Centrally Sponsored National Means-Cum-Merit Scholarship Examination (NMMSE)-2021

USER MANUAL

(URL: https://scholarships.wbsed.gov.in)

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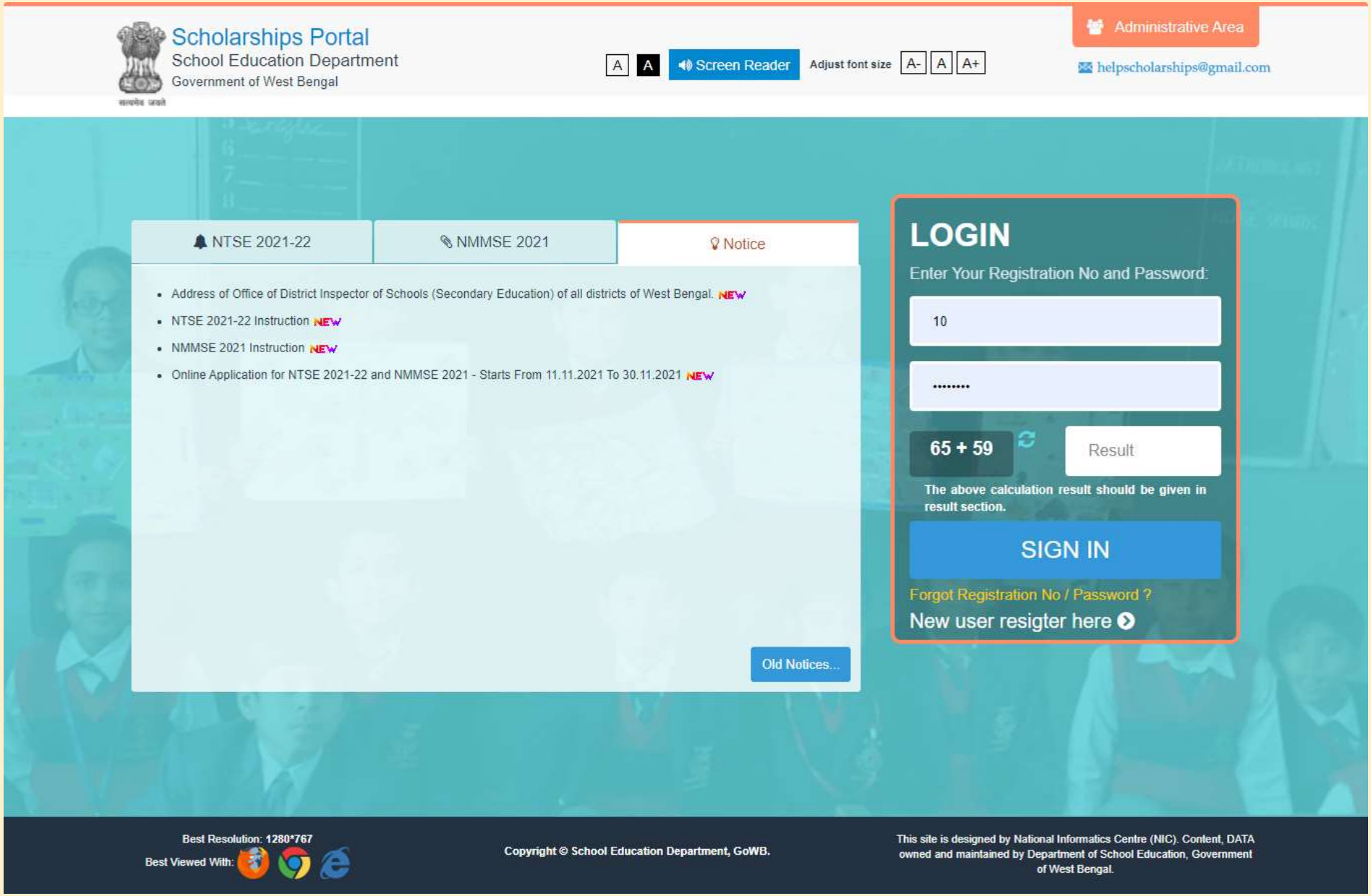
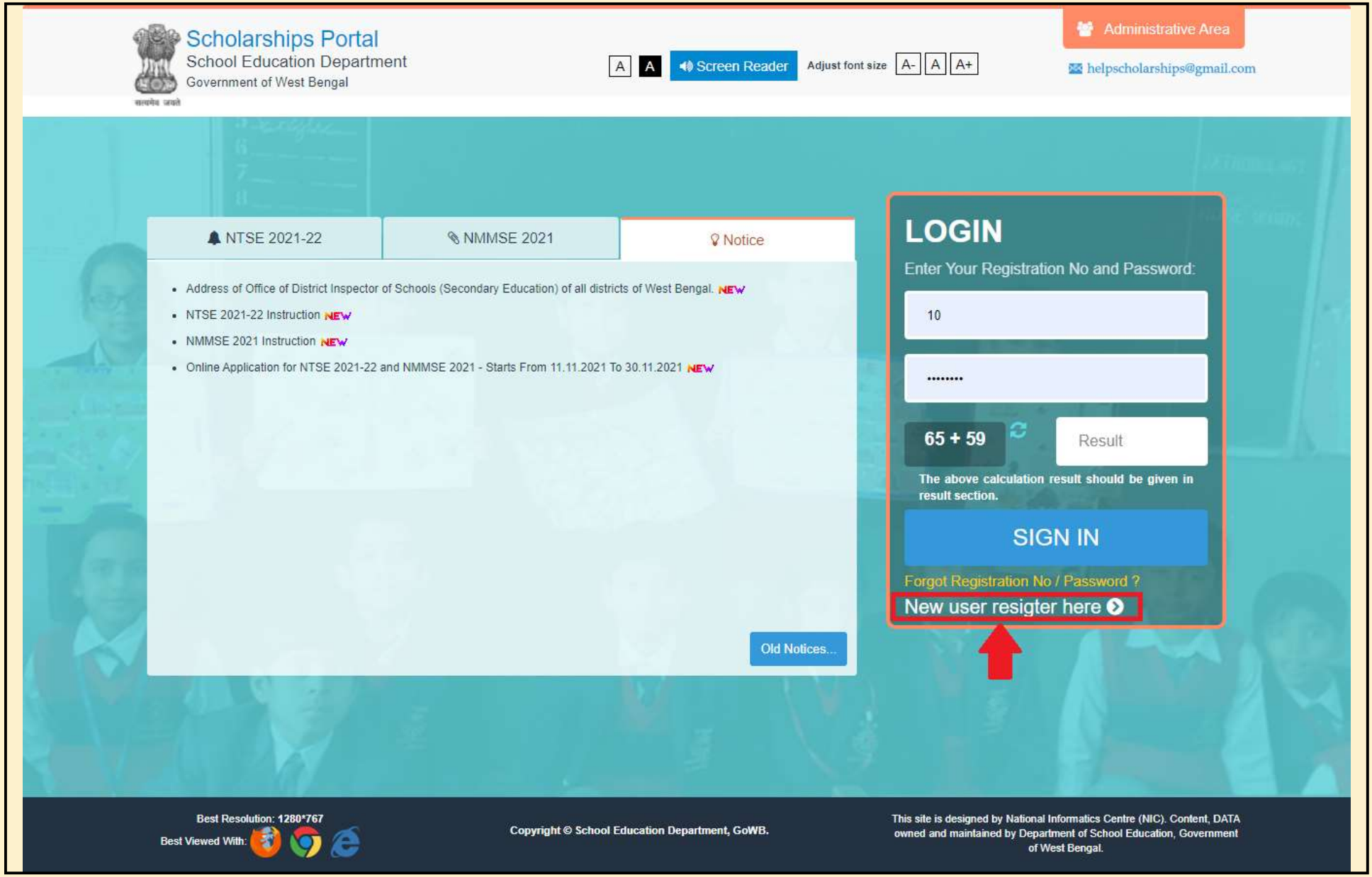
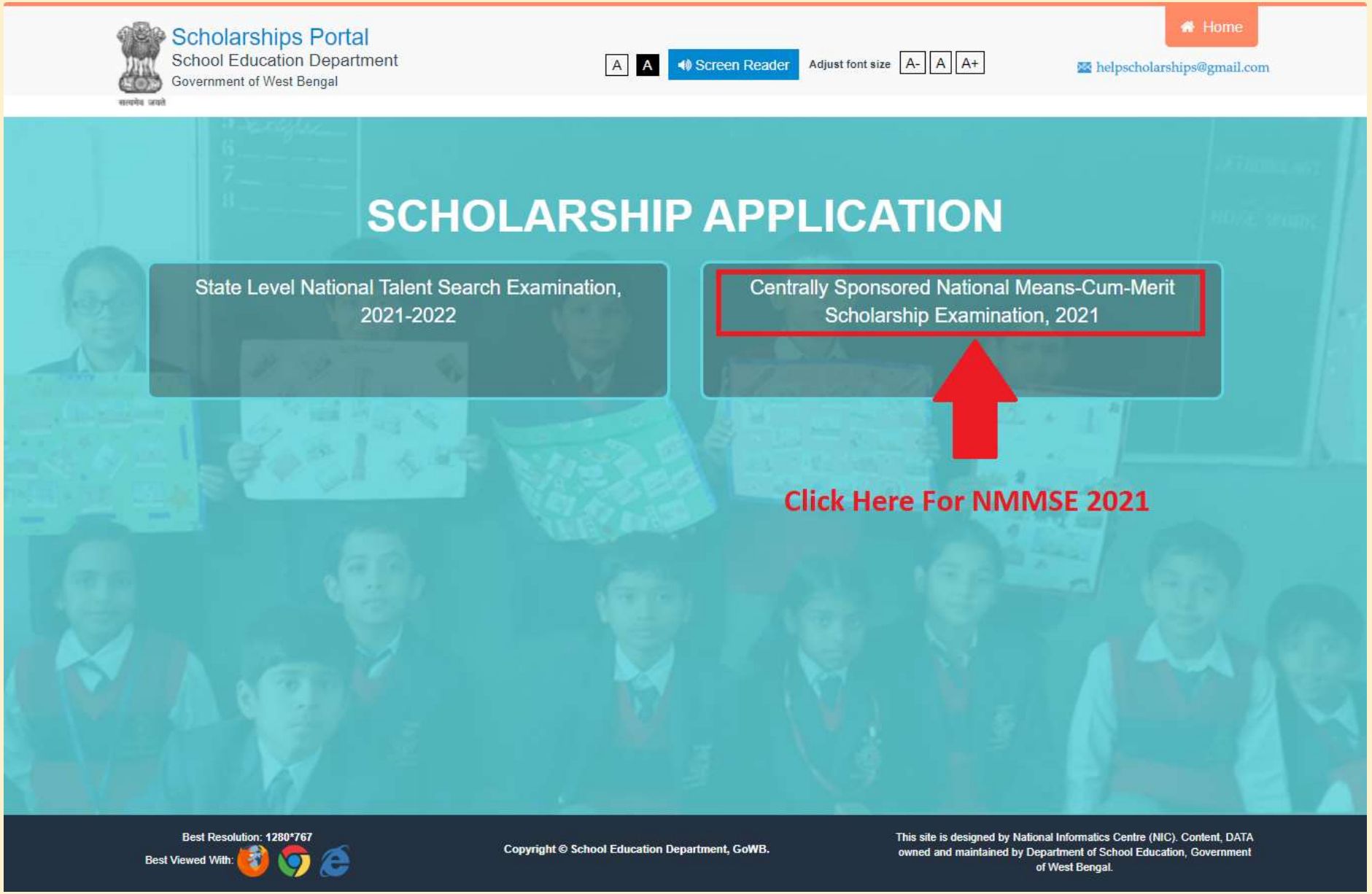
STEP 1: Open any html 5 web browser (Preferable Latest version of Firefox or Chrome). Type the url given above in the address bar of the browser. You will see the home page of scholarships portal of School Education Department, GoWB.



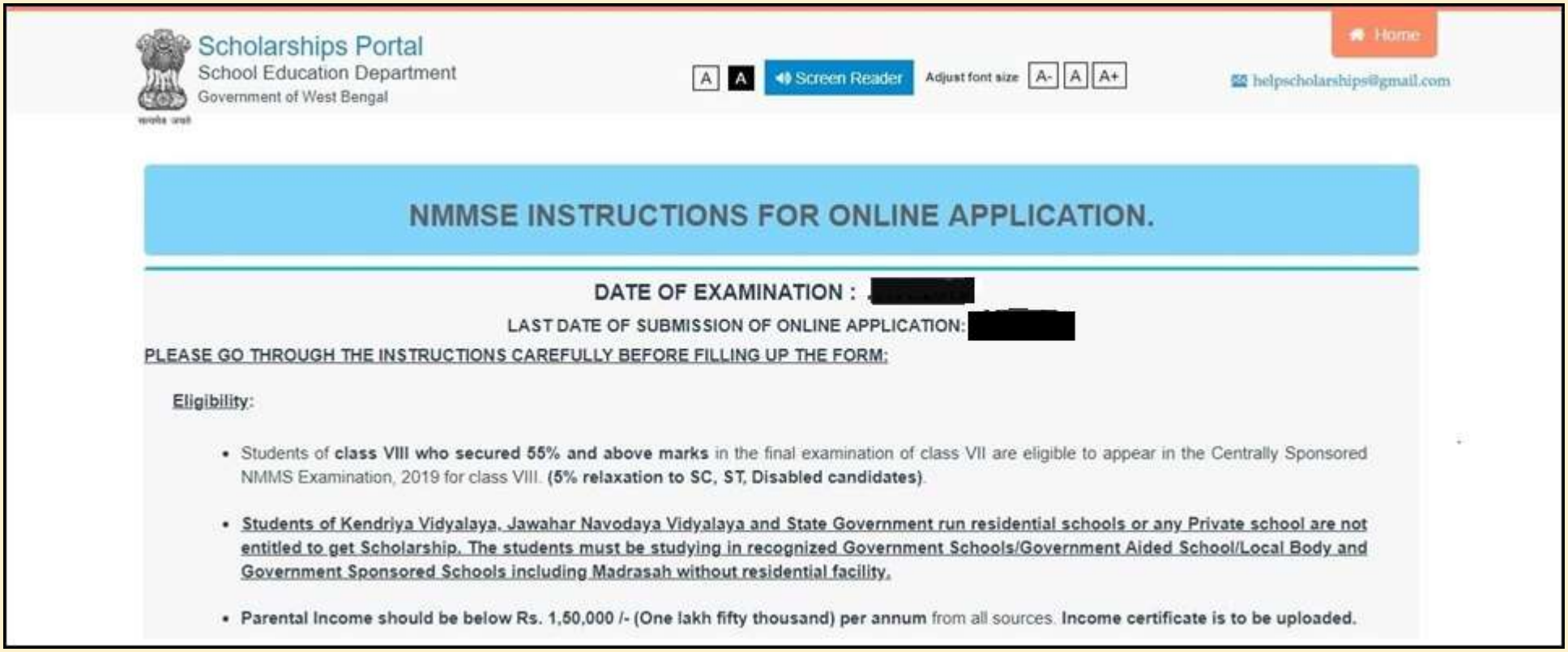
STEP 2: Every applicant of NMMSE 2021 need to do one-time registration process. Click on "New user register here" to register yourself. It is a one-time process for each applicant. On clicking you will be forwarded to a new window to select scholarships type.

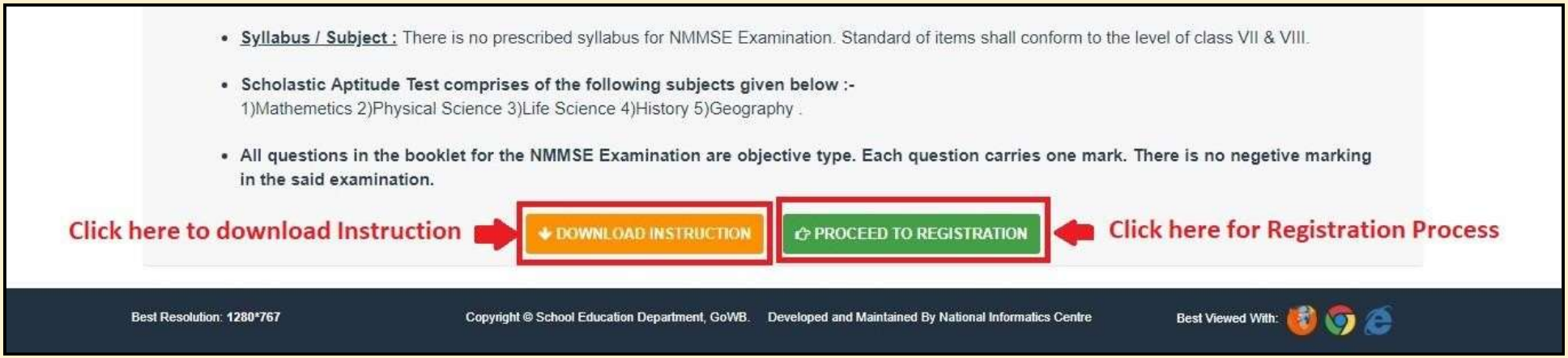


STEP 3: Here you need to choose "Centrally Sponsored National Means-Cum-Merit Scholarship Examination, 2021" as scholarships type for NMMSE 2021 to proceed. Click on "Centrally Sponsored National Means-Cum-Merit Scholarship Examination, 2021".

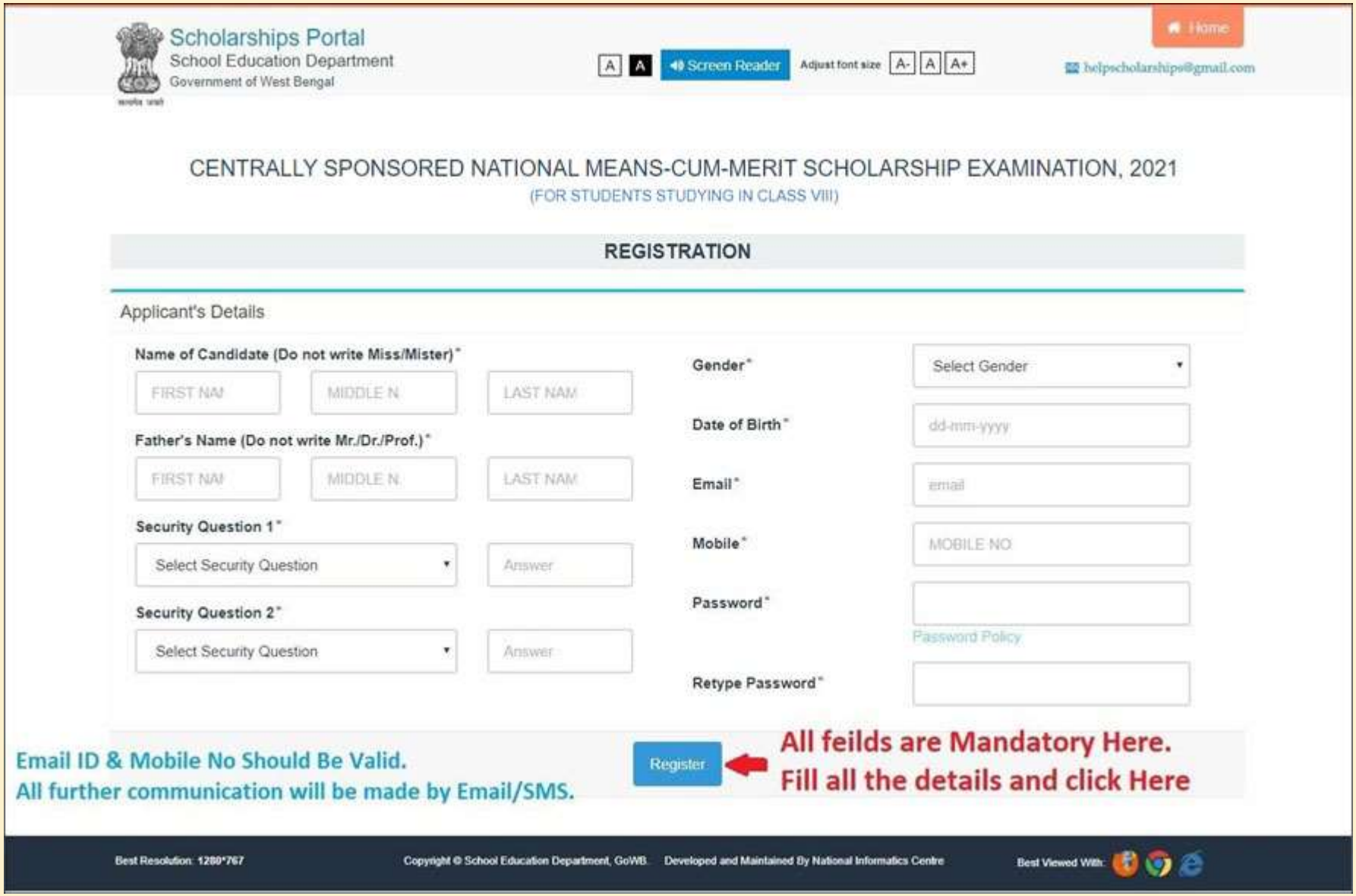


STEP 4: By clicking on scholarships type you will be forwarded to NMMSE, 2021 instruction page. **Read complete instruction before proceed carefully**. Scroll down to bottom of the page and you will see two buttons. You can Download Instruction by clicking on left button and to proceed with registration click on 'PROCEED TO REGISTRATION'.

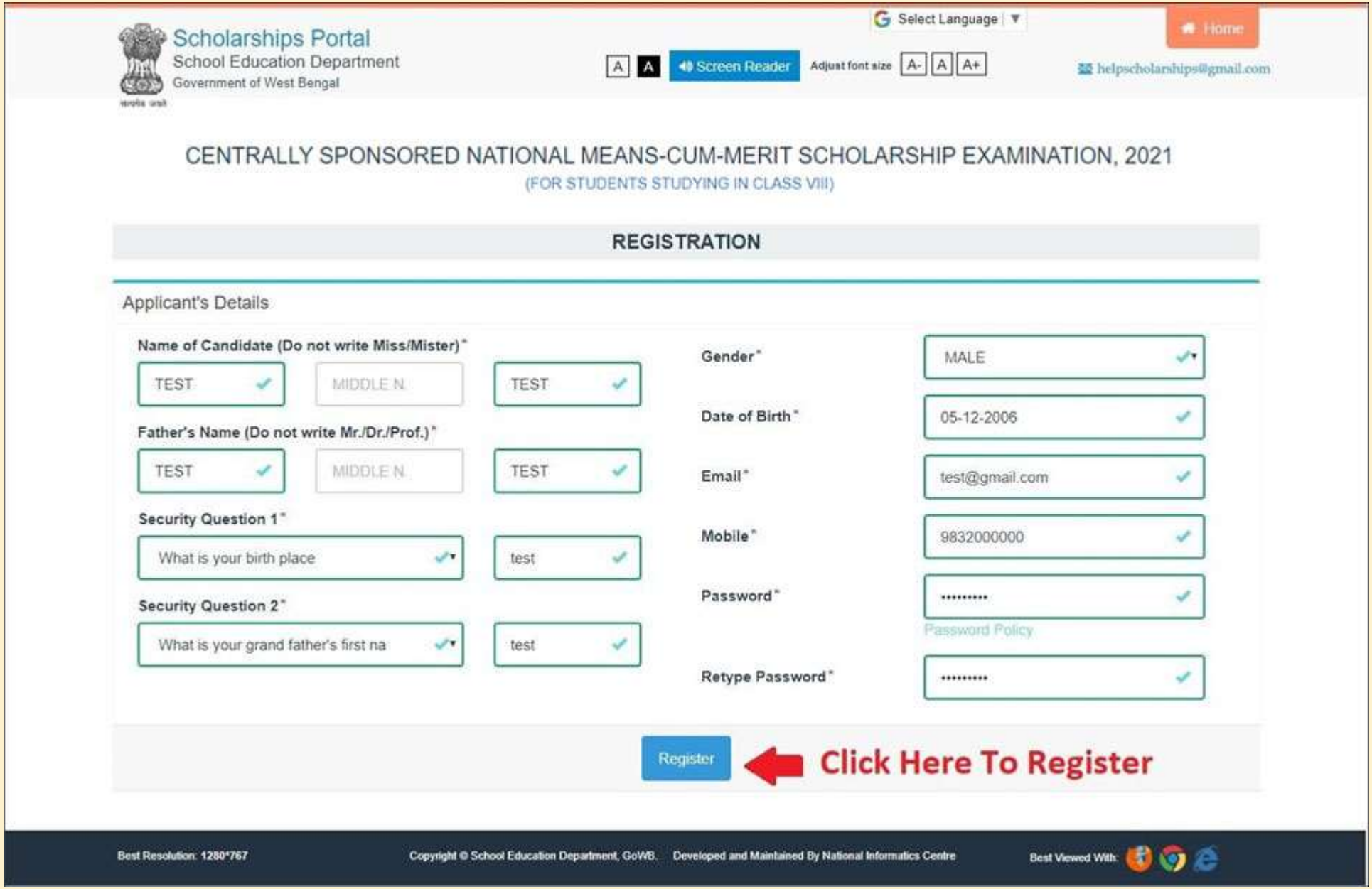




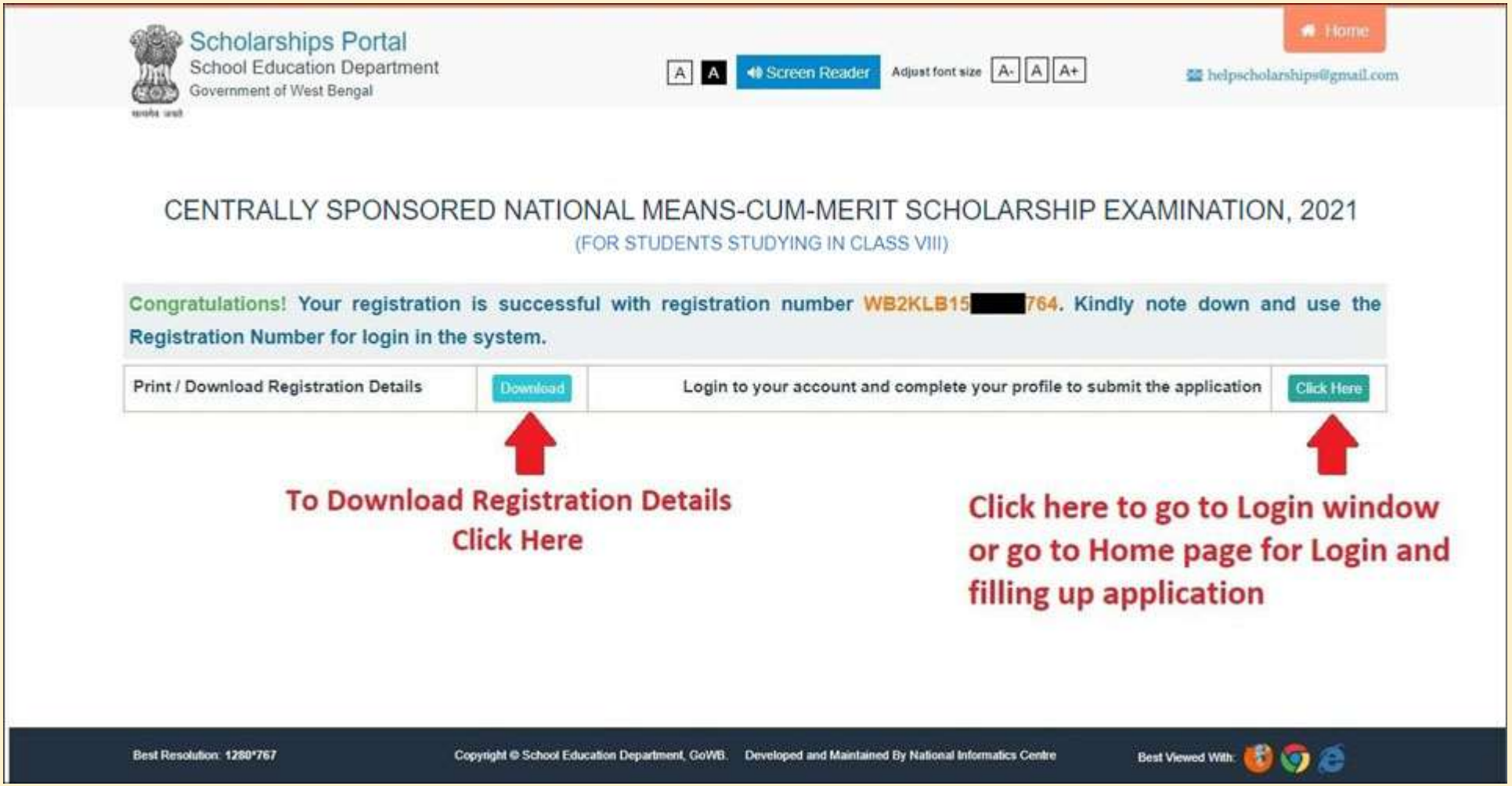
STEP 5: Now you will see a registration form containing some basic details. Here all the details are mandatory. Give proper and valid email id and mobile number as all future communication will made to these. Set a strong password. This password is required to login for application fill up and for the rest of the process. You will get USERID / Registration No after successful registration. You will also receive Email and SMS.



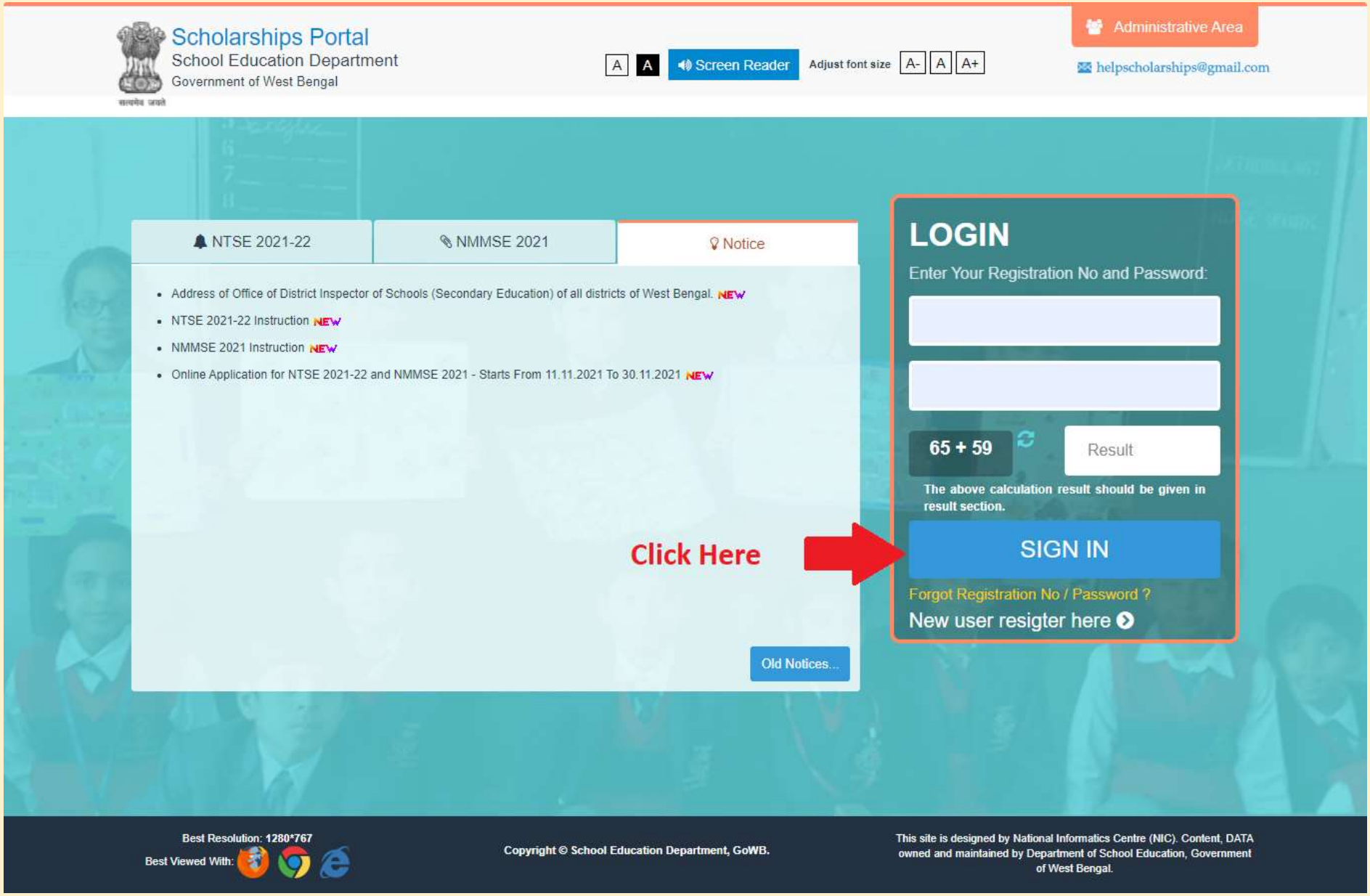
STEP 6: After fill up registration form click on "Register" to complete registration process.



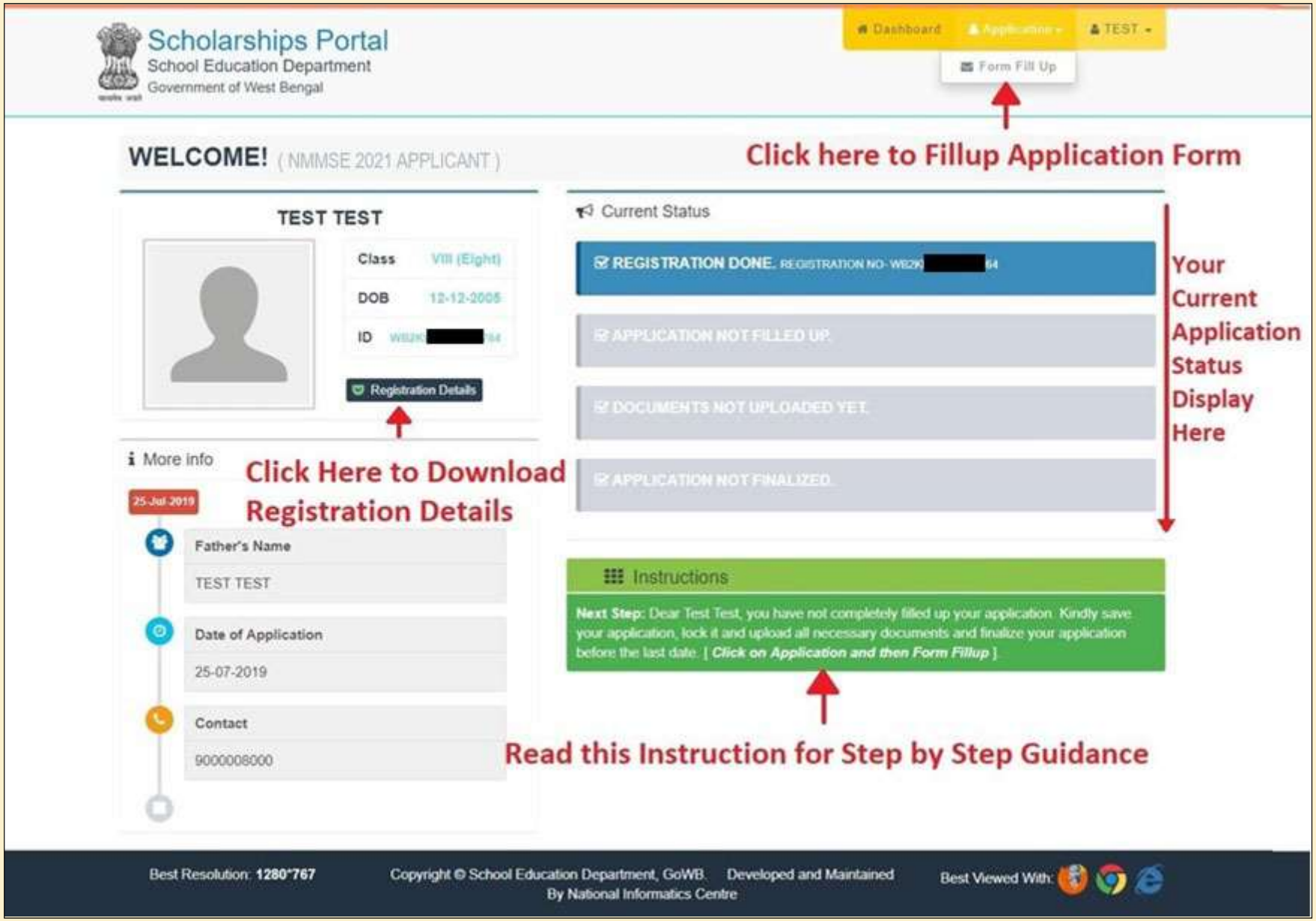
STEP 7: After clicking on register, if registration is successfully done system will provide you a registration number along with registration details. You may download it or proceed to login for application filling up.



STEP 8: Now you can login with your registration no as USER ID and password (Set at the time of registration).

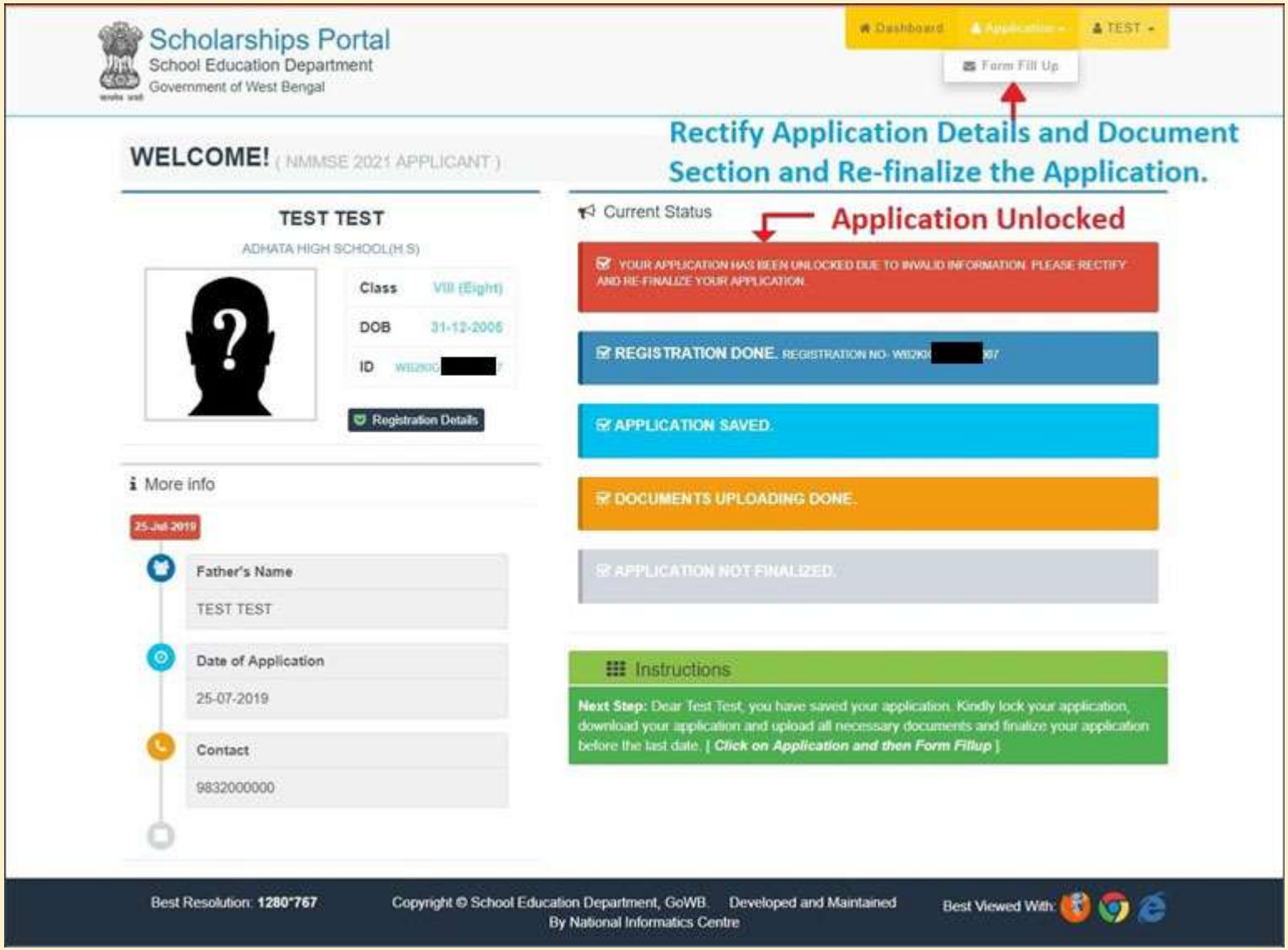


STEP 9-a: On successful login you will redirected to your scholarships dashboard. Here you can see application current status along with a set of control. Click on "Application" and then click "Form Fill Up" to fill up NMMSE 2021 application form. You may read instructions given at bottom-right corner of the page.



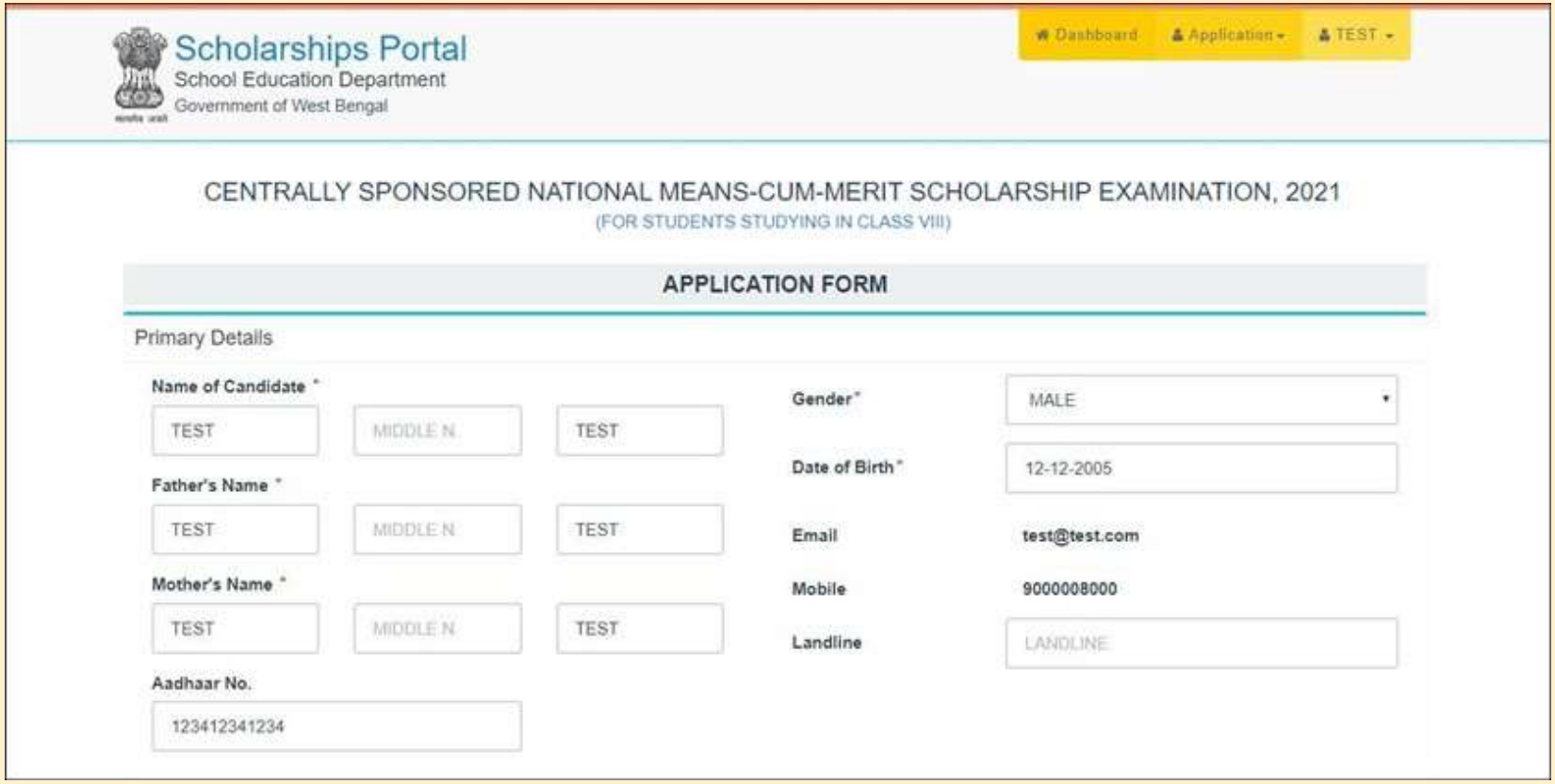
STEP 9-b: In case you have done some mistake while filling up application form or in document uploading, your application will be unlocked for some reason mentioned in the dashboard. You will receive an email regarding the same. Follow from step 9(a) [except 9(b)] and continue application edit/fill-up and correct your mistake mentioned in email / at dashboard. After correction kindly finalize your application before last date given to you.

A sample unlocked situation is given bellow-



STEP 10: Here you need to fill up application form dully with no-mistake and no wrong information. Any wrong information may cancel your candidature. After filling up application form click on 'Save' (at the center-bottom of this page) to save your application as draft mode. You may change your details in the application form and save it until you lock your application form. An example is given below:

For NMMSE 2020:



Postal Address

Locality/House No./Street Name*	TEST	State*	WEST BENGAL
City/Town/Village*	TEST	District*	NORTH TWENTY FOUR PARGANAS
Police Station*	TEST	Area*	RURAL
Post Office*	TEST	PIN Code*	700000

Institution Details (in which candidate presently studying at Class VIII)

State	West Bengal	Medium of examination*	English
District*	NORTH 24 PARGANAS	Marks Obtained in class VII Annual Exam*	350
Sub-division*	BARASAT SADAR	Full Marks in class VII Annual Exam*	500
School*	ADHATA HIGH SCHOOL(H.S)		
Institution Locality/Area*	RURAL		

Other Details

Category of candidate*	SC	Disability status of candidate as per P.W.D. Act*	Visually Impaired
Parental Annual Income*	50001 - 100000	Religion*	HINDU
Actual Annual Income*	80000	Hosteller*	No
Orphan*	No	Marital Status*	Un-Married
Admission Fee*	240	Others Fee*	60
Tution Fee*	120	Parent Occupation*	Others

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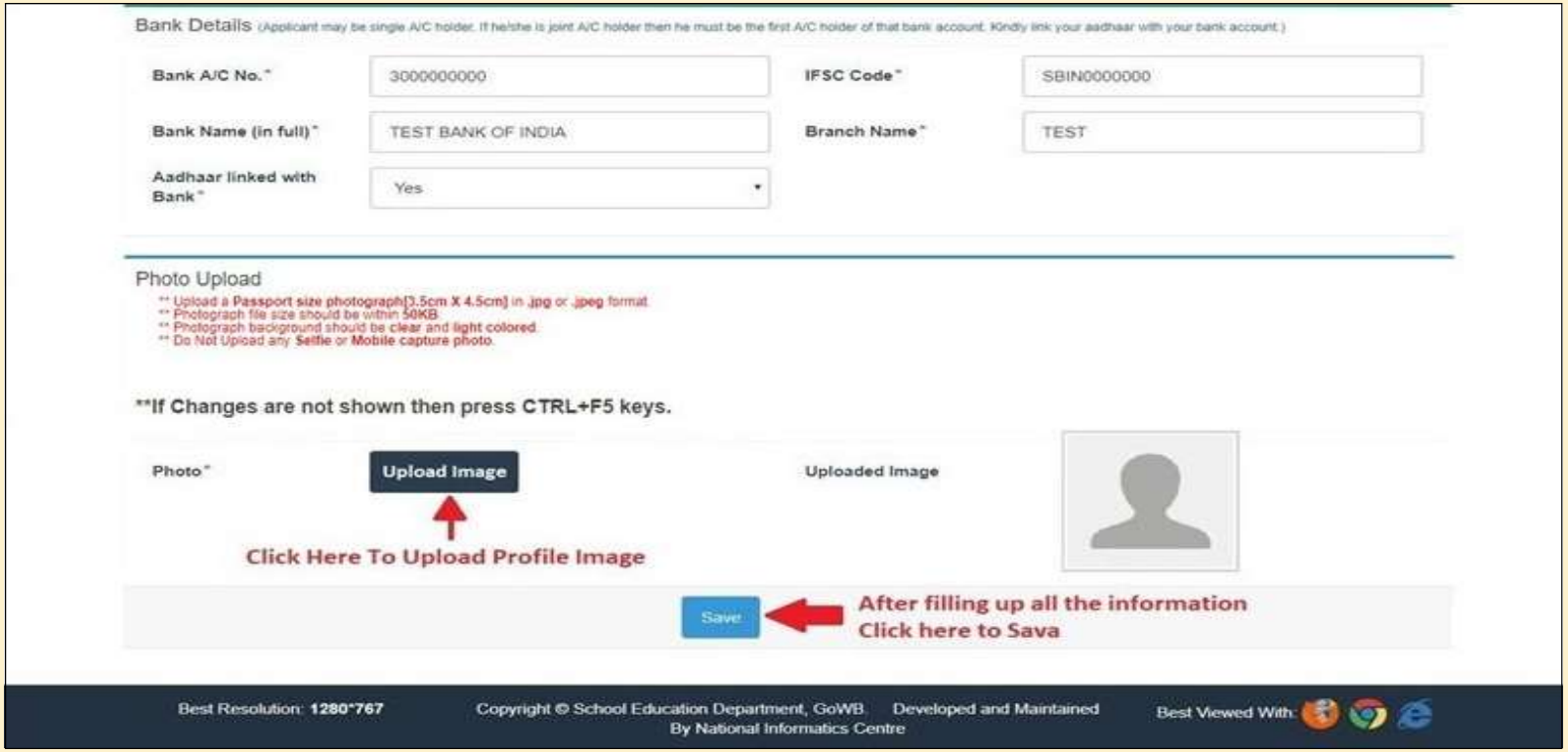
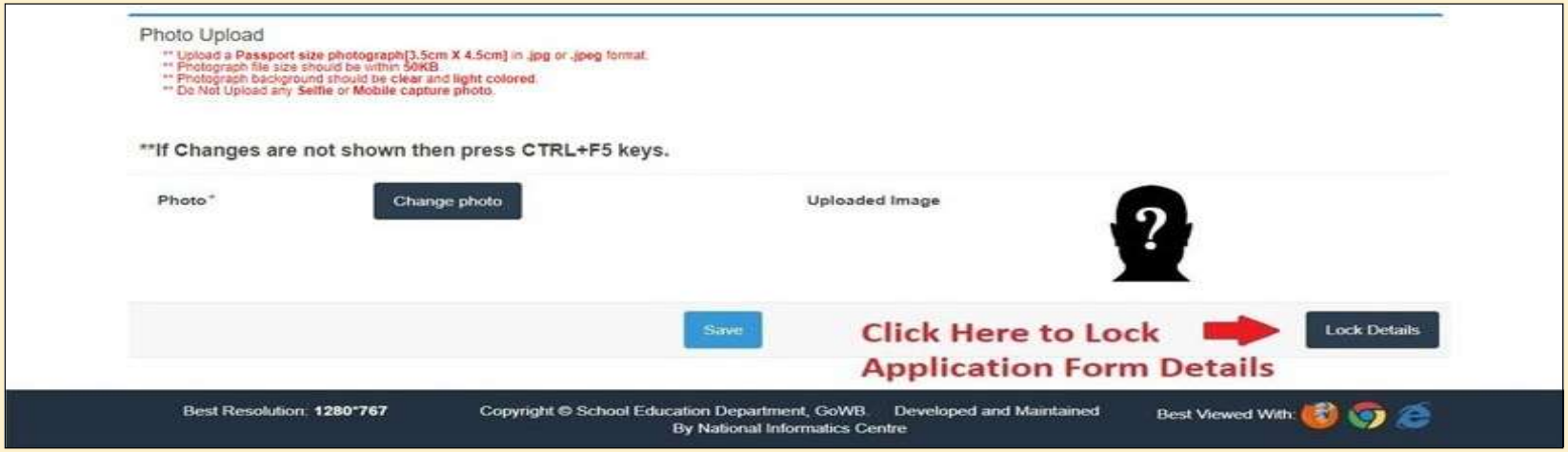
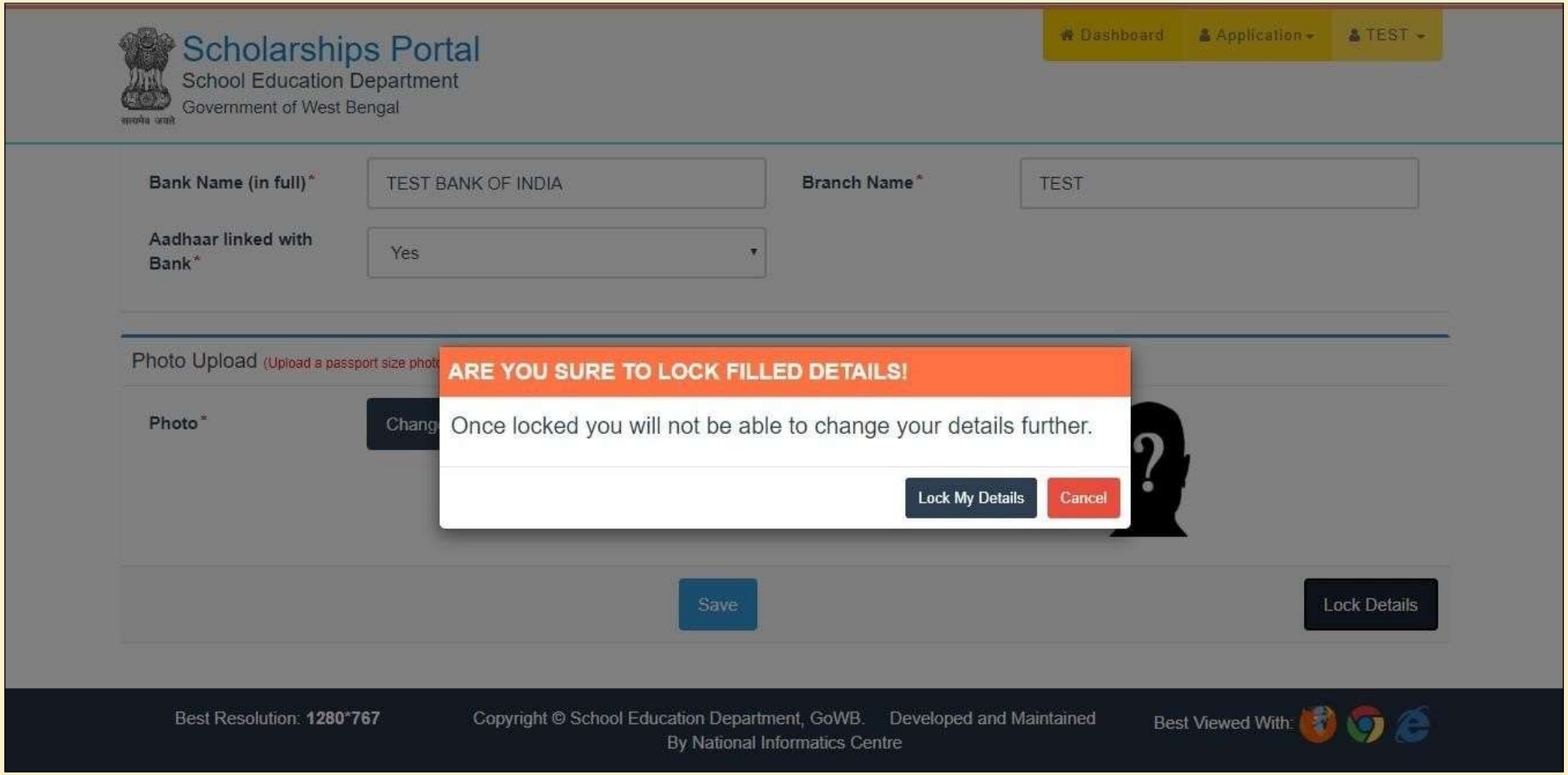


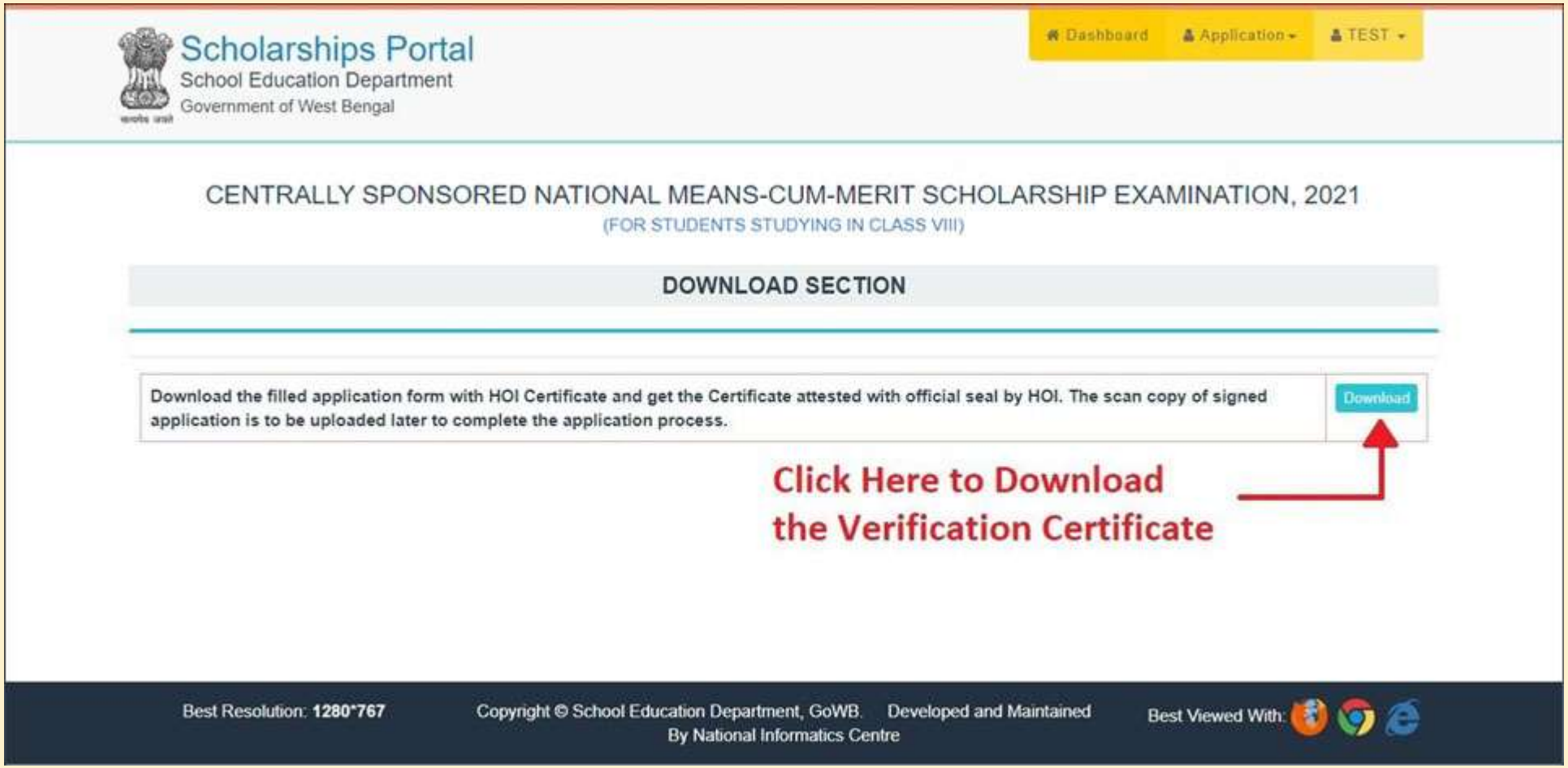
STEP 11: Once saved you may find a Lock button at the bottom-right corner of the page. If you do not need any change in application form you can click on "Lock Details" to lock your application form and proceed to next step.



After clicking the Lock button, this window will open. Click “Lock My Details” button to lock the Application.

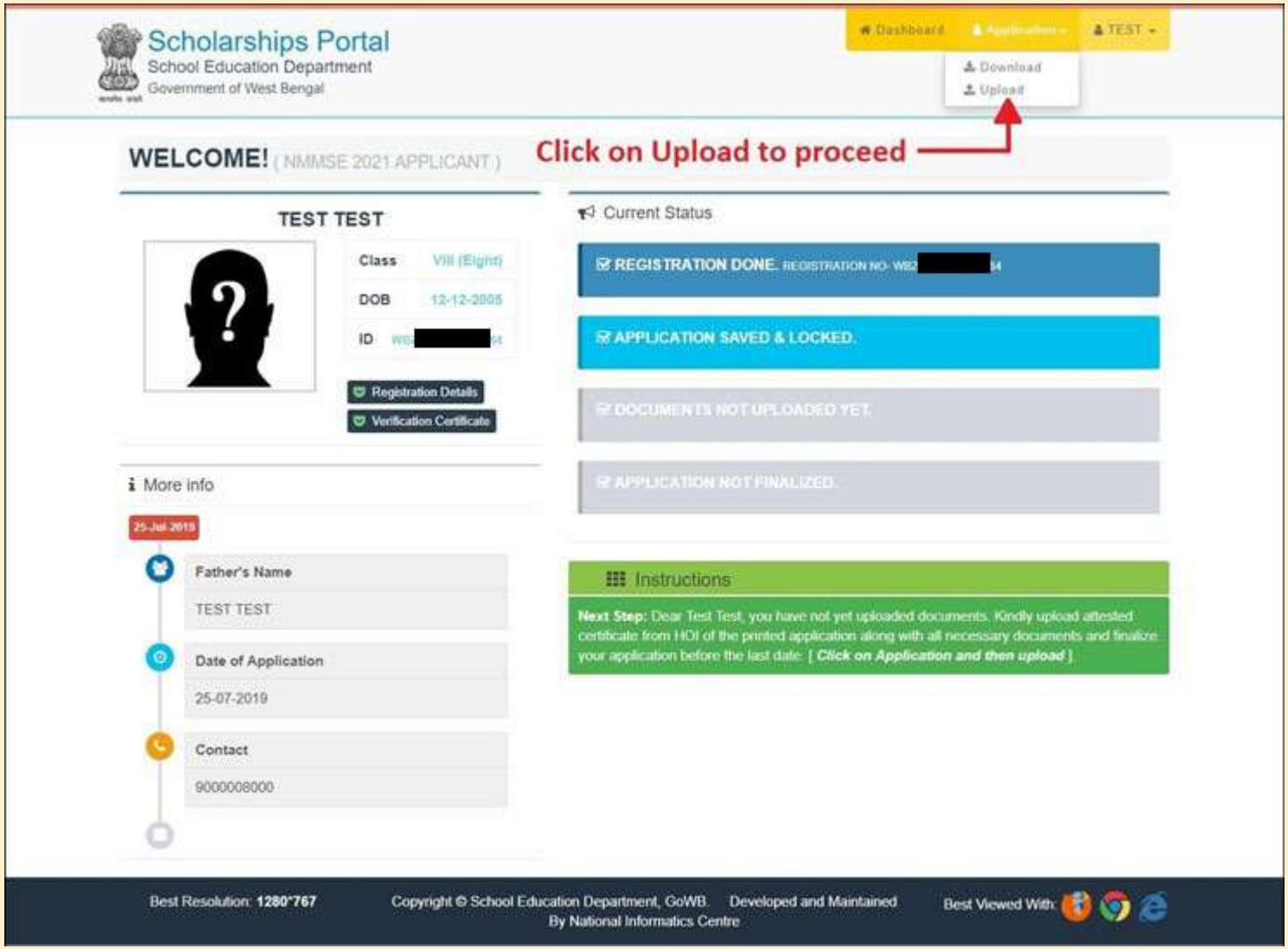


STEP 12: Once you locked your application form you will move to next step to download section where you need to download "Verification Certificate". Take a print and signed it by your school / institutions HOI and scan the 2nd page of the verification certificate and get ready to upload it in upload section.

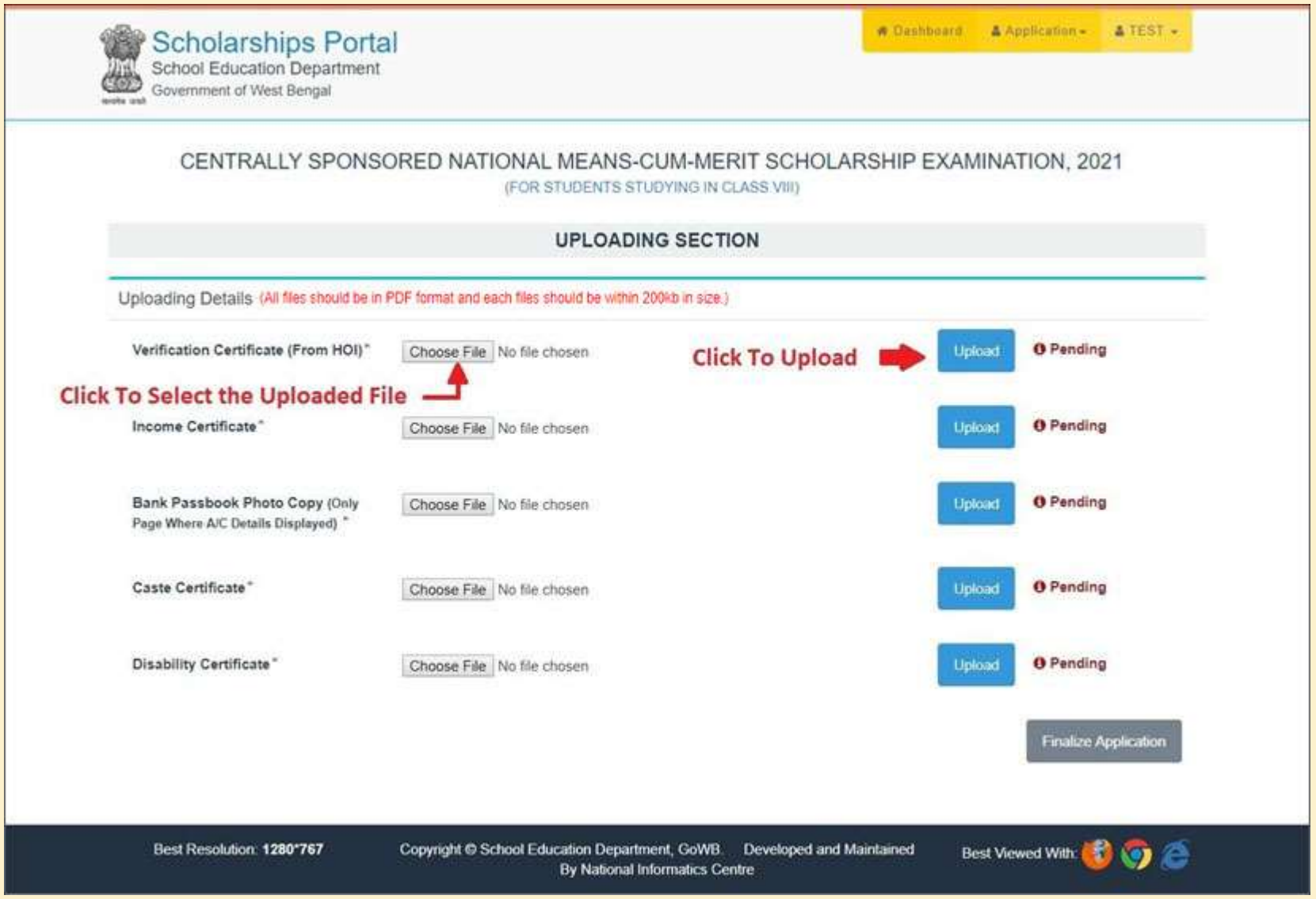


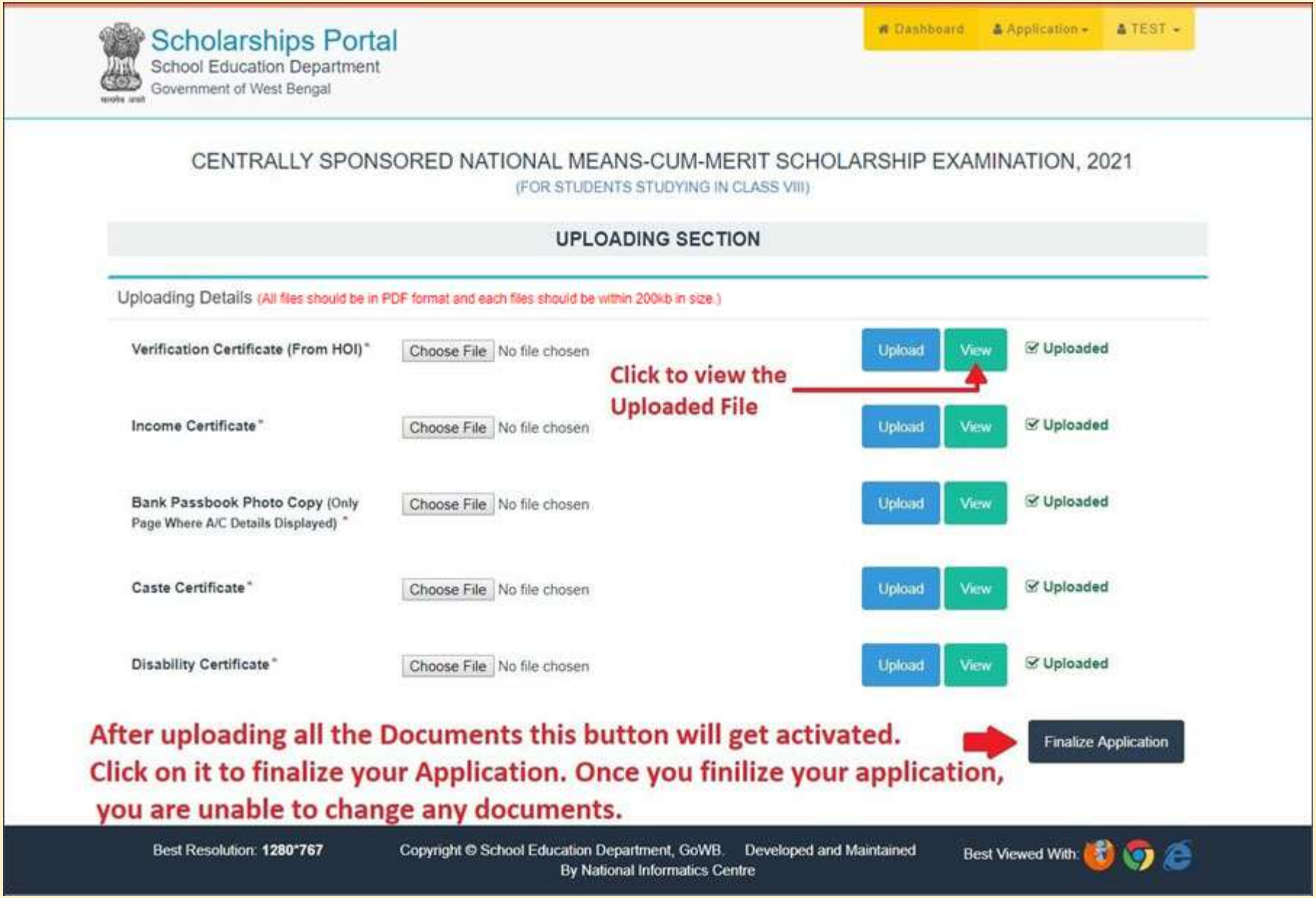
STEP 13: Next step is uploading of supporting documents. Kindly read instructions before proceed to this section.

For NMMSE, 2021 you need to upload scan copy of verification certificate (2nd page only), bank passbook (Front page only which display your name along with Account number and IFSC code), and income certificate (Must be from Employer / Designated Officer mentioned in the instruction set clearly). In case if you belong to "SC / ST" you need to upload scan copy of your cast certificate. If you are "Physically Disabled", you need to upload scan copy of Disability Certificate. Click On upload to proceed to the document uploading section.

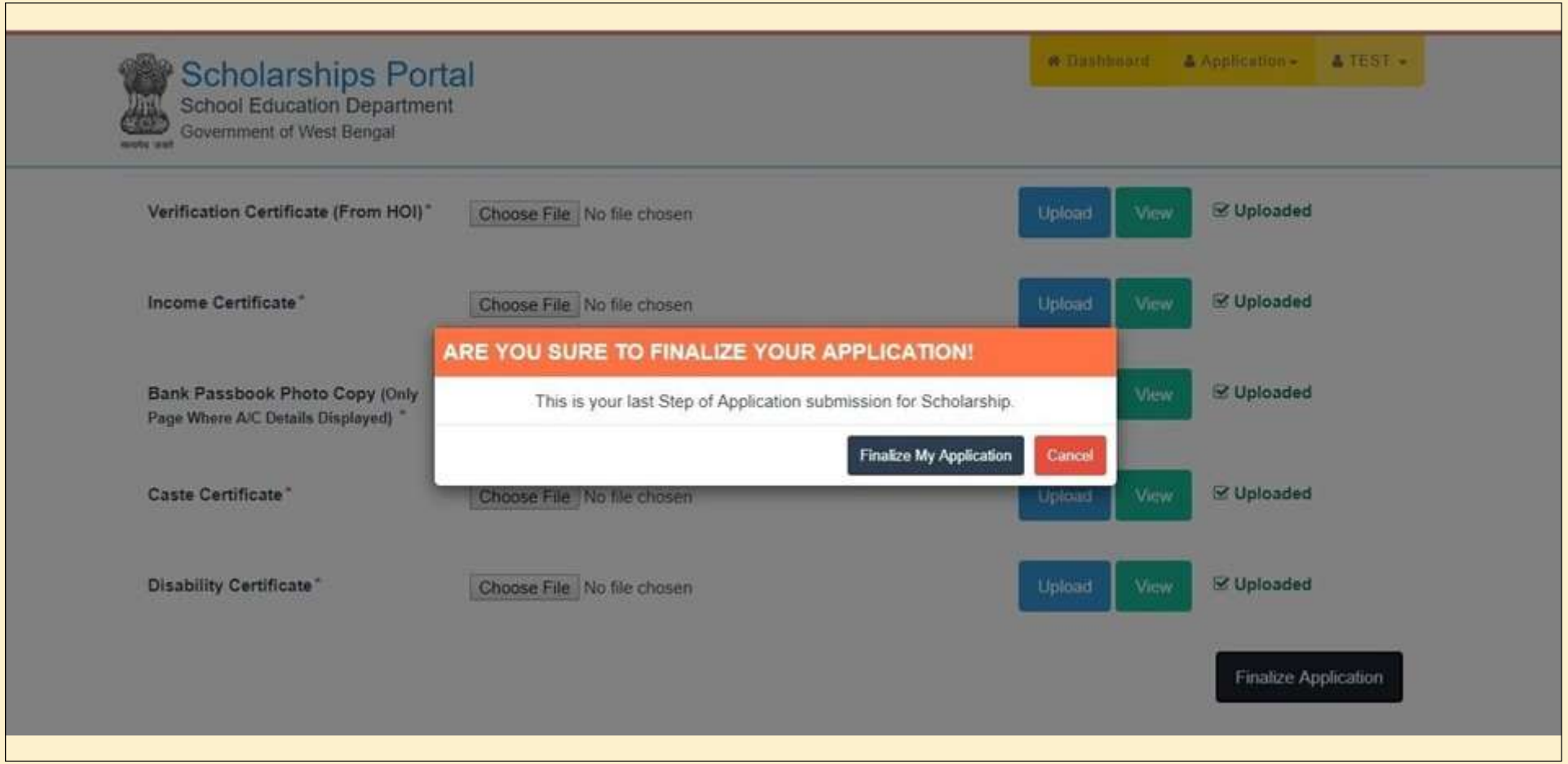


STEP 14: By clicking on upload system will move to upload section, where you need to upload supporting documents in PDF format under 200KB file size. After uploading of all documents "Finalize Application" button will get active automatically. Click on "Finalize Application" to finalize your application.

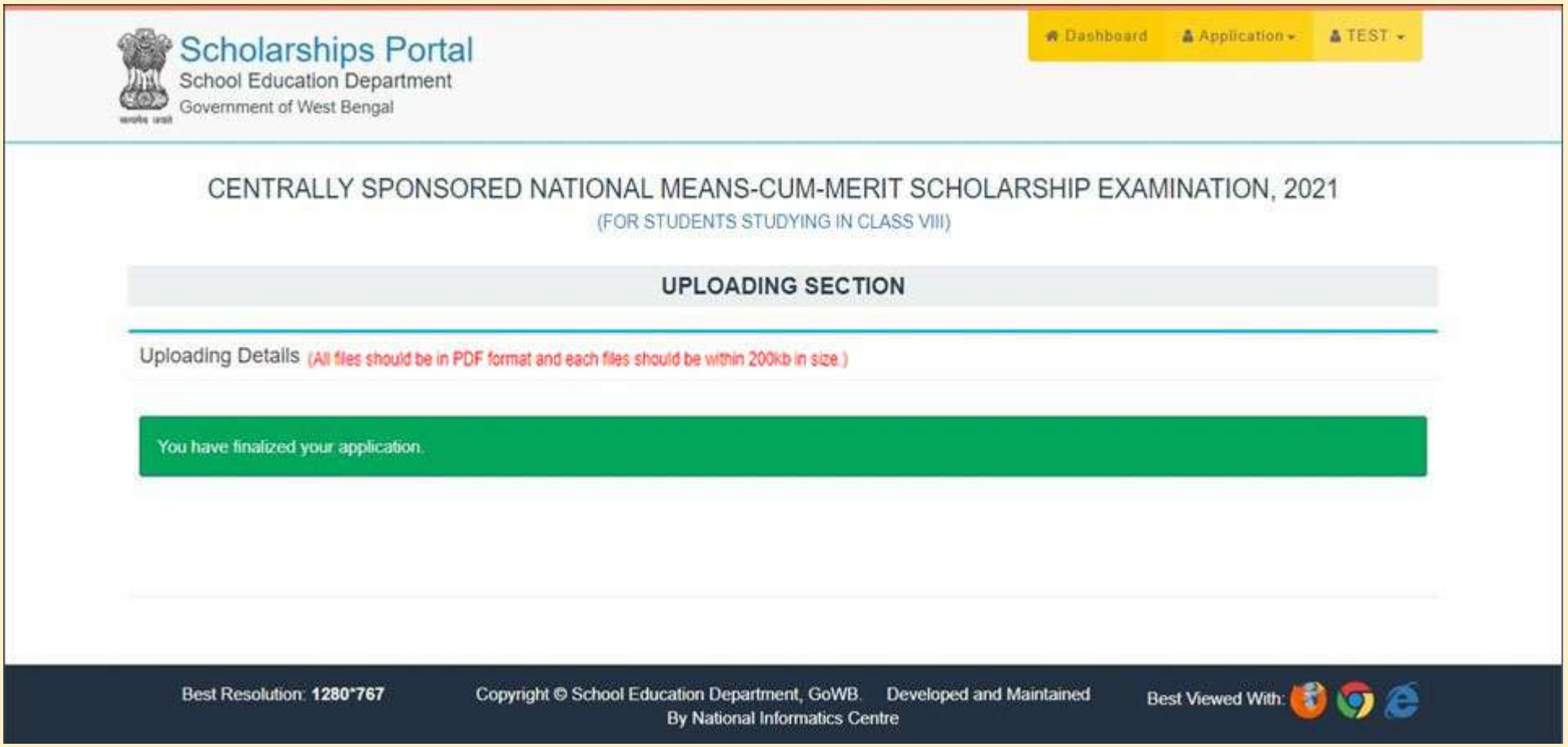



Scholarships Portal
School Education Department
Government of West Bengal
Dashboard
Application
TEST
CENTRALLY SPONSORED NATIONAL MEANS-CUM-MERIT SCHOLARSHIP EXAMINATION, 2021
(FOR STUDENTS STUDYING IN CLASS VIII)
UPLOADING SECTION
Uploading Details (All files should be in PDF format and each files should be within 200kb in size.)
Verification Certificate (From HOI)*
Choose File No file chosen
Upload
View
Uploaded
Click to view the Uploaded File
Income Certificate*
Choose File No file chosen
Upload
View
Uploaded
Bank Passbook Photo Copy (Only Page Where A/C Details Displayed) *
Choose File No file chosen
Upload
View
Uploaded
Caste Certificate*
Choose File No file chosen
Upload
View
Uploaded
Disability Certificate*
Choose File No file chosen
Upload
View
Uploaded
After uploading all the Documents this button will get activated. Click on it to finalize your Application. Once you finilize your application, you are unable to change any documents.
Finalize Application
Best Resolution: 1280*767
Copyright © School Education Department, GoWB. Developed and Maintained By National Informatics Centre
Best Viewed With:

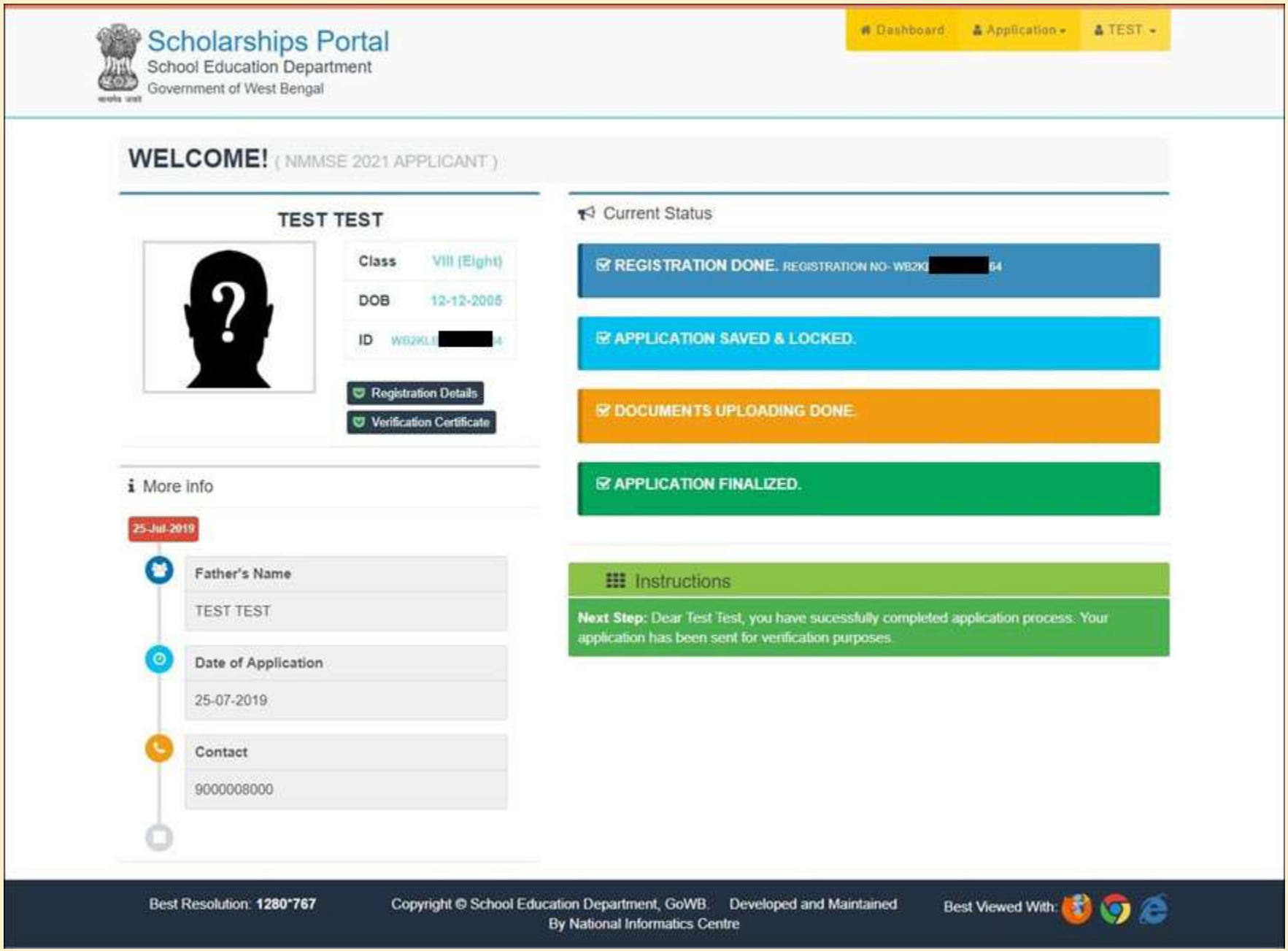
After clicking the Finalize button, this window will open. Click “Finalize My Application” button to final submit.



STEP 15: Your application form has been sent for verification. You will be notified once it gets any update. If your application form has been unlocked due to some reason, then you need to follow step 9(b).



STEP 16: After completing the whole process, your Dashboard will look like this.



THANK YOU

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