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.

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.

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".

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**
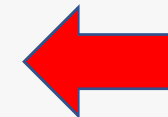
Click here to continue

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 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)*

| FIRST NAM | MIDDLE N. | LAST NAM |

Father's Name (Do not write Mr./Dr./Prof.)*

| FIRST NAM | MIDDLE N. | LAST NAM |

Gender of Candidate* Select Gender

Security Question 1*

Select Security Question   Answer

Security Question 2*

Select Security Question   Answer

Date of Birth* dd-mm-yyyy

Banglarshiksha Student ID* BANGLARSHIKSHA STUDENT

Email* email

Mobile* MOBILE NO

Password*

Password Policy

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) *

| TEST ✔ | MIDDLE N | TEST ✔ |

Father's Name (Do not write Mr./Dr./Prof.) *

| TEST ✔ | MIDDLE N | TEST ✔ |

Gender of Candidate *

| MALE ✔ |

Security Question 1 *

| What is your birth place ✔ | test ✔ |

Security Question 2 *

| What is your grand father's first nar ✔ | test ✔ |

Date of Birth *

31-12-2011 ✔

Banglarshiksha Student ID *

19000000000001 ✔

Email *

test@gmail.com ✔

Mobile *

9870000000 ✔

Password *

•••••••••• ✔

Password Policy

Retype Password *

•••••••••• ✔

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⬛⬛4764**. 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).

After registration, Click on 'SIGN IN'

STEP 9: 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 2023 application form. You may read instructions given at bottom-right corner of the page.

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 *

| TEST | MIDDLE N. | TEST |

Father's Name *

| TEST | MIDDLE N. | TEST |

Mother's Name *

| FIRST NAM | MIDDLE N. | LAST NAM |

Aadhaar No.

Aadhaar number

Gender* | MALE

Date of Birth* | 31-12-2011

Banglarshiksha Student ID* | 19000000000001

Email | test@gmail.com

Mobile | 9870000000

Landline | 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 (in which candidate presently studying at Class VIII)

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
Tution Fee*	0	Parent Occupation*	Others

Bank Details (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.)

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

[Save]   ← Click on 'Save' after filling all required details

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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 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* [Chang...]

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.

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

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	ⓘ Pending
Income Certificate*	Choose File No file chosen	Upload	ⓘ Pending
Bank Passbook Photo Copy (Only Page Where A/C Details Displayed) *	Choose File No file chosen	Upload	ⓘ Pending
Caste Certificate*	Choose File No file chosen	Upload	ⓘ Pending
Disability Certificate*	Choose File No file chosen	Upload	ⓘ Pending
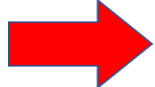
For applicable candidates

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.)

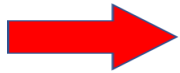|				
Verification Certificate (From HOI)*	Choose File No file chosen	Upload	View	
Income Certificate*	Choose File No file chosen	Upload	View	☑ Uploaded
Bank Passbook Photo Copy (Only Page Where A/C Details Displayed) *	Choose File No file chosen	Upload	View	☑ Uploaded
Caste Certificate*	Choose File No file chosen	Upload	View	☑ Uploaded
Disability Certificate*	Choose File No file chosen	Upload	View	☑ Uploaded

Click here to View the uploaded document

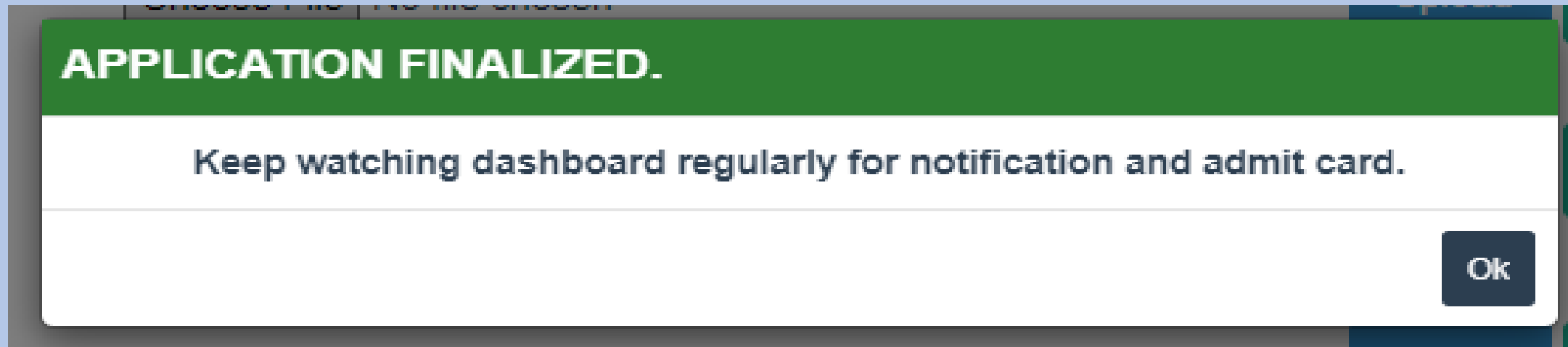Click here to Finalize the application → Finalize Application

ARE YOU SURE TO FINALIZE YOUR APPLICATION!

This is your last Step of Application submission for Scholarship.

Click here to continue the process → Finalize My Application   Cancel

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–

Rectify your details and re-finalize the application

Application Unlocked

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)

THANK YOU