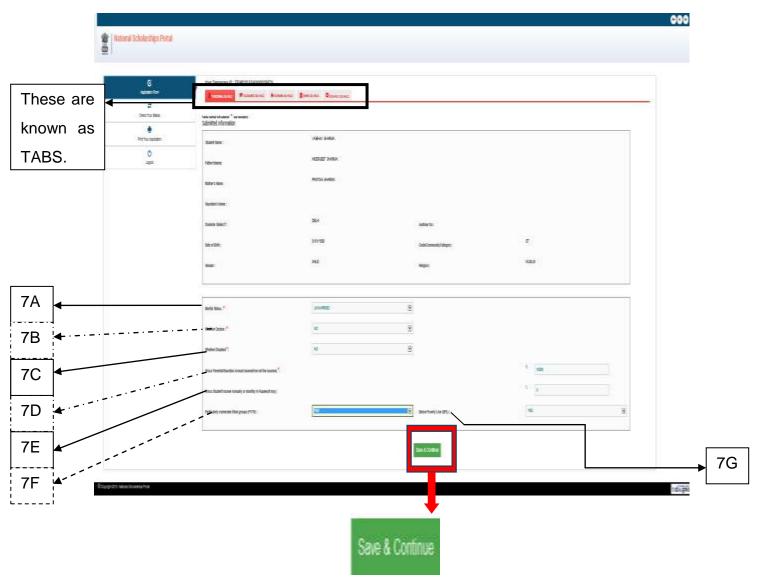
You can Re-Login using TEMPORARY REGISTRATION-ID and Date Of Birth.

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Personal details of the applicant as entered previously will be shown on this page under the tab <u>"PERSONAL DETAILS".</u>The page will request applicant to enter the details in titles 7A to 7D.**Titles 7F & 7G will be displayed if applicant belongs to STCaste/Community/Category.**



**Fields are numbered above for explanation. Numbering is not visible in the actual screen. Magnified view to each title is shown below.

Magnified view to each title is shown below.

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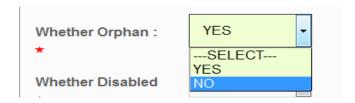
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7A) Enter wheather the applicant is married or not. Choose applicable option from drop down.



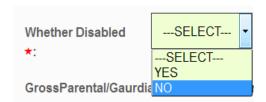
7B) Enter the applicable option form drop Down.

Orphan- Mean a person whose parents are not alive.



Example- Applicant is not Orphan

7C) Enter wheather the applicant is disabled or not. Choose applicable option from drop down.



Example-The applicant is not Disable.

In case Applicant is disable, a new title named **DISABILITY TYPE** will be displayed.

After selecting the applicable option in title **DISABILITY TYPE**, a new title named as **PERCENTAGE** will be displayed.

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For Example- The applicant is disabled in Hearing and his/her percentage percentage of disability is BELOW 40%.

7D) Enter **Total Annual Income** of your parents/Gaurdian from all sources.



7E) Enter the income annual income generated by applicant/Student(if any) from all sources.



7F)Enter wheather the applicant belongs to PARTICULARLY VULNERABLE TRIBAL GROUPs(PVTG). Choose applicable option from drop down



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7G) Enter wheather the applicant belongs to Below poverty Line(BPL). Choose applicable option from drop down



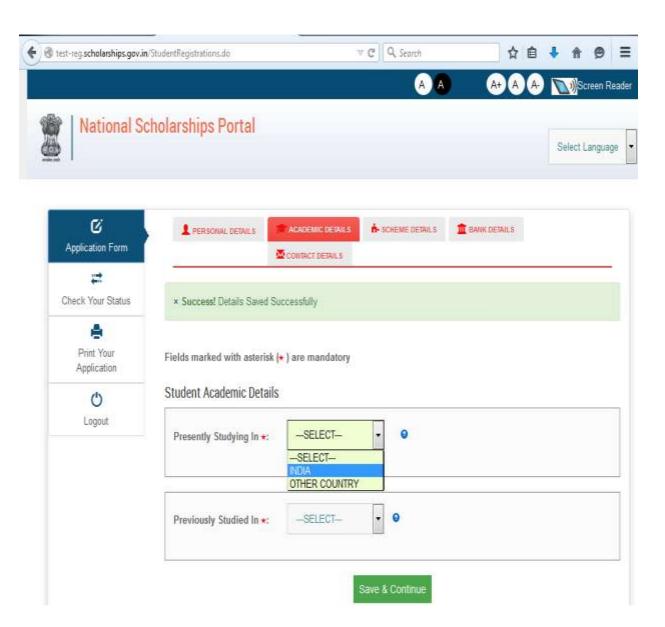
After filling up the titles from 7A to 7G click Button named as "SAVE & CONTINUE".

8) Applicant will be directed to the next tab named as "ACADEMIC DETAILS"

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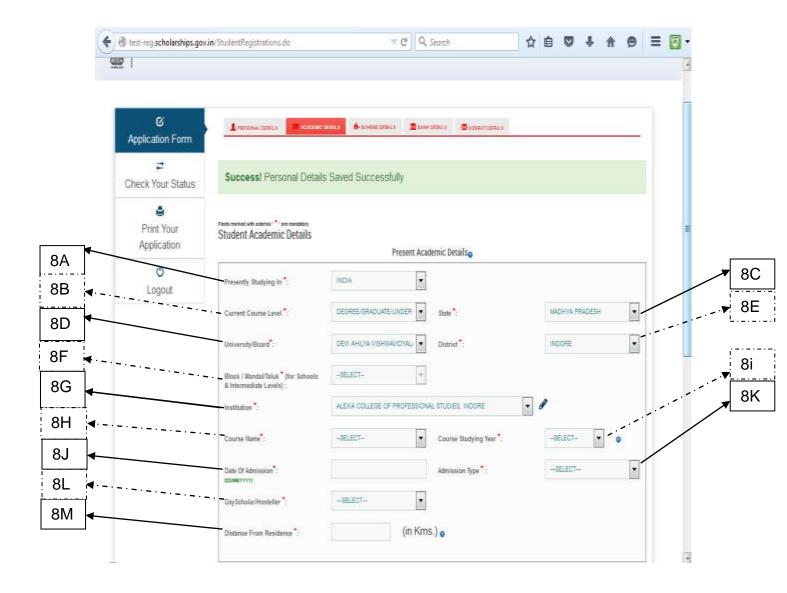


8(i) For Example-Applicant is presently studying in INDIA.

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- **Fields are numbered above for explanation. Numbering is not visible in the actual screen. Magnified view to each title is shown below
- 8A) Enter the present place of studying from Drop Down.

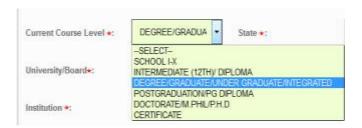


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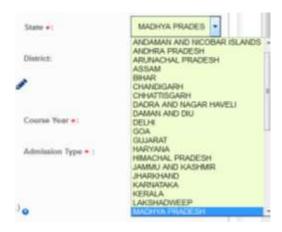
8B) Enter the highest degree pursuing/obtained.



Example-Applicant has completed /pursuing his/her Graduation.

From Titles 8C to 8H enter the details of highest degree completed/pursuing by the Applicant.

8C)Select the State from drop down.



Example- Applicant's College is located in Madhya Pradesh.

8D) Select your **University/Board** from drop down.

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Example-The name of university from where the student is pusuing his Degree Course is-Devi Ahliya Vishwavidyalaya,Indore.

8E) Select the **District** (if any) from drop down.



Example-Applicant's University is located in District-INDORE.

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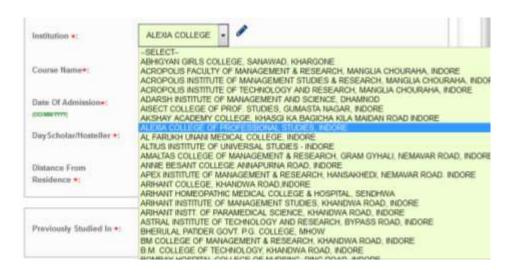
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8F) Select appropriate <u>Block/Mandal/Taluk</u> from drop down. The title will be enabled, if <u>School I-X OR Intermidiate(12th)/Equivalent</u> is selected from drop down corresponding to title <u>CURRENT COURSE LEVEL</u>



8G) Select the Name of your College/Institution from drop down.



Example-Applicant is studying in Alexia College of Professional Studies

8H) Select your **Course Name** from Drop Down.



Example- The applicant is pursuing BBA.

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8i) Select the Current Studying Year pursued by the student



Example-Student needs to select current course year as enrolled.

8J) Select the date when you were admitted/enrolled at College/University.



Example-Applicant was enrolled on 01/08/2008

8K) Select to which type of course student is enrolled in University.



Example- Applicant is enrolled in Regular Course.

8L) Select weather you are a day-scholar or Hosteller.

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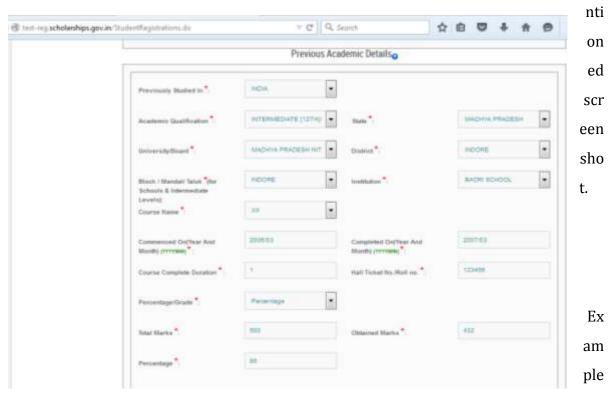
Example-The student is a Day-scholar.

8M) Enter the distance(in Kilometres) between your College and Residence.



Example-The college of a student is at a distance of 30Kms from his residence.

8(ii) Similarly,Enter the details of Previous Academic Details as shown in below



-The student was admitted in 12th class on 2006/03 and passed it on 2007/03 from Science Stream. His/her Hall Ticket No. is-123456. Name of his/her school was Badri

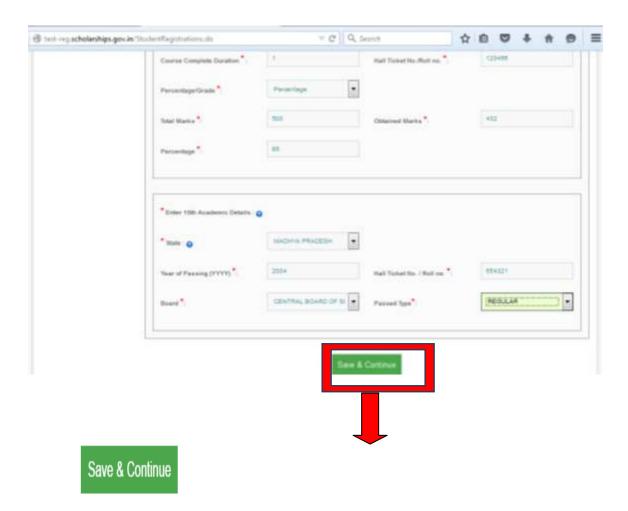
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Schoolaffilated from Madhya Pradesh Board located in Madhya Pradesh, District-Indore. He/she has secured 432 marks out of 500.

8(iii) # Similarly,Enter the details of High school(10th Class) Corresponding to the titles as shown in below mentioned screen shot.



Example- The student passed 10th class in 2004. His/her Hall Ticket No. is-654321. His/her school was affiliated from CBSE Board.

After filling up points from 8(i) to 8(iii) as mentioned above click **SAVE & CONTINUE** to switch to next Page.

9) Under the tab **SCHEME DETAILS**

Based on eligibility criteria of the students, schemes will be displayed.

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Student can apply for multiple scholarship schemes. However, only one scholarship application will be granted finally based on choice exercised by the student. Choice can be exercised by student during the sanction process.

Documents that are to be uploaded will be shown when student click on button named as **SHOW REQUIRED DOCUMENTS.**

On the same page student/applicant need to enter the relevant values in the text fileds(if any) corresponding to the titles along with the supported documents wherever required. For Eg- Tution fee, Non refundable fee paid to institute, study tour charges, Typing/Printing charges are the titles where student need to enter the relevant values in the text field and upload document/receipt in support of same whereas titles like Photo, previous year marksheets, income certificate, caste certificate, Bank Statement, Religion certificate and birth certificate require only uploading of document.

All the documents must be uploaded in desired format(*.png, *.jpg, *.jpeg, *.tiff, *.gif) and the size must not be greater than 100KB.

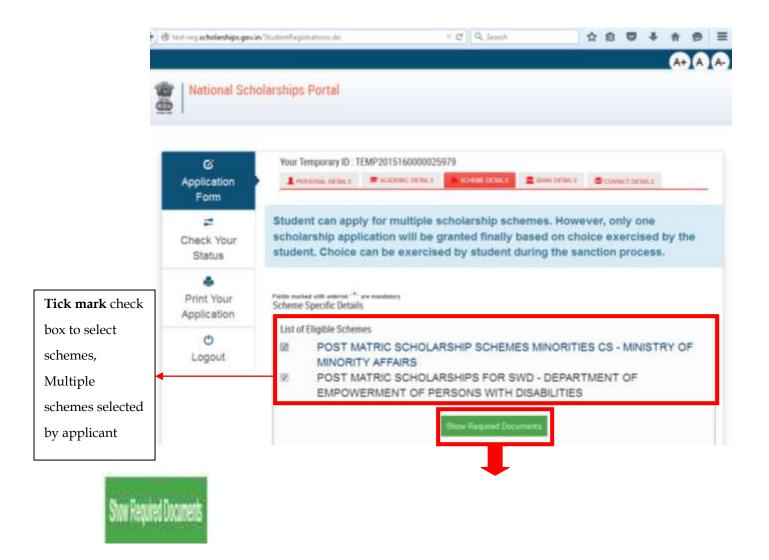
After uploading all the documents click **SAVE & CONTINUE**.

The screen shot for the same is shown below.

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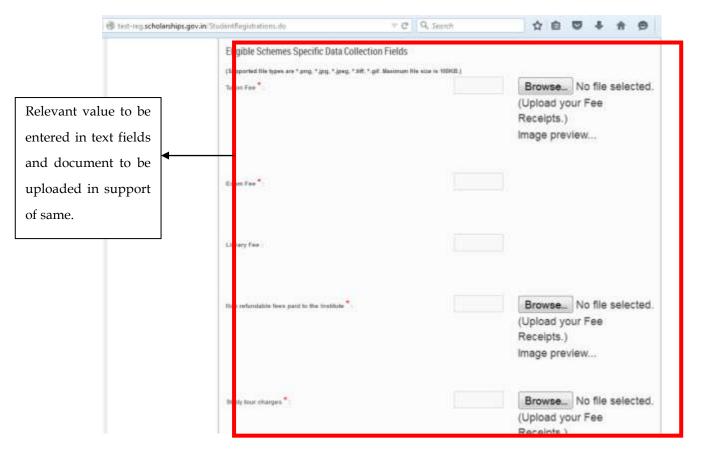


Button named as **SHOW REQUIRED DOCUMENTS** when clicked, below mentioned fileds/titles will be seen on same page. Fields/Titles may vary for depending upon the requirements of the scheme.

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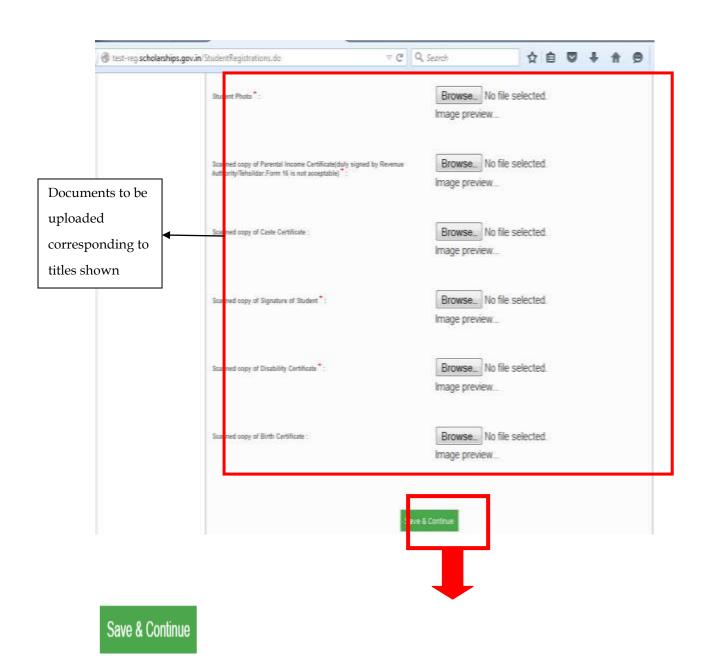
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10) Under the tab BANK DETAILS

NOTE-Students above the age of 10 years should open bank account independently in the name of student. However those students below 10 years should open Joint account. Student needs to be careful while entry bank account details as wrong may lead to rejection of scholarship.

Enter your bank details corresponding to the Titles.

Choose State, District in which applicant holds the bank account and Bank Name, IFSC code from drop down.

**Enter the A/C No. in the text box corresponding to title named as Account No.

**- Account No. must be filled very carefully and re-checked as there will be no provision to ammend it there after.

Wrong Account No. will lead to disqualification of student for scholarship for current finacial year.

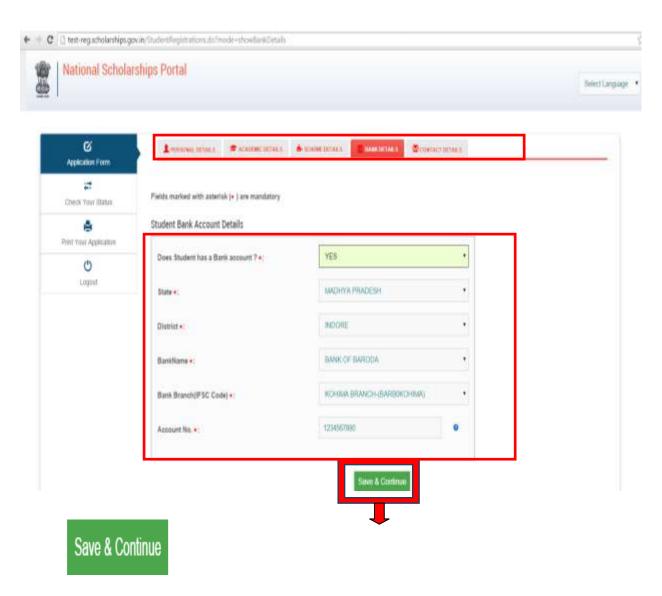
Note – In case if student is not able to select Bank or Branch then they are requested to contact the National Scholarships Portal HelpDesk Numbers –

040-23120500 (501 /502 /503 /504 /505)

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Click **SAVE AND CONTINUE** to switch to next page.

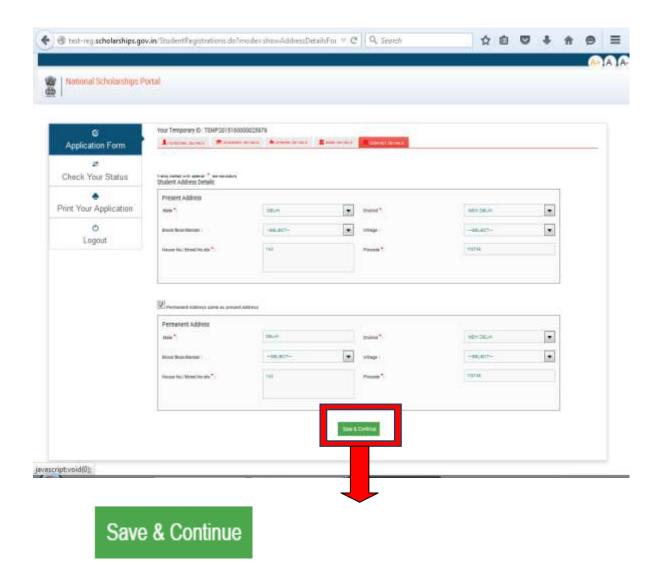
11) Under the Tab Contact Details-

- Enter your Current residing and Permanent Address.
- Fill up the relevant information corresponding to the titles.

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12) <u>Tick Mark</u>Check Box as provided to confirm the decleration as given and click<u>CONFIRM & SUBMIT</u> to end the Application process.

Your application is successfully sumbitted and a new Web Page displaying your **Permanent Registration No.** will be displayed.

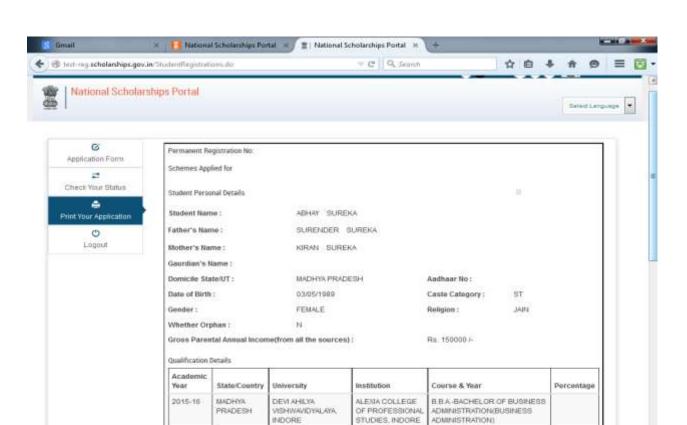
Retain your **Permanent Registration Number** for future process.

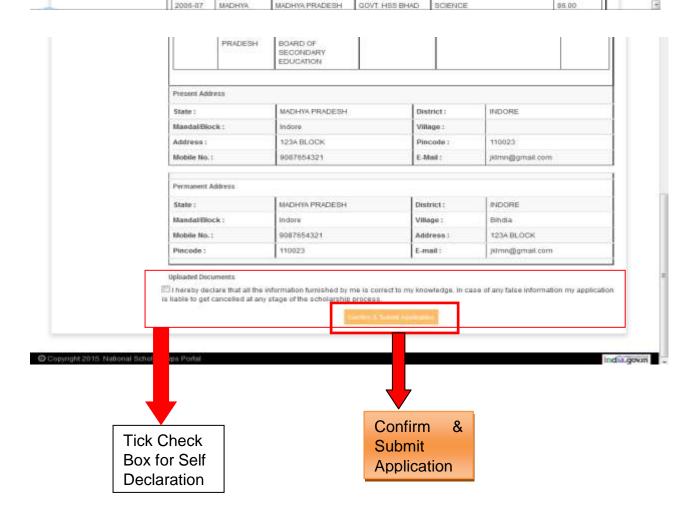
Note - Students can also take the print of the Application if needed.

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- ❖ This Completes the Online Application Process for Applying Scholarships on the National Scholarships Portal.
- ❖ Students are Requested to make Note of their **Permanent Registration Id** for tracking the status of the application.