

USER MANUAL

Centrally Sponsored National Means- Cum-Merit Scholarship Examination(NMMSE)-2023

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

STEP 1: Open any html5 web browser (Preferable Latest version of Firefox or Chrome). Type the URL given above (<https://scholarships.wbsed.gov.in>) in the address bar of the browser. You will see the home page of scholarships portal of School Education Department, GoWB.

The screenshot displays the Scholarships Portal for the School Education Department, Government of West Bengal. The page features a header with the department's logo and name, along with accessibility options like 'Screen Reader' and 'Adjust font size'. A navigation bar includes 'NMMSE 2023' and 'Notice' tabs. The main content area lists three items under 'NMMSE 2023': 'NMMSE 2023 Instruction NEW', 'Address of Office of District Inspector of Schools (Secondary Education) of all districts of West Bengal. NEW', and 'NMMSE 2023 User Manual For Candidates NEW'. A 'LOGIN' section on the right contains input fields for 'Registration No' and 'Password', a 'Result' button, and a 'SIGN IN' button. Below the login section are links for 'Forgot Registration No / Password ?' and 'New user resigter here'. An 'Old Notices...' button is located at the bottom right of the notice area.

Scholarships Portal
School Education Department
Government of West Bengal

Administrative Area
helpscholarships@gmail.com

Screen Reader Adjust font size

NMMSE 2023 Notice

- NMMSE 2023 Instruction **NEW**
- Address of Office of District Inspector of Schools (Secondary Education) of all districts of West Bengal. **NEW**
- NMMSE 2023 User Manual For Candidates **NEW**

53 - 45 Result

The above calculation result should be given in result section.

SIGN IN

[Forgot Registration No / Password ?](#)
[New user resigter here](#)

Old Notices...

STEP 2: Every applicant of NMMSE 2023 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.

The screenshot shows the Scholarships Portal for the Government of West Bengal. The header includes the state emblem, the text "Scholarships Portal School Education Department Government of West Bengal", and an "Administrative Area" button. There are also font size adjustment controls and a "Screen Reader" button. The main content area is divided into two tabs: "NMMSE 2023" and "Notice". Under the "Notice" tab, there are three links: "NMMSE 2023 Instruction NEW", "Address of Office of District Inspector of Schools (Secondary Education) of all districts of West Bengal. NEW", and "NMMSE 2023 User Manual For Candidates NEW". A "LOGIN" section is highlighted with a red border, containing input fields for "Registration No" and "Password", a "Result" button, and a "SIGN IN" button. Below the "SIGN IN" button, there are links for "Forgot Registration No / Password ?" and "New user resigter here" with a right-pointing arrow. A red arrow points from the text "Click here to Register" to the "New user resigter here" link.

STEP 3: Here you need to choose “Centrally Sponsored National Means Cum Merit Scholarship Examination, 2023” as scholarships type for NMMSE 2023 to proceed. Click on “Centrally Sponsored National Means Cum Merit Scholarship Examination, 2023”.

SCHOLARSHIP APPLICATION

Centrally Sponsored National Means-Cum-Merit Scholarship Examination, 2023



STEP 4: By clicking on scholarships type you will be forwarded to NMMSE, 2023 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'.

NMMSE INSTRUCTIONS FOR ONLINE APPLICATION.

DATE OF EXAMINATION : 17.12.2023

SUBMISSION OF ONLINE APPLICATION: FROM- 23.06.2023 TO- 25.07.2023

Name and address of state agency:

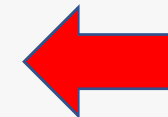
Directorate of School Education, West Bengal, Bikash Bhavan, 7th floor, Salt Lake City, Kolkata-700091

For any clarification applicants may contact District Inspector of Schools (Secondary Education) of his or her School District (Address of the DI/S (SE) is given in the Notice section of the portal) or mail to helpscholarships@gmail.com

- **The state quota of beneficiaries for West Bengal is 7250**
- **The decision of Authority will be final in case of any dispute/doubt.**

↓ **DOWNLOAD INSTRUCTION**

↑ **PROCEED TO REGISTRATION**



**Click here
to continue**

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 be 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.

CENTRALLY SPONSORED NATIONAL MEANS-CUM-MERIT SCHOLARSHIP EXAMINATION, 2023
(FOR STUDENTS STUDYING IN CLASS VIII)

REGISTRATION

Applicant's Details

Name of Candidate (Do not write Miss/Mister)*			Date of Birth*	dd-mm-yyyy
FIRST NAM	MIDDLE N	LAST NAM		
Father's Name (Do not write Mr./Dr./Prof.)*			Banglarshiksha Student ID*	BANGLARSHIKSHA STUDENT
FIRST NAM	MIDDLE N	LAST NAM		
Gender of Candidate*	Select Gender		Email*	email
			Mobile*	MOBILE NO
Security Question 1*	Select Security Question	Answer	Password*	
			Password Policy	
Security Question 2*	Select Security Question	Answer	Retype Password*	

[Register](#)


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

REGISTRATION

Applicant's Details

Name of Candidate (Do not write Miss/Mister)*			Date of Birth*	31-12-2011 ✓
TEST ✓	MIDDLE N	TEST ✓	Banglarshiksha Student ID*	1900000000001 ✓
Father's Name (Do not write Mr./Dr./Prof.)*			Email*	test@gmail.com ✓
TEST ✓	MIDDLE N	TEST ✓	Mobile*	9870000000 ✓
Gender of Candidate*	MALE ✓		Password* ✓ Password Policy
Security Question 1*	What is your birth place ✓	test ✓	Retype Password* ✓
Security Question 2*	What is your grand father's first nar ✓	test ✓		

[Register](#)

 **Click here to 'Register'**

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.

CENTRALLY SPONSORED NATIONAL MEANS-CUM-MERIT SCHOLARSHIP EXAMINATION, 2023
(FOR STUDENTS STUDYING IN CLASS VIII)

Congratulations! Your registration is successful with registration number **WB2CNF1** [REDACTED] **764**. Kindly note down and use the **Registration Number** for login in the system.

Print / Download Registration Details

Download

Login to your account and complete your profile to submit the application

Click Here

Click here to
download the
Registration
details

Click here to go
Home page for
further process

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

The screenshot displays the NMMSE 2023 website interface. On the left, a navigation menu is visible with the following items:

- NMMSE 2023 Instruction **NEW**
- Address of Office of District Inspector of Schools (Secondary Education) of all districts of West Bengal. **NEW**
- NMMSE 2023 User Manual For Candidates **NEW**

At the bottom right of the menu is a button labeled "Old Notices...".

On the right side of the page, there is a "LOGIN" section with the following elements:

- Header: **LOGIN**
- Text: Enter Your Registration No and Password:
- Input field: Registration No
- Input field: Password
- Calculator: A calculator showing "73 - 53" with a refresh icon and a "Result" button.
- Text: The above calculation result should be given in result section.
- Button: **SIGN IN** (highlighted with a red arrow)
- Text: [Forgot Registration No / Password ?](#)
- Text: [New user resigter here](#) with a right-pointing arrow.

After registration, Click on 'SIGN IN'

STEP 9: On successful login you will be redirected to your scholarships dashboard. Here you can see application current status along with a set of controls. Click on “Application” and then click “Form Fill Up” to fill up NMMSE 2023 application form. You may read instructions given at bottom-right corner of the page.

Scholarships Portal
School Education Department
Government of West Bengal

WELCOME! (NMMSE 2023 APPLICANT)

TEST TEST

Class	VIII (Eight)
DOB	31-12-2011
ID	WB2CNF1687334764

Registration Details

Current Status

- REGISTRATION DONE. REGISTRATION NO- WB2CNF1687334764
- APPLICATION NOT FILLED UP.
- DOCUMENTS NOT UPLOADED YET.
- APPLICATION NOT FINALIZED.

Instructions

Next Step: Dear Test Test, you have not completely filled up your application. Kindly save your application, lock it and upload all necessary documents and finalize your application before the last date. [*Click on Application and then Form Fillup*].

Click here to fill up application form

For application current status

Step by step guidance

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 (Primary Details, Postal Address, Institution Details, Other Details , Bank Details, Photo Upload) 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 (NMMSE 2023):

CENTRALLY SPONSORED NATIONAL MEANS-CUM-MERIT SCHOLARSHIP EXAMINATION, 2023
(FOR STUDENTS STUDYING IN CLASS VIII)

APPLICATION FORM

Primary Details

Name of Candidate *	<input type="text" value="TEST"/>	<input type="text" value="MIDDLE N."/>	<input type="text" value="TEST"/>	Gender*	<input type="text" value="MALE"/>
Father's Name *	<input type="text" value="TEST"/>	<input type="text" value="MIDDLE N."/>	<input type="text" value="TEST"/>	Date of Birth *	<input type="text" value="31-12-2011"/>
Mother's Name *	<input type="text" value="FIRST NAM"/>	<input type="text" value="MIDDLE N."/>	<input type="text" value="LAST NAM"/>	Banglarshiksha Student ID *	<input type="text" value="19000000000001"/>
Aadhaar No.	<input type="text" value="Aadhaar number"/>			Email	<input type="text" value="test@gmail.com"/>
				Mobile	<input type="text" value="9870000000"/>
				Landline	<input type="text" value="LANDLINE"/>

- Sample Postal Address & Institution Details in Application Form:

Postal Address			
Locality/House No./Street Name*	TEST ✓	State*	WEST BENGAL ✓
City/Town/Village*	TEST ✓	District*	KOCH BIHAR ✓
Police Station*	TEST ✓	Area*	RURAL ✓
Post Office*	TEST ✓	PIN Code*	700111 ✓

Institution Details <small>(in which candidate presently studying at Class VIII)</small>			
State	West Bengal	Medium of examination*	Bengali ✓
District*	COOCH BEHAR ✓	Marks Obtained in class VII Exam*	600 ✓
Sub-division*	DINHATA ✓	Full Marks in class VII Exam*	800 ✓
School*	ABUTARA HIGH SCHOOL ✓		
Institution Locality/Area*	RURAL ✓		


Sample Other Details , Bank Details & Photo Upload section in Application Form:

Other Details			
Category of candidate *	OBC as per Central Govt. Norms ✓	Disability status of candidate as per P.W.D. Act *	Visually Impaired ✓
Parental Annual Income *	Up to 50000 ✓	Religion *	HINDU ✓
Actual Annual Income *	1000 ✓	Hosteller *	No ✓
Orphan *	No ✓	Marital Status *	Un-Married ✓
Admission Fee *	0 ✓	Others Fee *	0 ✓
Tuition Fee *	0 ✓	Parent Occupation *	Others ✓

Bank Details <small>(Applicant may be single A/C holder. If he/she is joint A/C holder then he must be the first A/C holder of that bank account. Kindly link your aadhaar with your bank account.)</small>			
Bank A/C No. *	1912111111111111 ✓	IFSC Code *	SBIN0000011 ✓
Bank Name (in full) *	TEST ✓	Branch Name *	TSET ✓

Photo Upload

** Upload a Passport size photograph [3.5cm X 4.5cm] in .jpg format.
** Photograph file size should be within 50KB.
** Photograph background should be clear and light colored.
** Do Not Upload any Selfie or Mobile capture photo.
** If Changes are not shown then press CTRL+F5 keys.


Photo *	Change photo	Uploaded Image
		


Click on 'Save' after filling all required details ←


[Save](#)

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 Locked, form details cannot be edited.)


Photo Upload
** Upload a **Passport size photograph**[3.5cm X 4.5cm] in .jpg format.
** Photograph file size should be within **50KB**.
** Photograph background should be **clear and light colored**.
** Do Not Upload any **Selfie or Mobile capture photo**.
****If Changes are not shown then press CTRL+F5 keys.**

Photo* Change photo Uploaded Image 

Save Click here to Lock your application  Lock Details

Photo* Change 

ARE YOU SURE TO LOCK FILLED DETAILS!
Once locked you will not be able to change your details further.

Confirm 'Lock My Details'  Lock My Details Cancel

Save Lock Details

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.

CENTRALLY SPONSORED NATIONAL MEANS-CUM-MERIT SCHOLARSHIP EXAMINATION, 2023

(FOR STUDENTS STUDYING IN CLASS VIII)

DOWNLOAD SECTION

Download the filled application form with HOI Certificate and get the Certificate attested with official seal by HOI. The scan copy of signed application is to be uploaded later to complete the application process.

[Download](#)

**Click here to
download the
Verification
Certificate**

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

For NMMSE, 2023 you need to upload scan copy of verification certificate (2ndpage 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 /OBC” 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.

The screenshot shows the Scholarships Portal interface. At the top left is the logo of the Government of West Bengal and the text "Scholarships Portal School Education Department Government of West Bengal". On the top right, there are navigation tabs: "Dashboard", "Application", and "TEST". A dropdown menu is open under "Application", showing "Download" and "Upload" options. A red arrow points to the "Upload" option. Below the navigation, a "WELCOME! (NMMSE 2023 APPLICANT)" message is displayed. The main content area is divided into two sections. The left section, titled "TEST TEST" for "ABUTARA HIGH SCHOOL", shows a profile picture placeholder and a table with the following details: Class: VIII (Eight), DOB: 31-12-2011, and ID: WB2C [redacted] 764. Below the table are two buttons: "Registration Details" and "Verification Certificate". A red arrow points to the "Registration Details" button with the text "Re-download the details". The right section, titled "Current Status", lists four items: "REGISTRATION DONE. REGISTRATION NO- WB2CNF1687334764", "APPLICATION SAVED & LOCKED.", "DOCUMENTS NOT UPLOADED YET.", and "APPLICATION NOT FINALIZED.". A red arrow points to the "Upload" option in the navigation menu with the text "Click here to Upload documents".

STEP 13(B): Upload the valid required documents as shown in picture below (PDF under 200kb)


UPLOADING SECTION			
Uploading Details <small>(All files should be in PDF format and each files should be within 200kb in size.)</small>			
Verification Certificate (From HOI) *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	ⓘ Pending
Income Certificate *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	ⓘ Pending
Bank Passbook Photo Copy (Only Page Where A/C Details Displayed) *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	ⓘ Pending
Caste Certificate *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	ⓘ Pending
Disability Certificate *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	ⓘ Pending

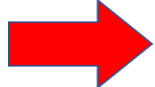
For
applicable
candidates

STEP 14 : After uploading of all documents “Finalize Application” button will get active automatically. Click on “Finalize Application” to finalize your application.

Uploading Details (All files should be in PDF format and each files should be within 200kb in size.)

Verification Certificate (From HOI) *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/> <input type="button" value="View"/>	<input type="checkbox"/>
Income Certificate *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/> <input type="button" value="View"/>	<input checked="" type="checkbox"/> Uploaded
Bank Passbook Photo Copy (Only Page Where A/C Details Displayed) *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/> <input type="button" value="View"/>	<input checked="" type="checkbox"/> Uploaded
Caste Certificate *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/> <input type="button" value="View"/>	<input checked="" type="checkbox"/> Uploaded
Disability Certificate *	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/> <input type="button" value="View"/>	<input checked="" type="checkbox"/> Uploaded

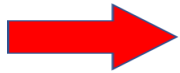
Click here to View the uploaded document 

Click here to Finalize the application 

No file chosen

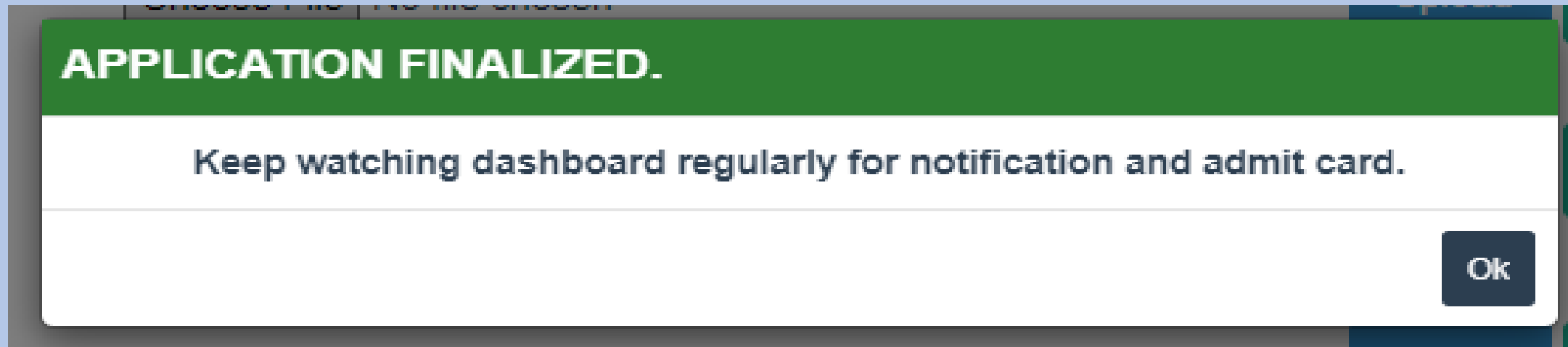
ARE YOU SURE TO FINALIZE YOUR APPLICATION!

This is your last Step of Application submission for Scholarship.

Click here to continue the process 

No file chosen

STEP 15 : Your application form has been finalized and 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 16.



APPLICATION FINALIZED.

Keep watching dashboard regularly for notification and admit card.

Ok

STEP 16 : In case you have done some mistake while filling up application form or in document uploading, your application may be unlocked for some reason mentioned in the dashboard. You may receive an email regarding the same. Follow from Step 9 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-

The screenshot shows the Scholarships Portal interface. At the top left is the logo of the Government of West Bengal and the text "Scholarships Portal School Education Department Government of West Bengal". At the top right are navigation tabs: "Dashboard", "Application", and "TEST". A dropdown menu under "Application" shows "Form Fill Up". A red arrow points to this menu. Below the navigation is a "WELCOME! (NMMSE 2023 APPLICANT)" banner. The main content area is divided into two columns. The left column shows the user's profile: "TEST TEST" (ABUTARA HIGH SCHOOL), a profile picture placeholder, and details: Class VIII (Eight), DOB 31-12-2011, and ID WB2CNF1687334764. The right column shows the "Current Status" section with two messages: a red message stating "YOUR APPLICATION HAS BEEN UNLOCKED DUE TO INVALID INFORMATION. PLEASE RECTIFY AND RE-FINALIZE YOUR APPLICATION BEFORE THE LAST DATE OF SUBMISSION." and a blue message stating "REGISTRATION DONE. REGISTRATION NO- WB2CNF1687334764". A red arrow points to the red message with the text "Application Unlocked". Another red arrow points to the "Form Fill Up" menu with the text "Rectify your details and re-finalize the application".

STEP 17 : After completing the whole process, your Dashboard will look like this. Keep checking the site from time to time for upcoming updates (Admit Card download)

The screenshot shows the Scholarships Portal dashboard for a user named TEST TEST. The header includes the Government of West Bengal logo and the text "Scholarships Portal School Education Department Government of West Bengal". Navigation tabs for "Dashboard", "Application", and "TEST" are visible. The main content area is titled "WELCOME! (NMMSE 2023 APPLICANT)".

TEST TEST
ABUTARA HIGH SCHOOL

Class VIII (Eight)
DOB 31-12-2011
ID WB2CNF1687334764

Buttons: Registration Details, Verification Certificate

Current Status

- REGISTRATION DONE. REGISTRATION NO- WB2CNF1687334764
- APPLICATION SAVED & LOCKED.
- DOCUMENTS UPLOADING DONE.
- APPLICATION FINALIZED.

More info

22-Jun-2023

Father's Name
TEST TEST

Instructions

Next Step: Dear Test Test, you have successfully completed application process. Your application has been sent for verification purposes.

**THANK
YOU**