State Level National Talent Search Examination (NTSE)-2021

USER MANUAL

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

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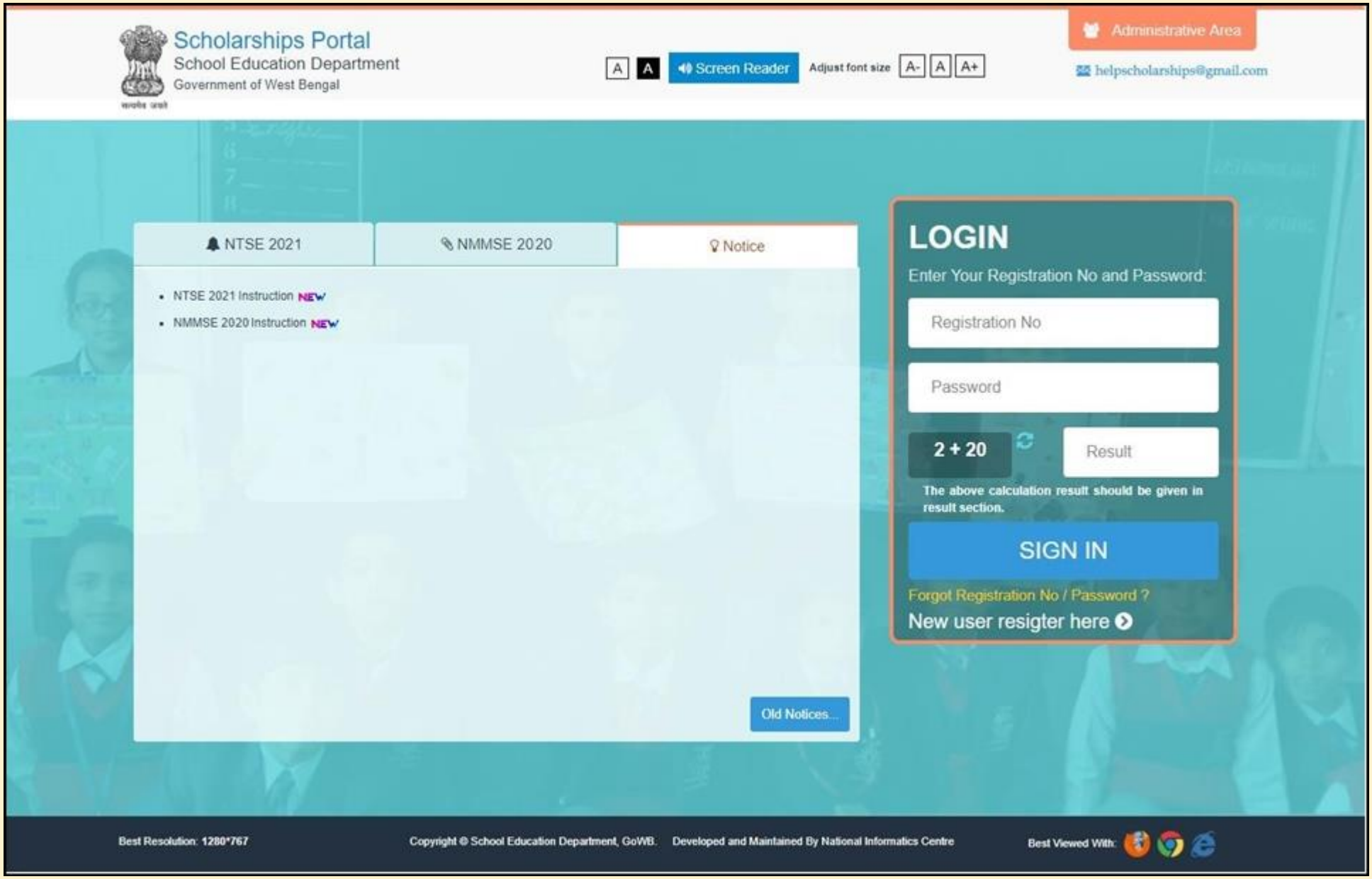
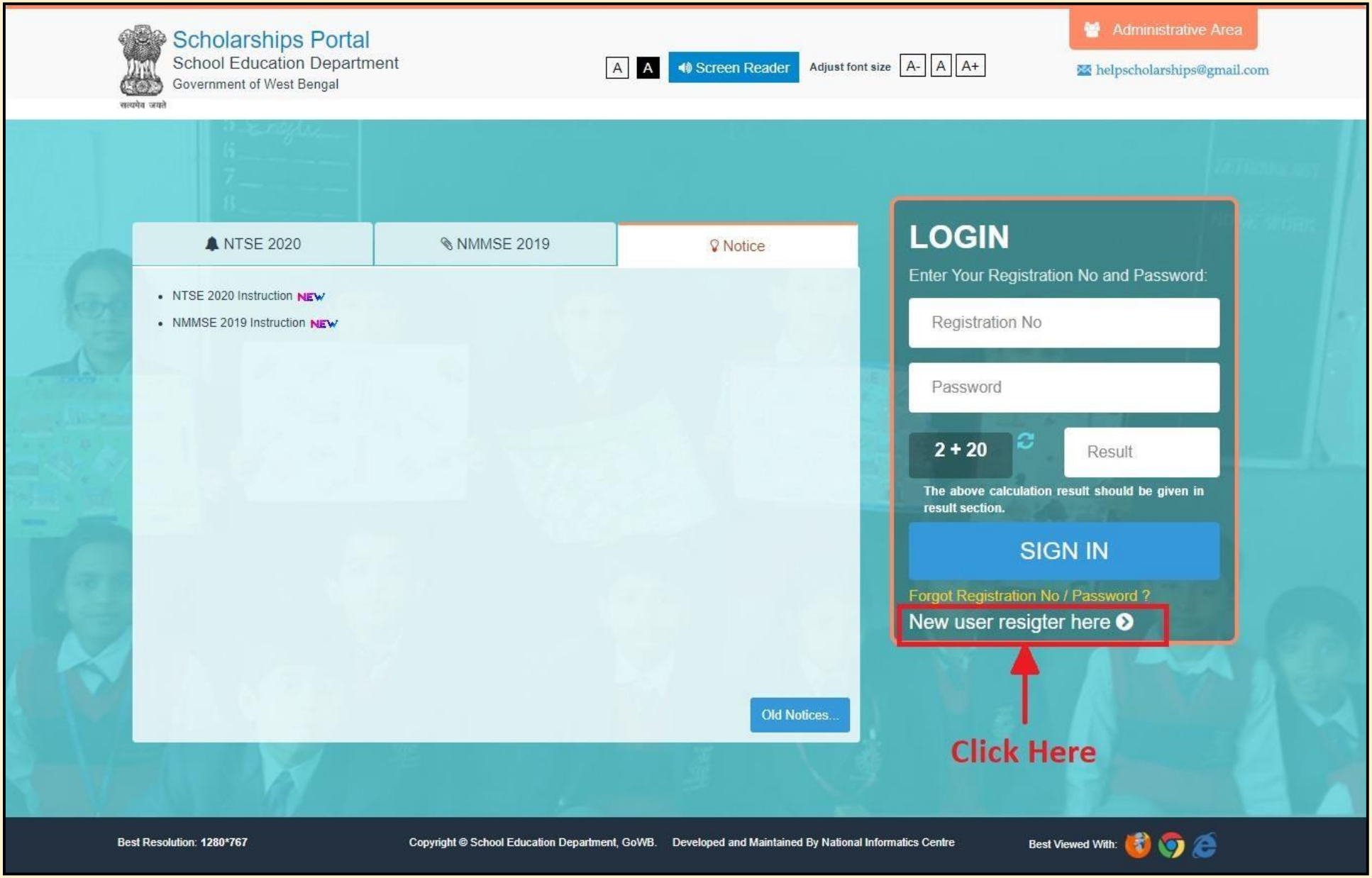
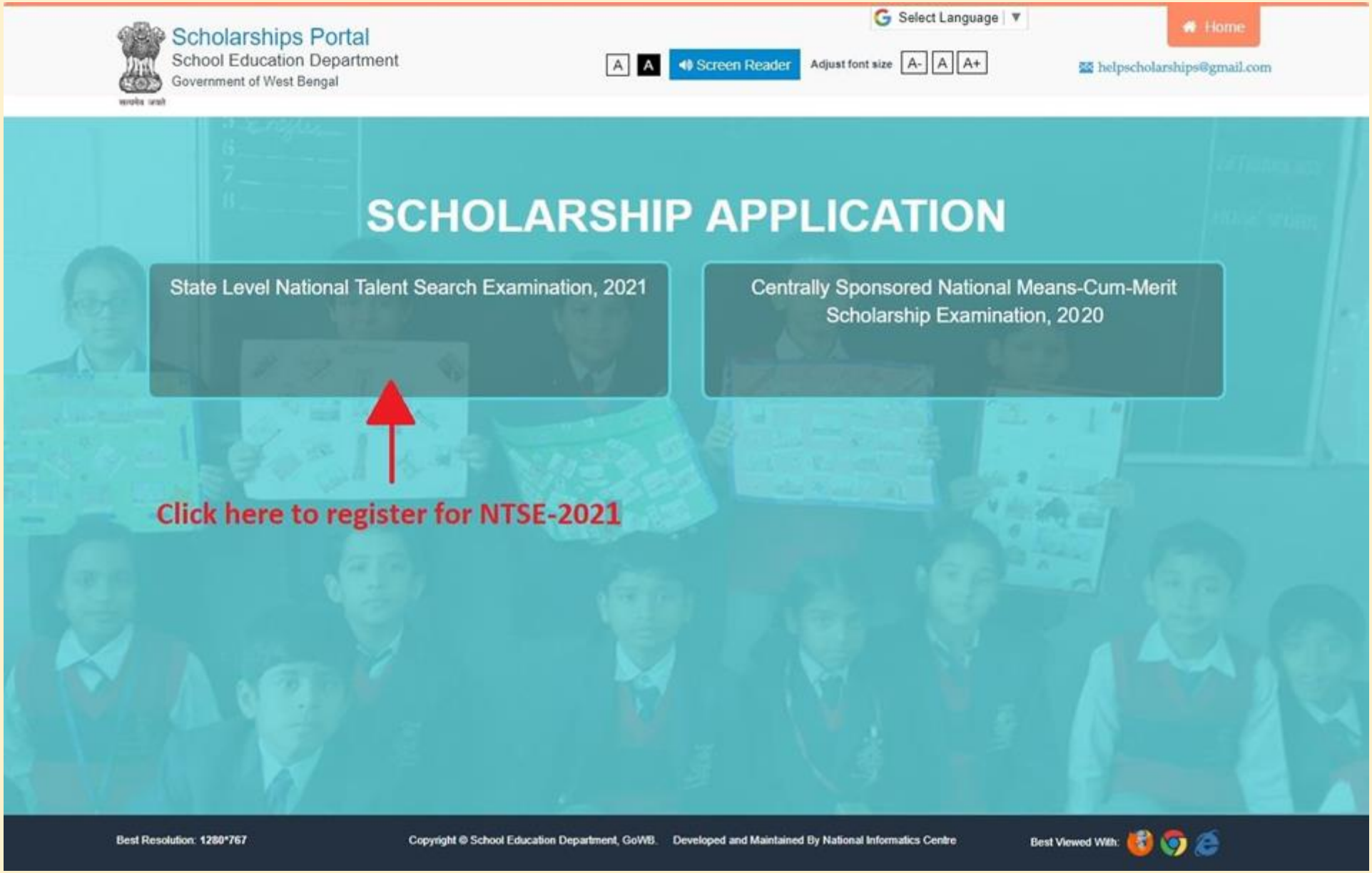
STEP 1: Open any html 5 web browser (Preferable Latest version of Firefox or Chrome). Type the url given above in the address bar of the browser. You will see the home page of scholarships portal of School Education Department, GoWB.



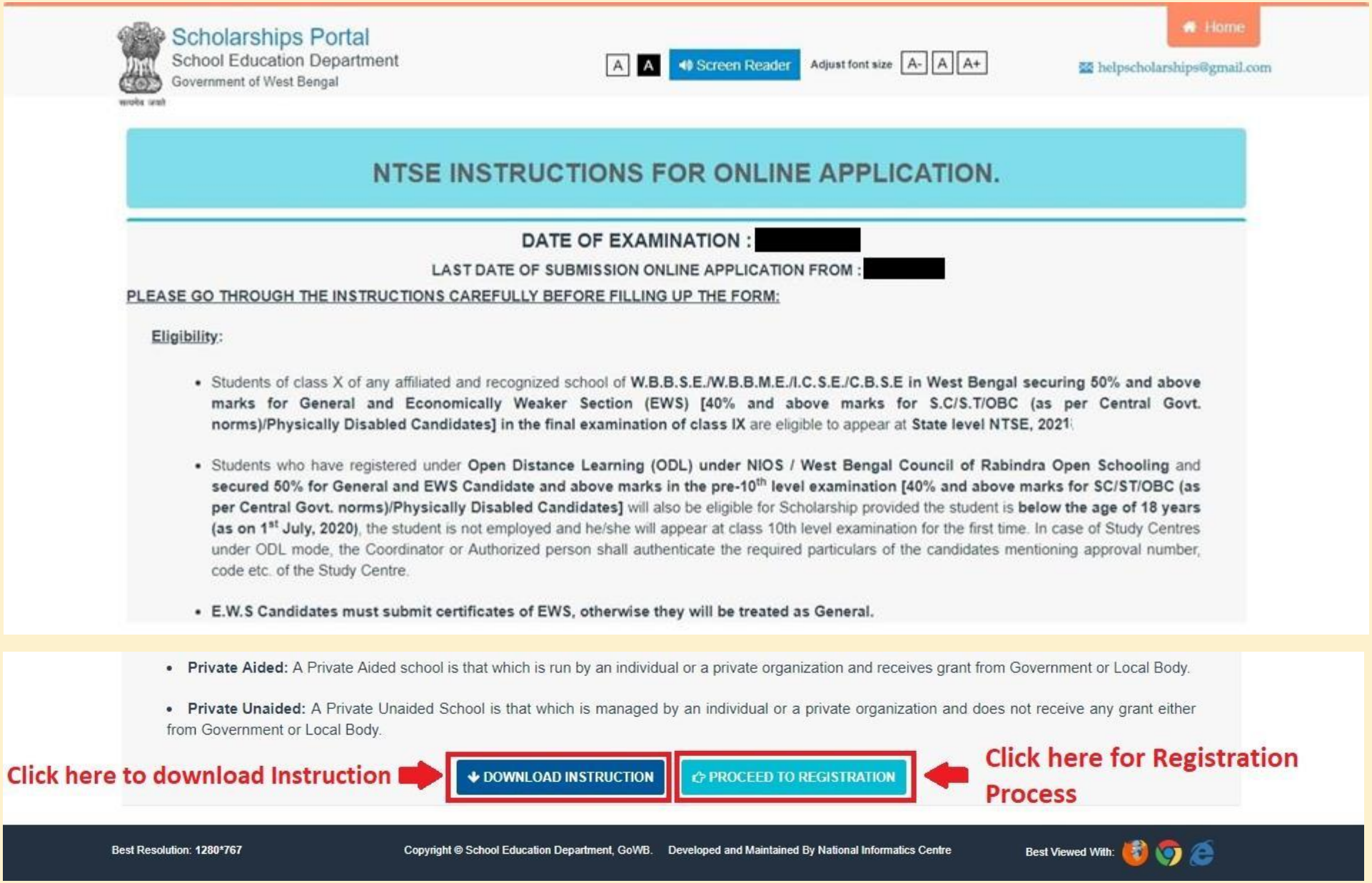
STEP 2: Every applicant of NTSE 2021 need to do one-time registration process. Click on "New user register here" to register yourself. It is a one-time process for each applicant. On clicking you will be forwarded to a new window to select scholarships type.



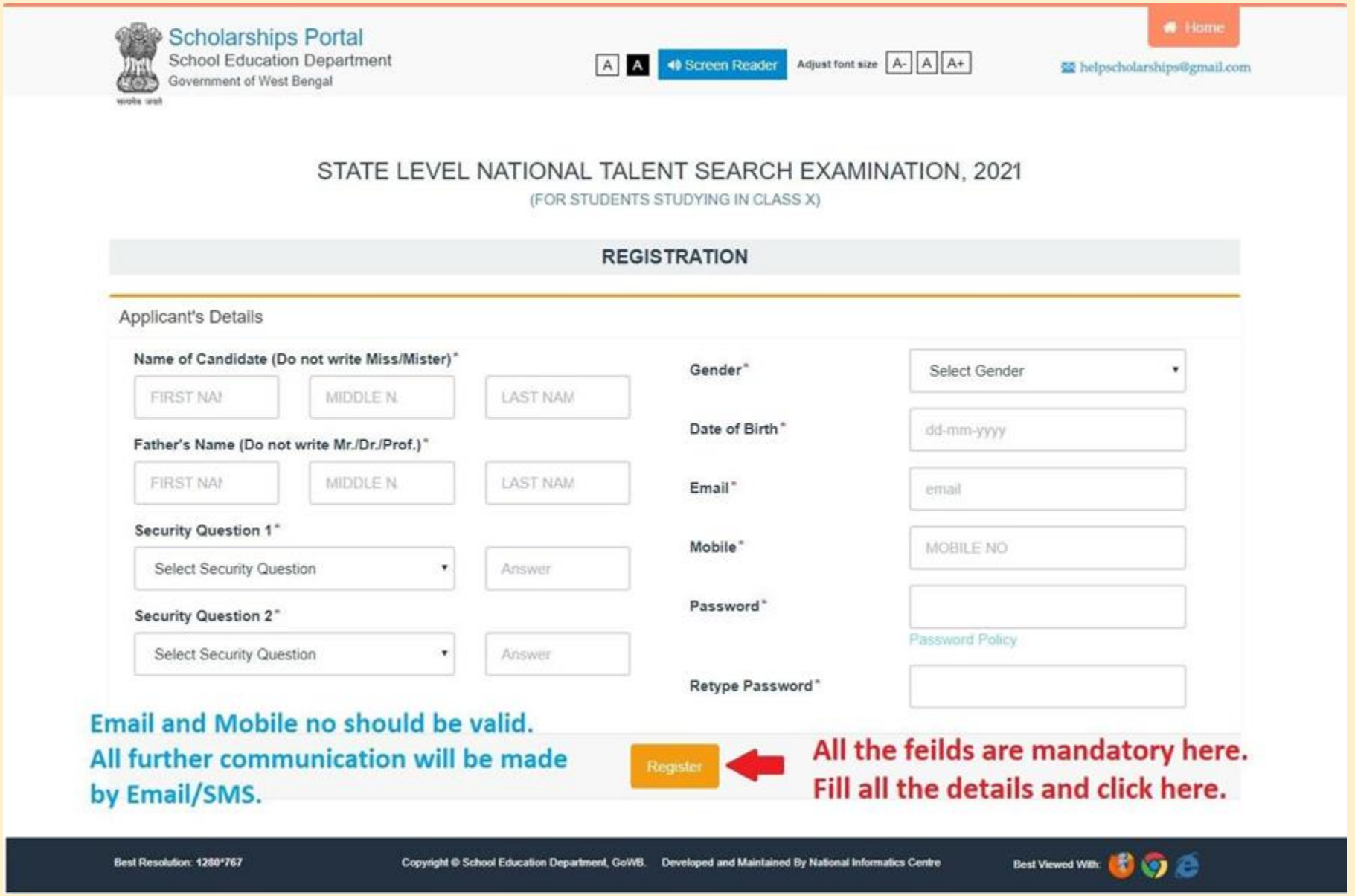
STEP 3: Here you need to choose "State Level National Talent Search Examination, 2021" for NTSE 2021 to proceed. Click on "State Level National Talent Search Examination, 2021".



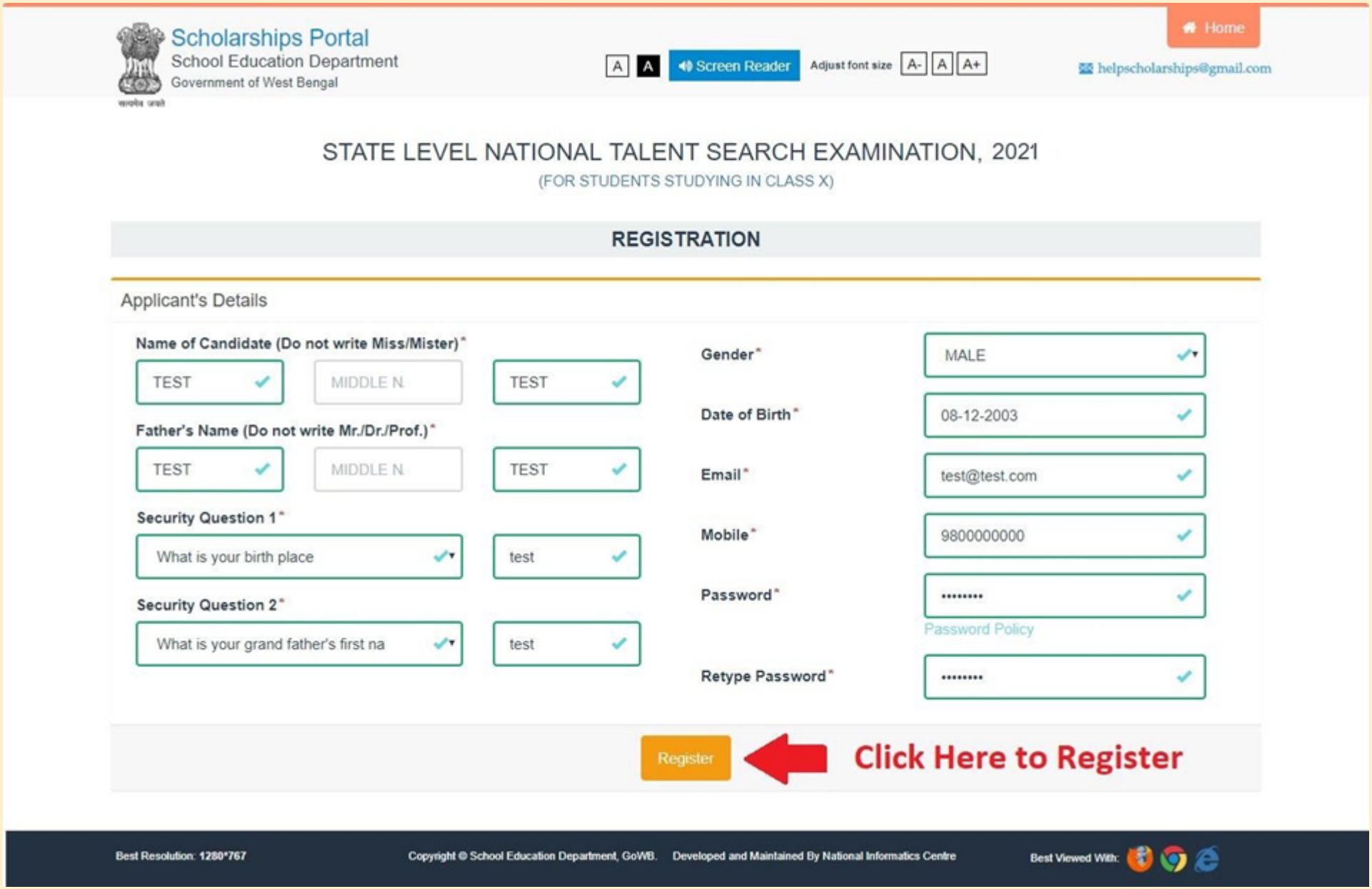
STEP 4: By clicking on scholarships type you will be forwarded to NTSE, 2021 instruction page. Read complete instruction before proceed carefully. Scroll down to bottom of the page and you will see two buttons. You can Download Instruction by clicking on left button and to proceed with registration click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



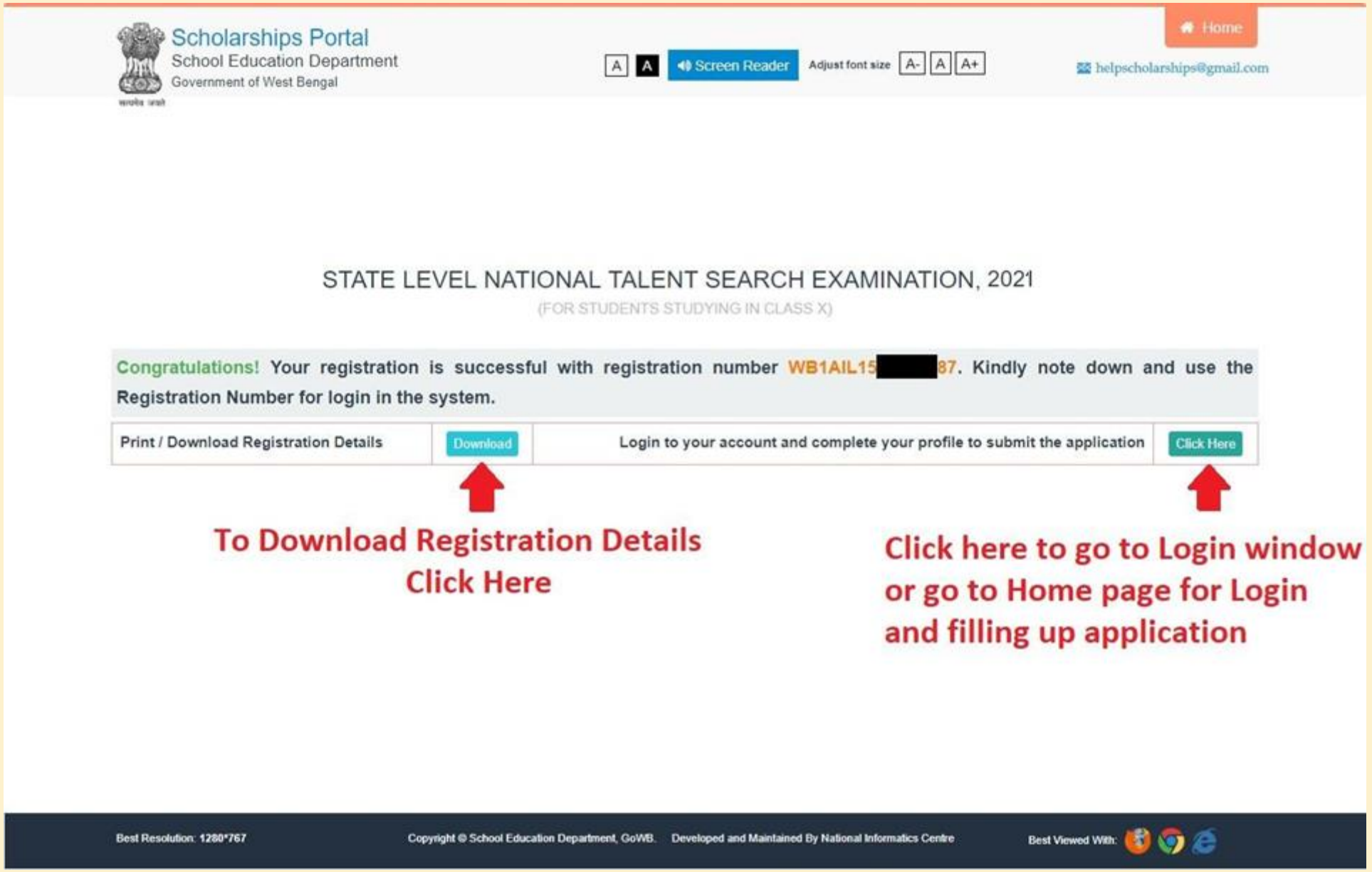
STEP 5: Now you will see a registration form containing some basic details. Here all the details are mandatory. Give proper and valid email id and mobile number as all future communication will made to these. Set a strong password. This password is required to login for application fill up and for the rest of the process. You will get USERID / Registration No after successful registration. You will also receive email. Same will be for NTSE, 2021.



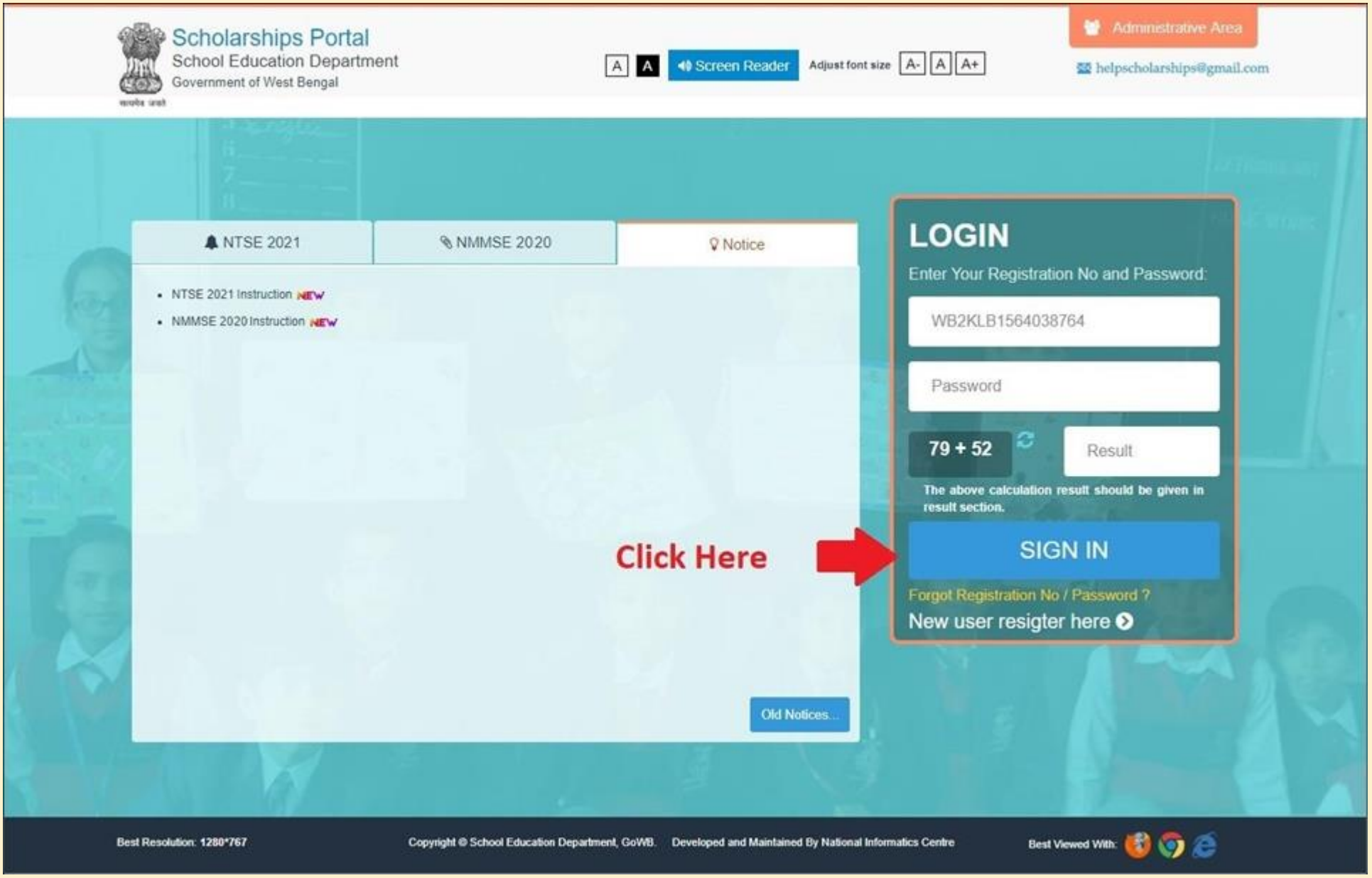
STEP 6: After fill up registration form click on "Register" to complete registration process.



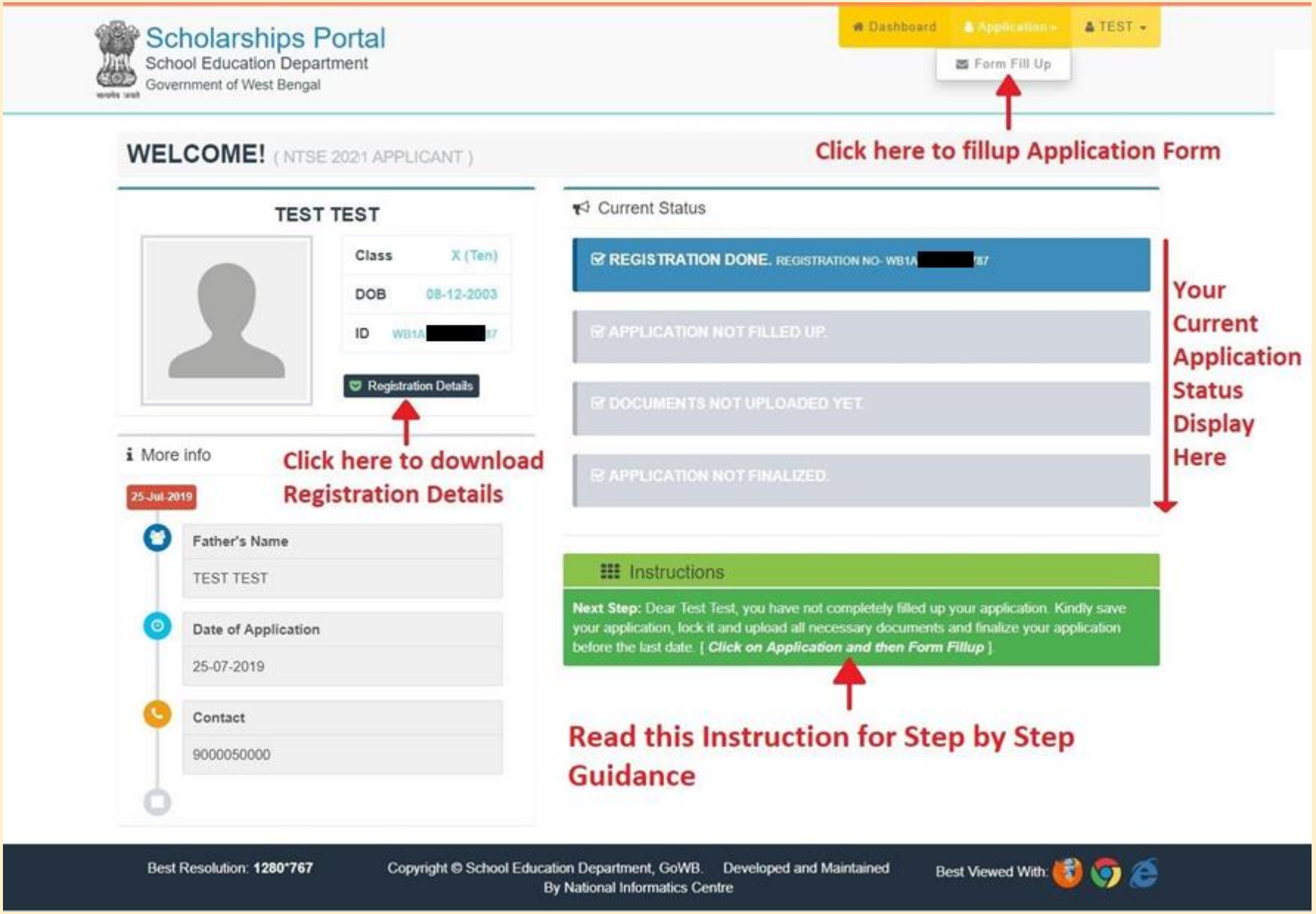
STEP 7: After clicking on register, if registration is successfully done system will provide you a registration number along with registration details. You may download it or proceed to login for application filling up.



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

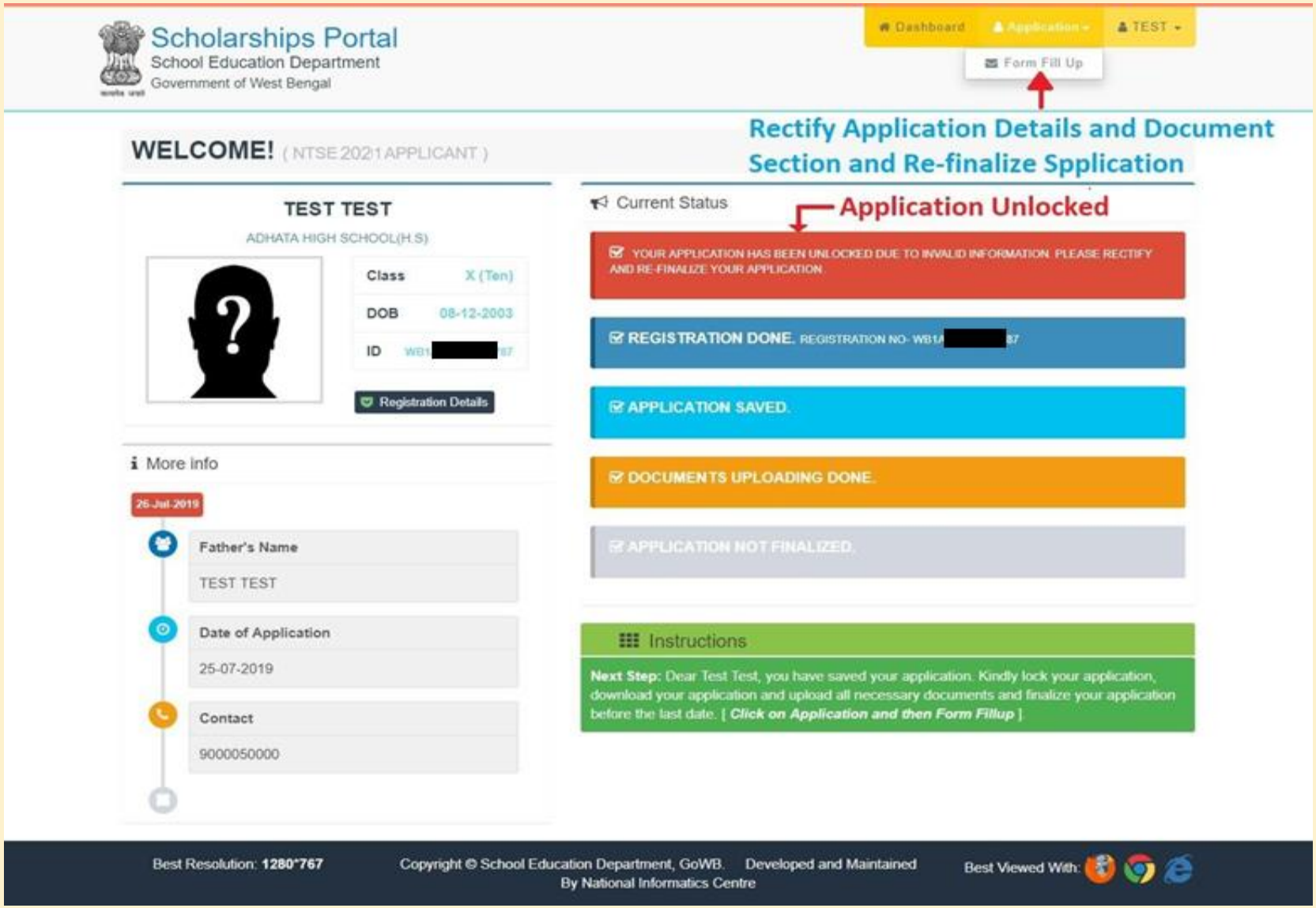


STEP 9-a: On successful login you will redirected to your scholarships dashboard. Here you can see application current status along with a set of control. Click on "Application" and then click "Form Fill Up" to fill up NTSE, 2021 application form. You may read instructions given at bottom-right corner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



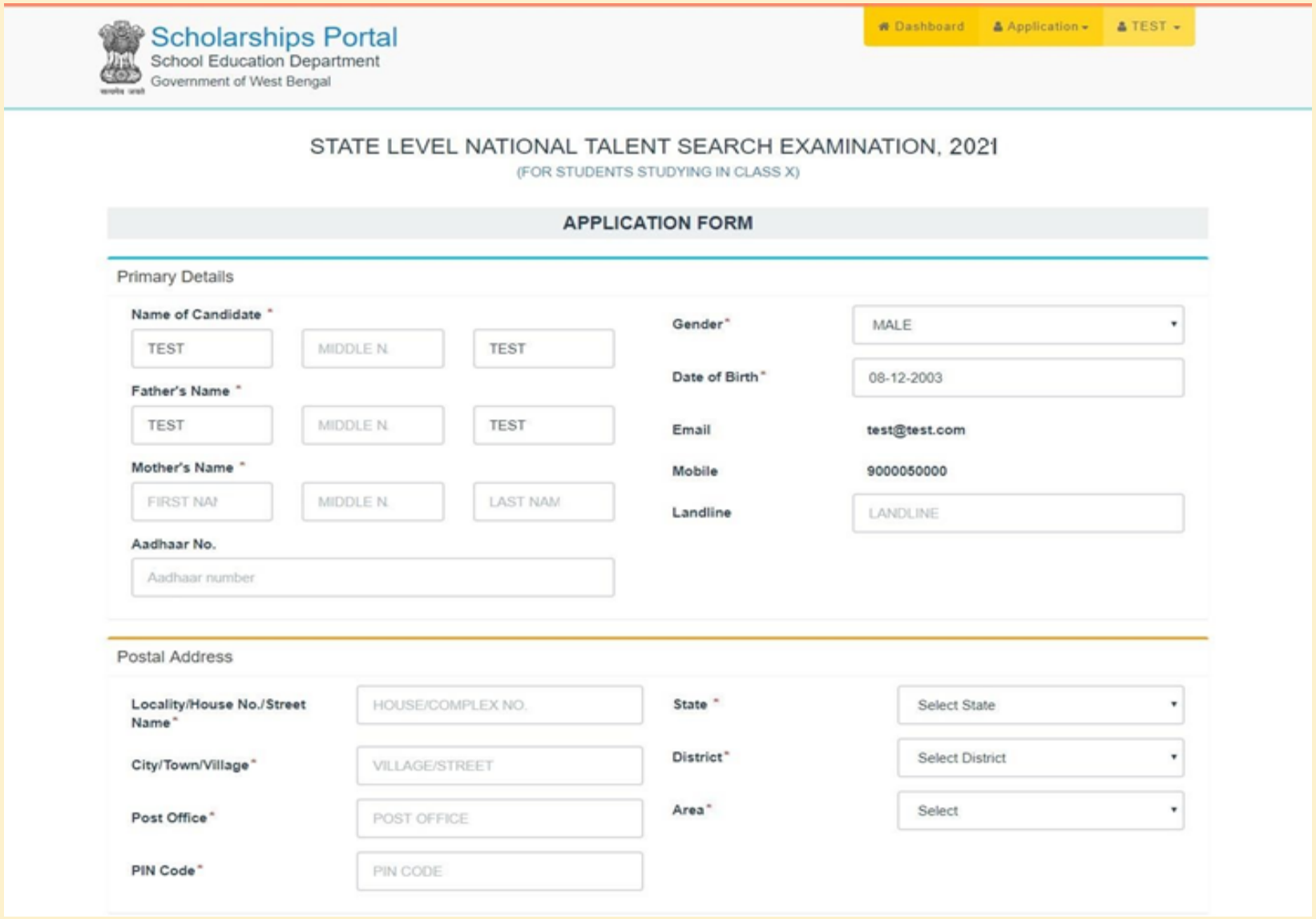
STEP 9-b: In case you have done some mistake while filling up application form or in document uploading, your application will be unlocked for some reason mentioned in the dashboard. You will receive an email regarding the same. Follow from step 9(a) [except 9(b)] and continue application edit/fill-up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

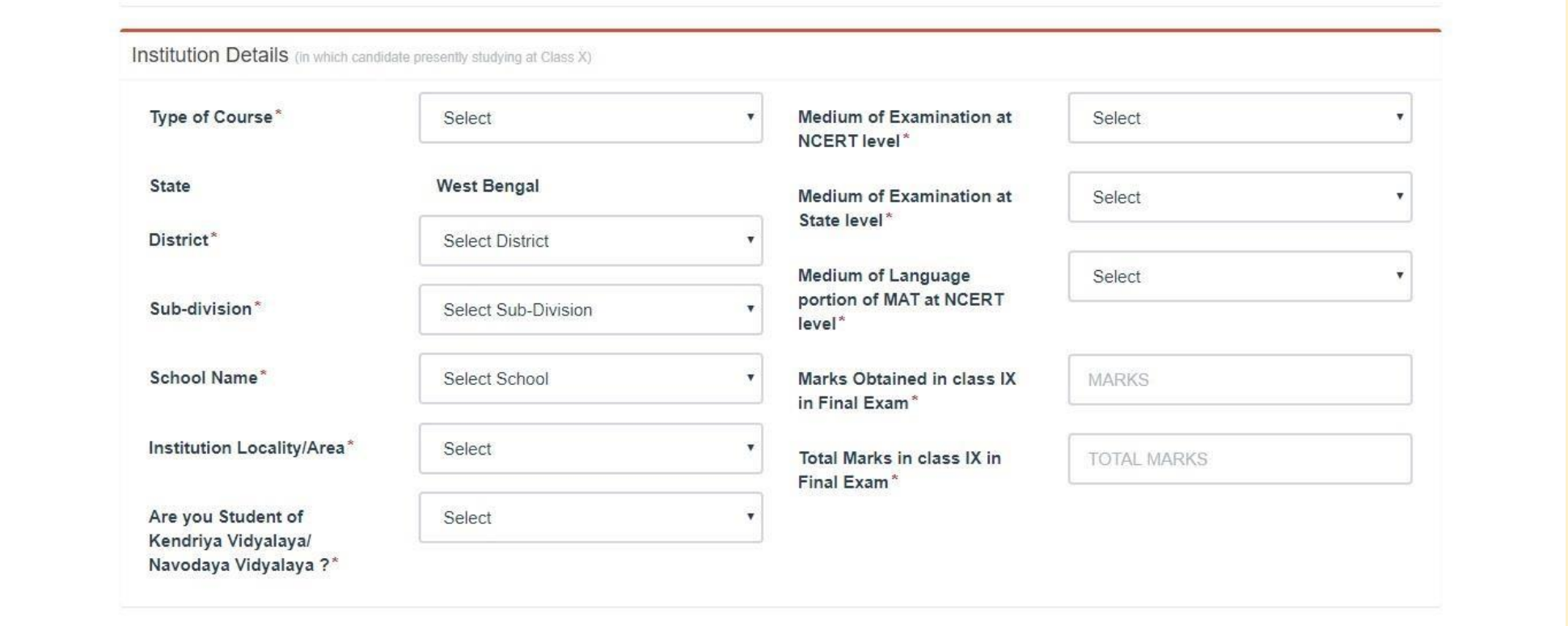
A sample unlocked situation is given bellow-



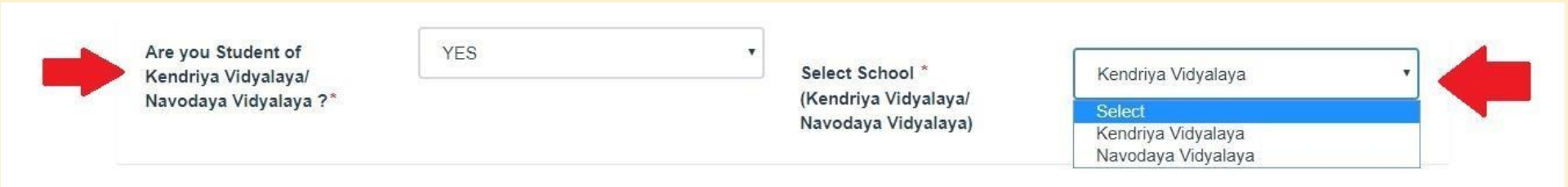
STEP 10: Here you need to fill up application form dully with no-mistake and no wrong information. Any wrong information may cancel your candidature. After filling up application form click on 'Save' (at the center-bottom of this page) to save your application as draft mode. You may change your details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

The application form of NTSE is given below:





If you are a student of Kendriya Vidyalaya or Navodaya Vidyalaya then select "Yes" and then one another field will appear where you have to select the school.



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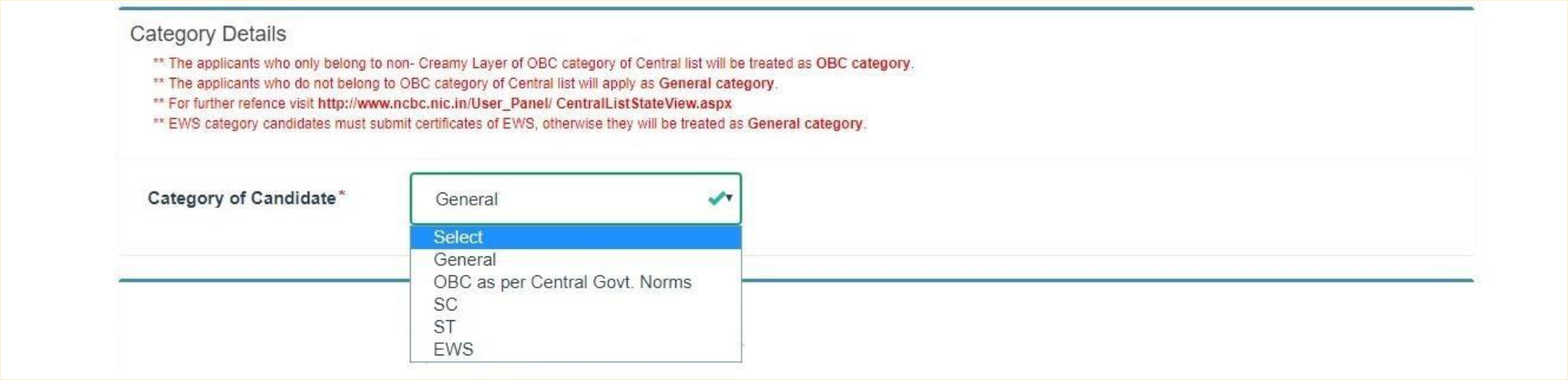
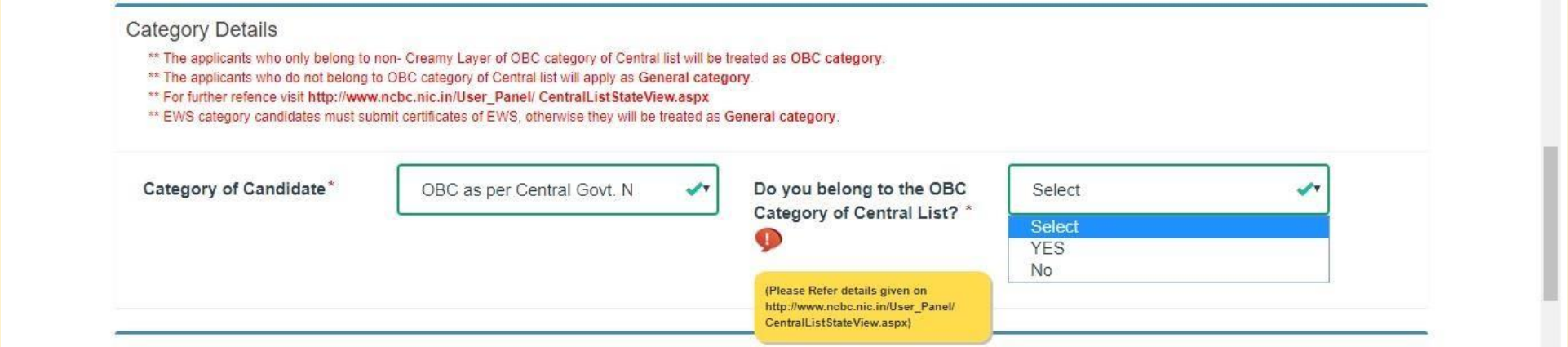
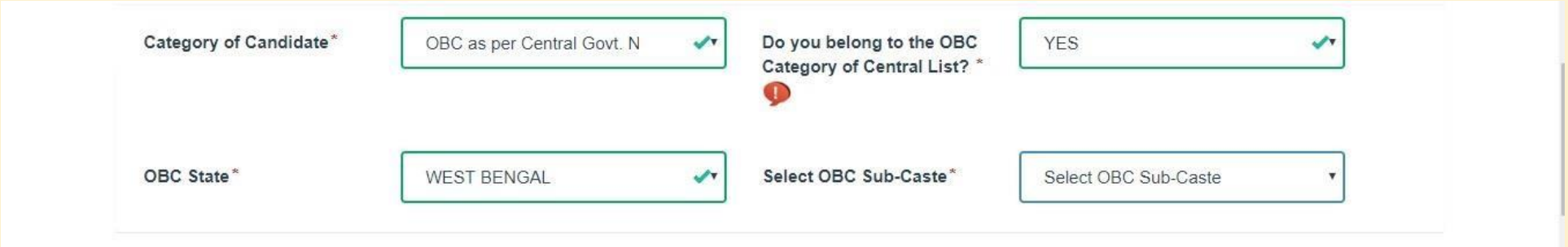
Nxet is selecting the category from the dropdown. If the candidate belong any category except General,then they have to provide certificates related to that. Read the instruction carefully.



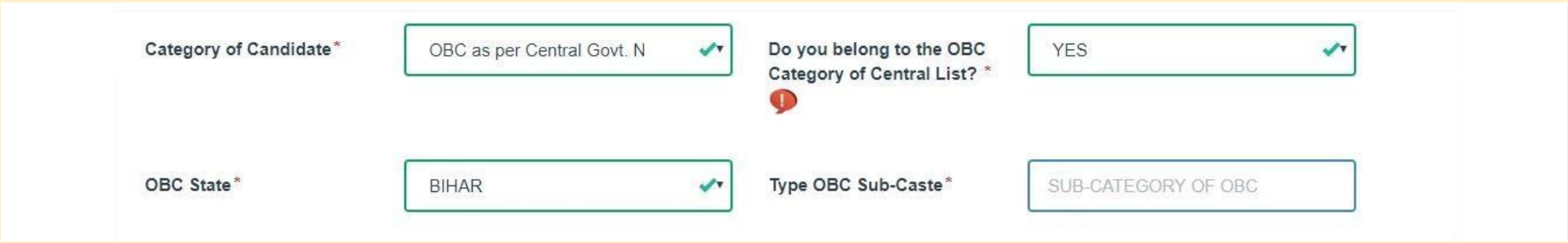
For Specifically OBC category:

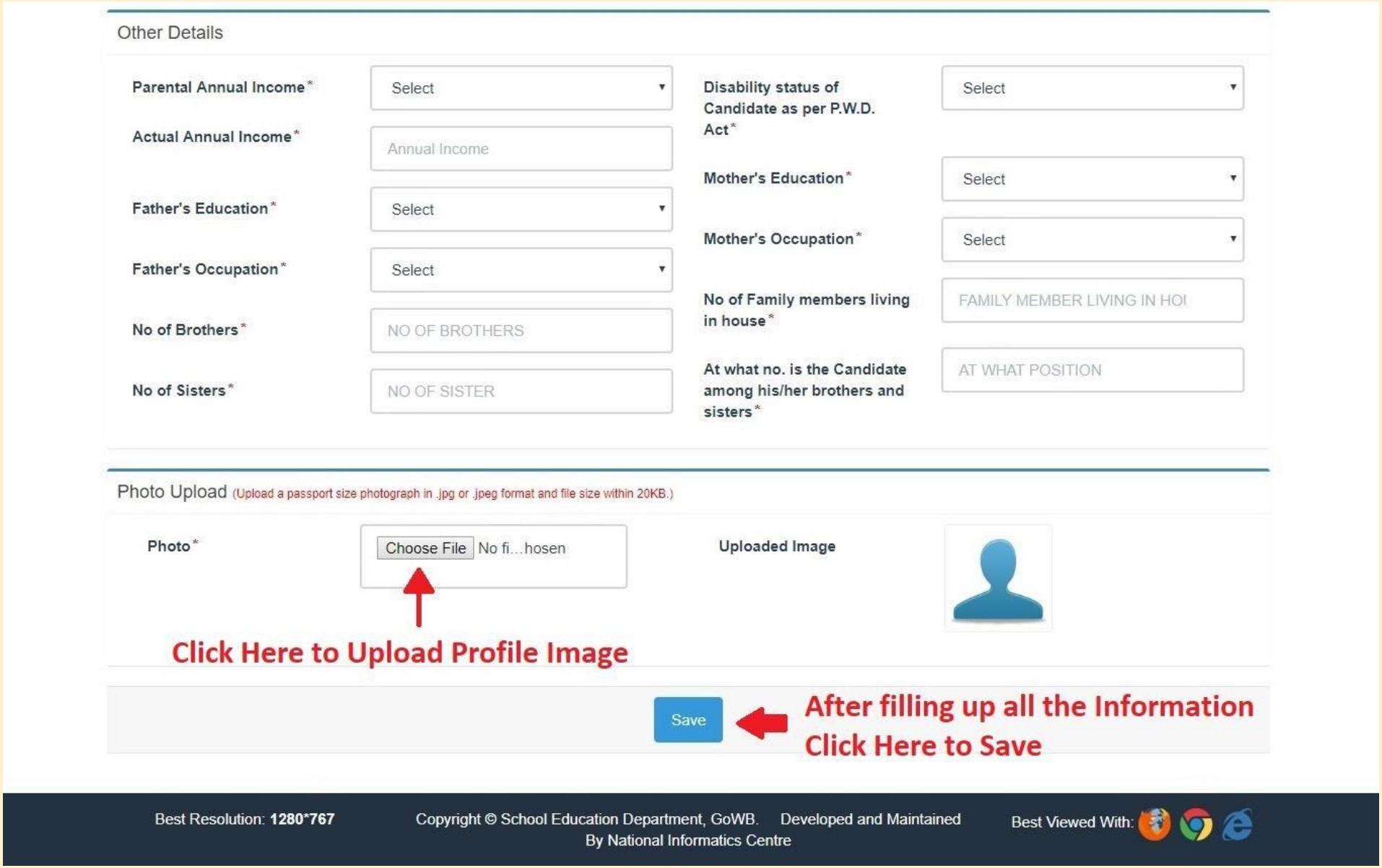


If the candidate belong from OBC category of the Central List of the **West Bengal** state the they have to select the Sub-Caste from Dropdown.



Otherwise if they belong to OBC category of **Other State** then they have to type the Sub-Caste.




Other Details
Parental Annual Income*
Select
Actual Annual Income*
Annual Income
Father's Education*
Select
Father's Occupation*
Select
No of Brothers*
NO OF BROTHERS
No of Sisters*
NO OF SISTER
Disability status of Candidate as per P.W.D. Act*
Select
Mother's Education*
Select
Mother's Occupation*
Select
No of Family members living in house*
FAMILY MEMBER LIVING IN HOI
At what no. is the Candidate among his/her brothers and sisters*
AT WHAT POSITION
Photo Upload (Upload a passport size photograph in .jpg or .jpeg format and file size within 20KB.)
Photo*
Choose File No fi...hosen
Uploaded Image
Click Here to Upload Profile Image
Save
After filling up all the Information
Click Here to Save
Best Resolution: 1280*767
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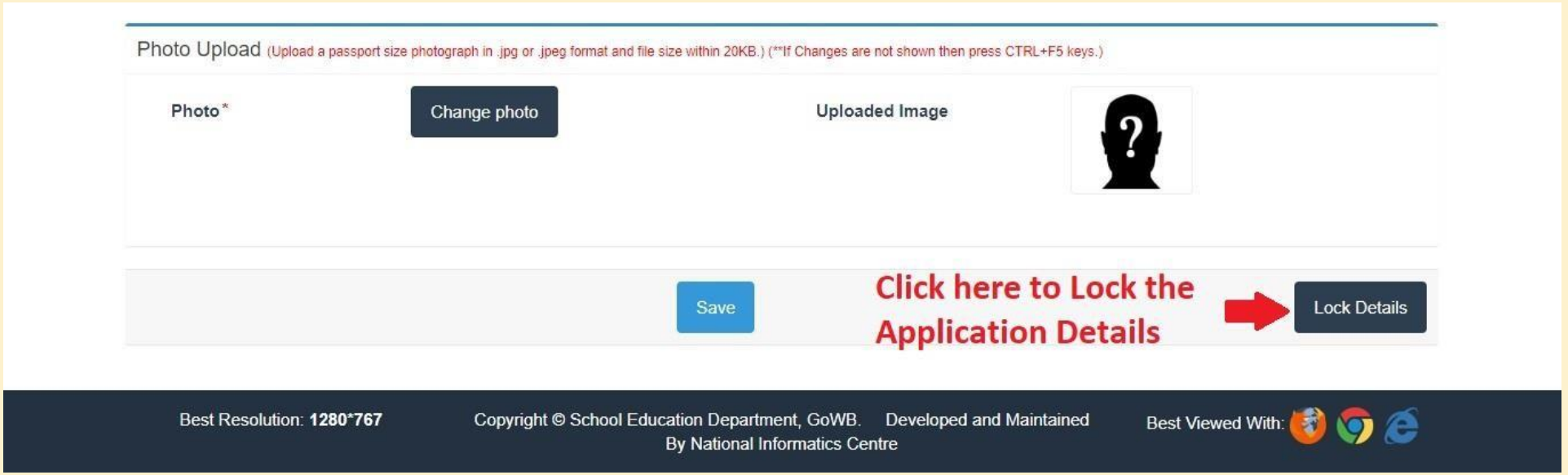
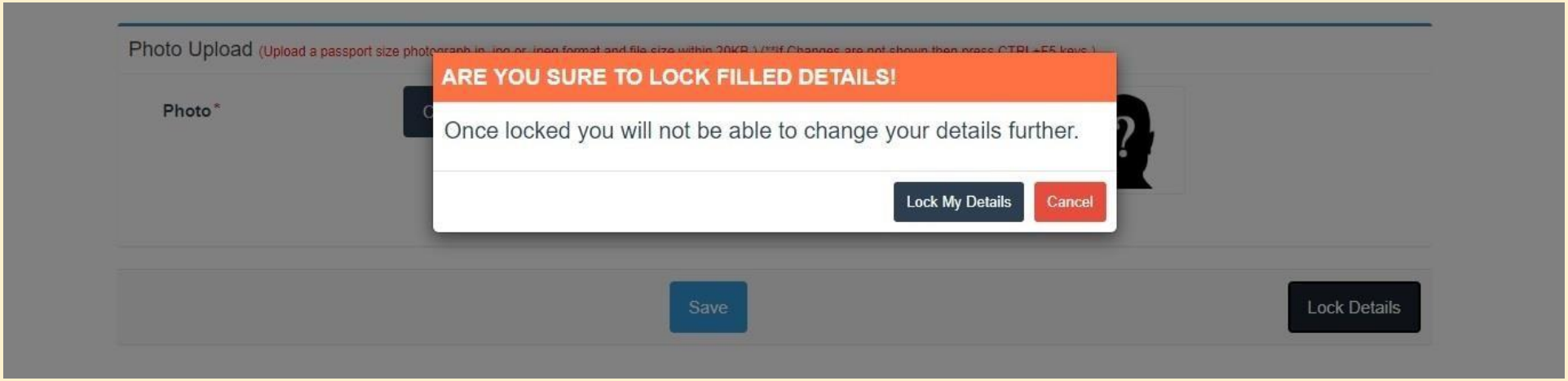
Best Viewed With:

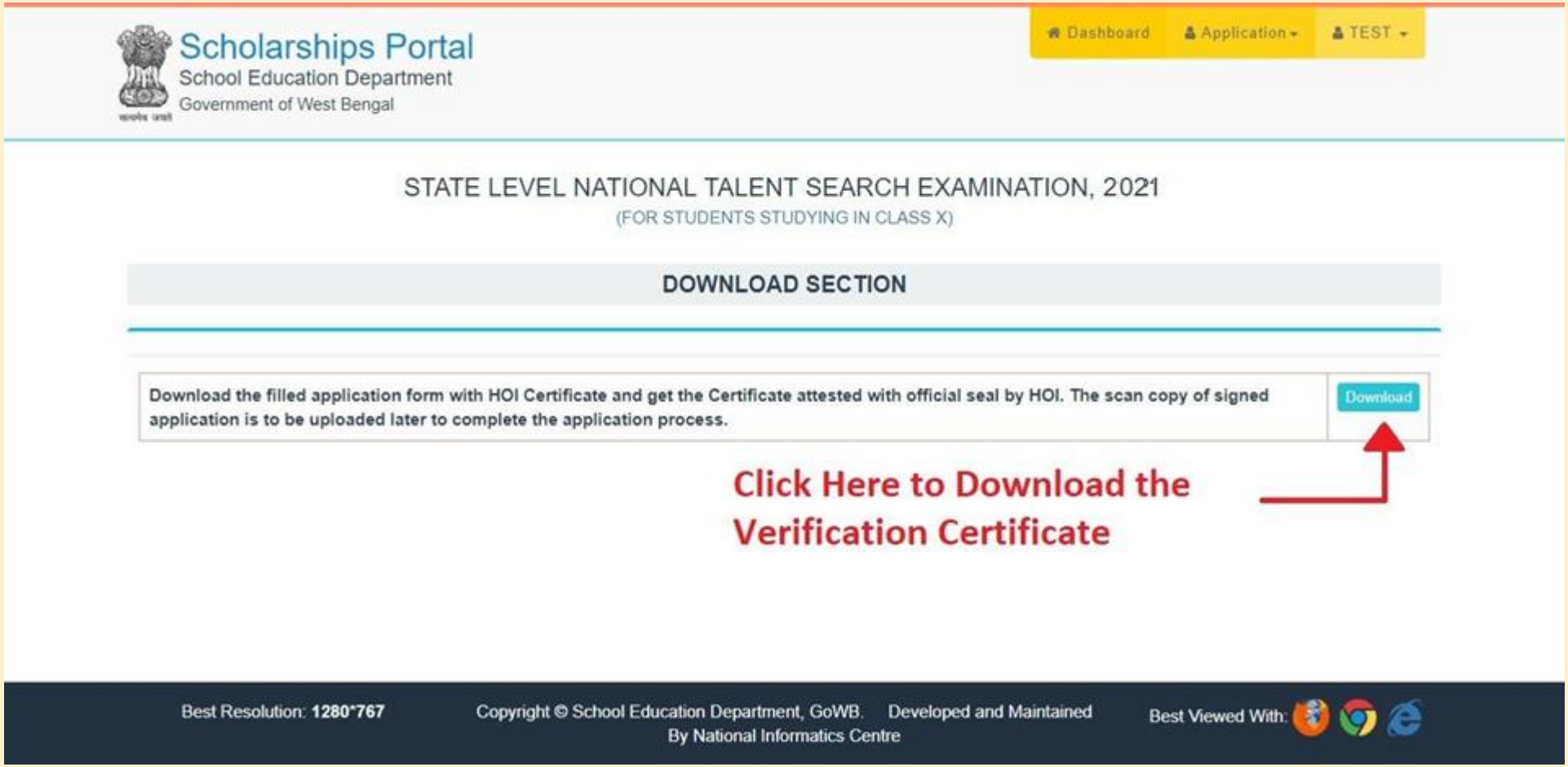
STEP 11: Once saved you may find a Lock button at the bottom-right corner of the page. If you do not need any change in application form you can click on "Lock Details" to lock your application form and proceed to next step.



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

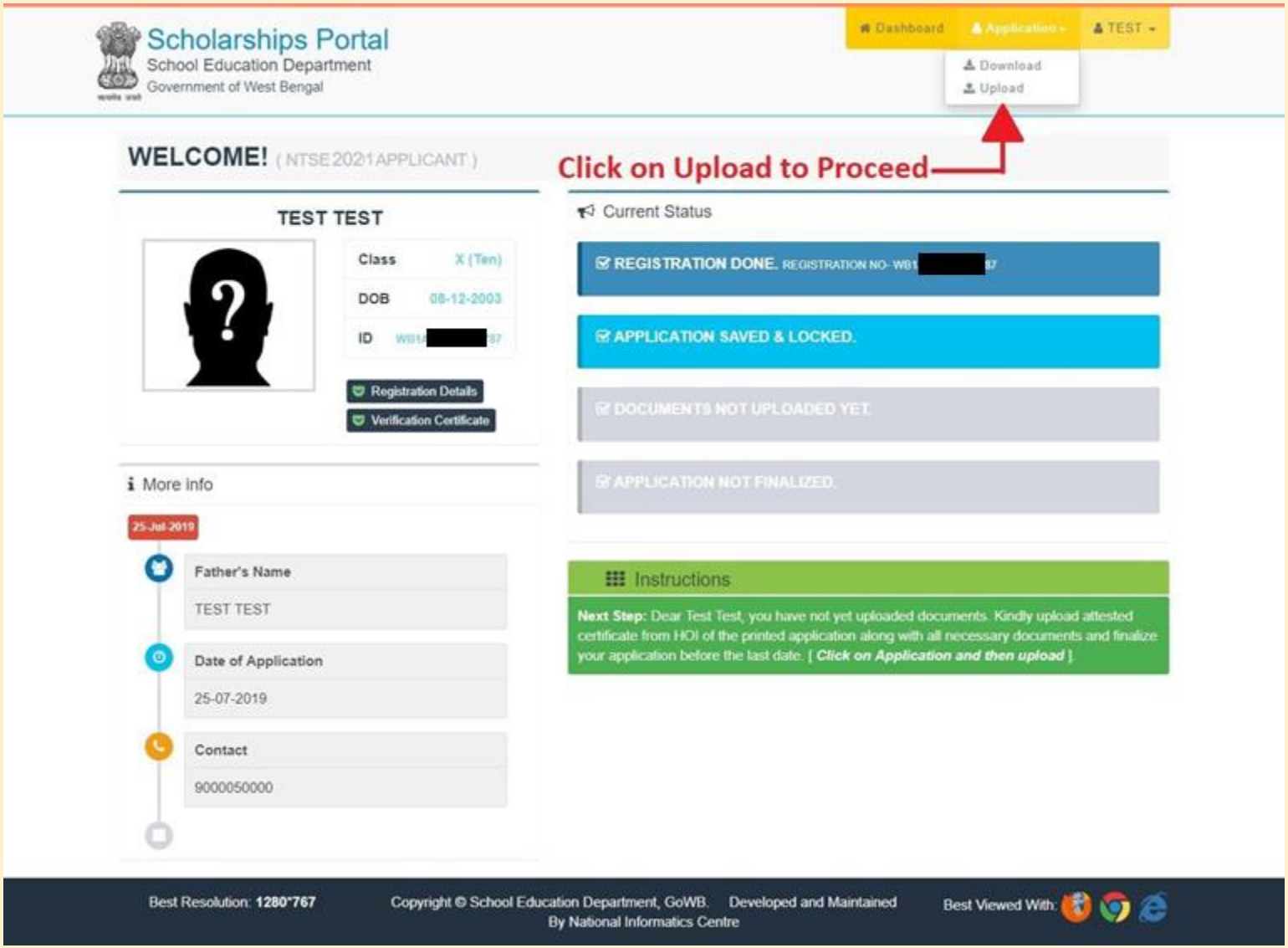


STEP 12: Once you locked your application form you will move to next step to download section where you need to download "Verification Certificate". Take a print and signed it by your school / institutions HOI and scan the 2nd page of the verification certificate and get ready to upload it in upload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

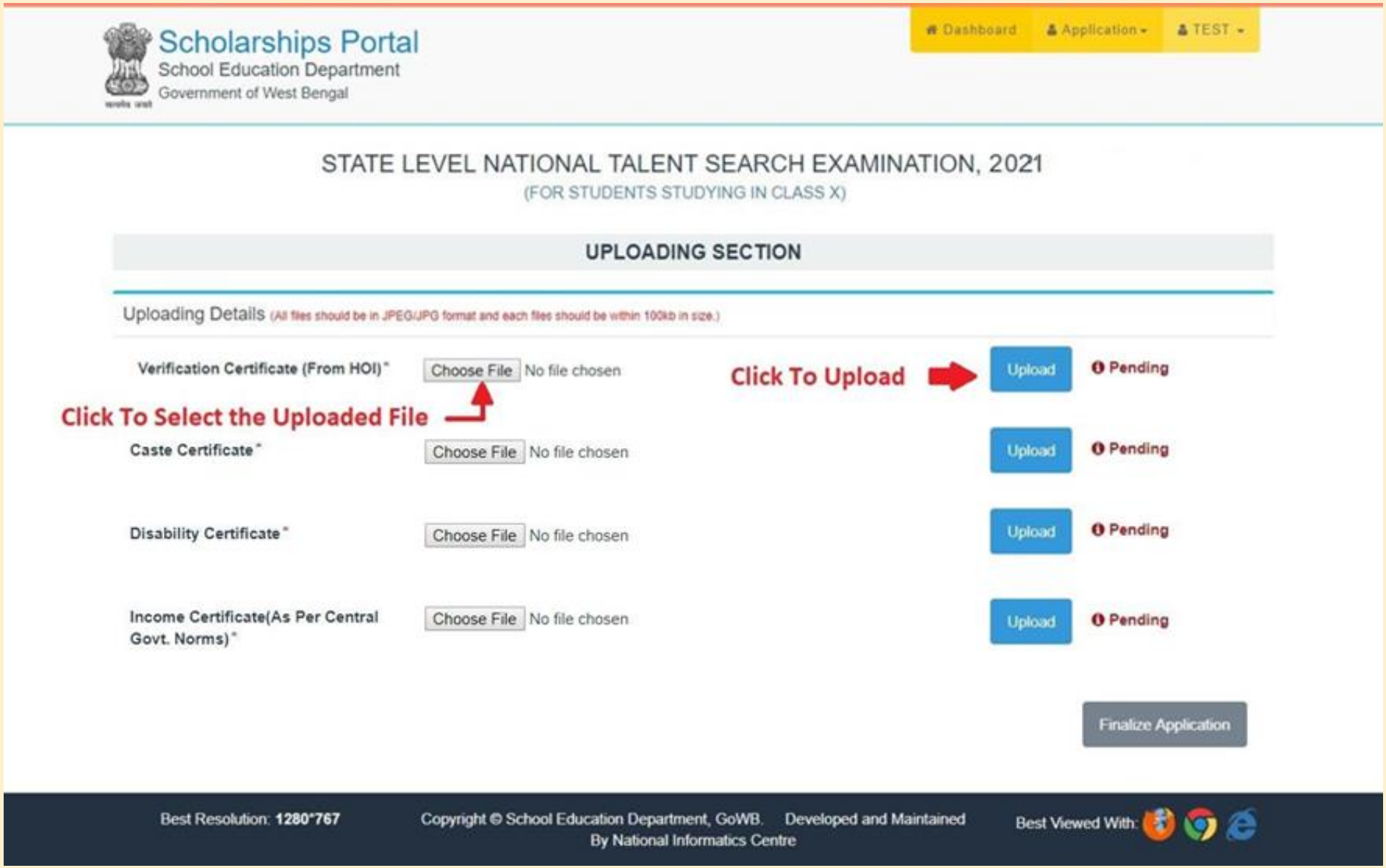


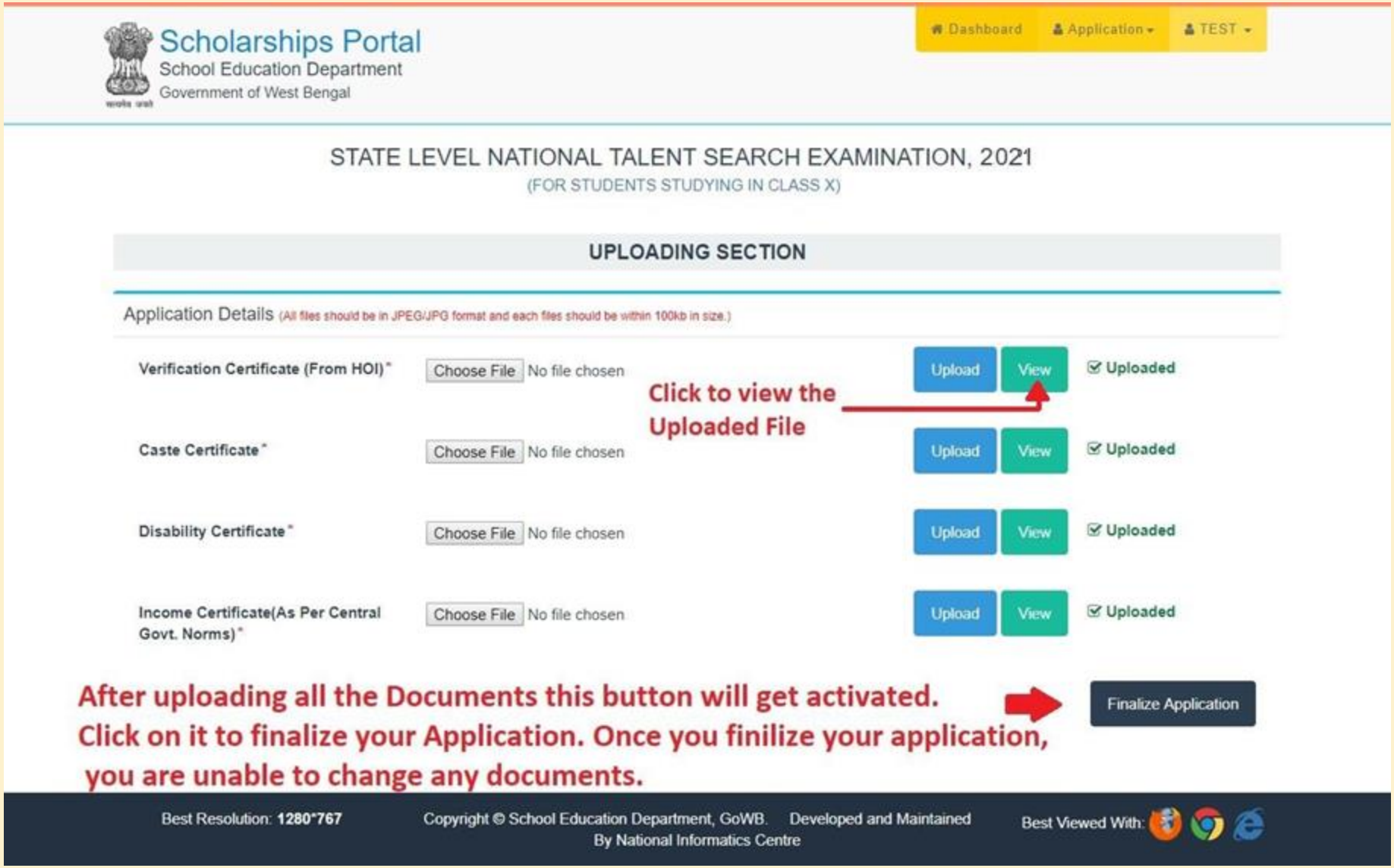
STEP 13: Next step is uploading of supporting documents. Kindly read instructions before proceed to this section.

For NTSE, 2021, you need to upload scan copy of verification certificate (2nd page only). In case if you belong to EWS category then you need to upload the EWS certificate. In case if you belong to "SC / ST/ OBC (as per Central Govt. norms)" 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 JPG/JPEG under 100 KB file size. By first time when you move to upload section "Finalize Application". After uploading of all documents this 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
STATE LEVEL NATIONAL TALENT SEARCH EXAMINATION, 2021
(FOR STUDENTS STUDYING IN CLASS X)
UPLOADING SECTION
Application Details (All files should be in JPEG/JPG format and each files should be within 100kb in size.)
Verification Certificate (From HOI)*
Choose File No file chosen
Upload
View
Uploaded
Click to view the Uploaded File
Caste Certificate*
Choose File No file chosen
Upload
View
Uploaded
Disability Certificate*
Choose File No file chosen
Upload
View
Uploaded
Income Certificate(As Per Central Govt. Norms)*
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
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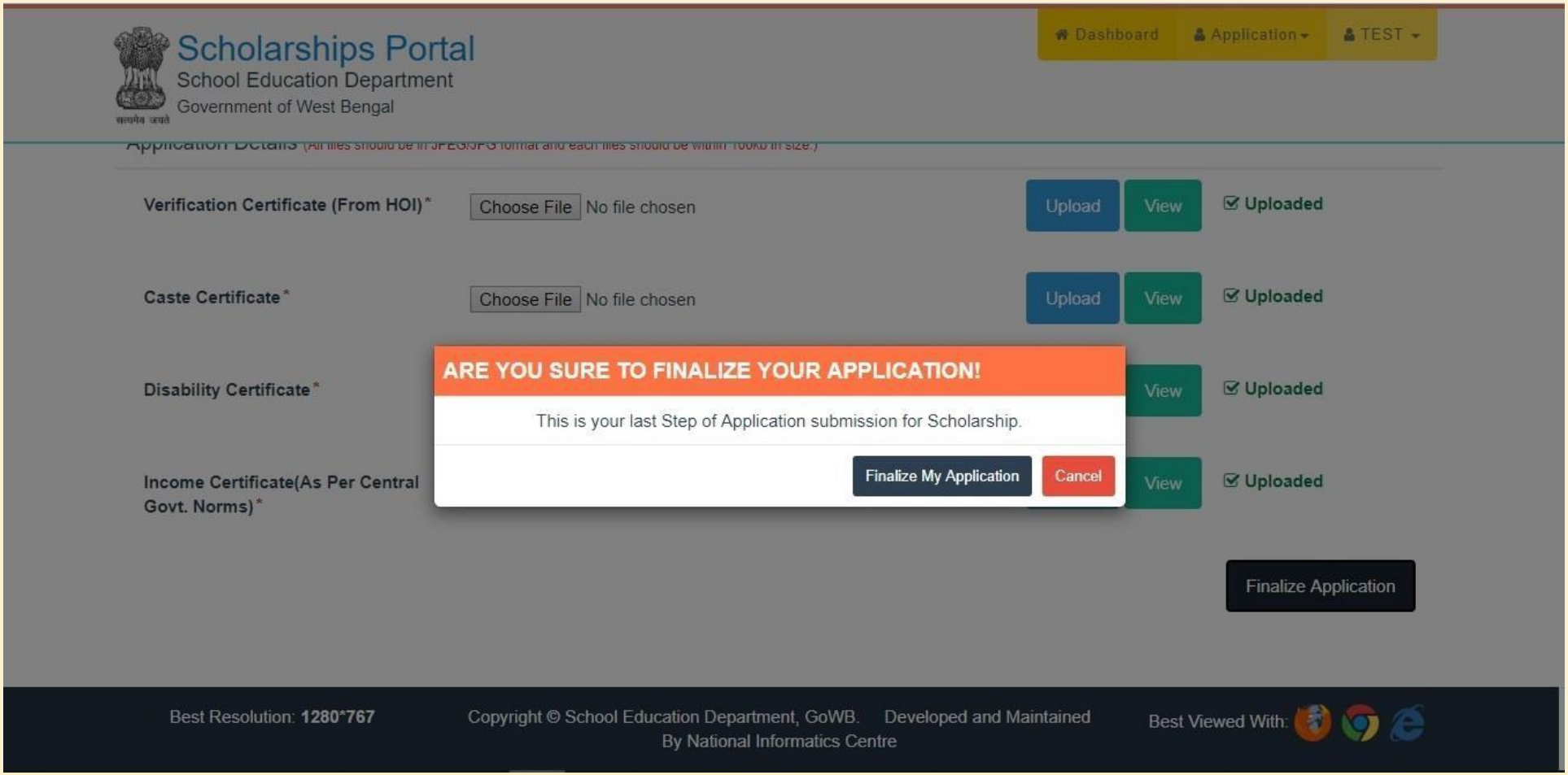
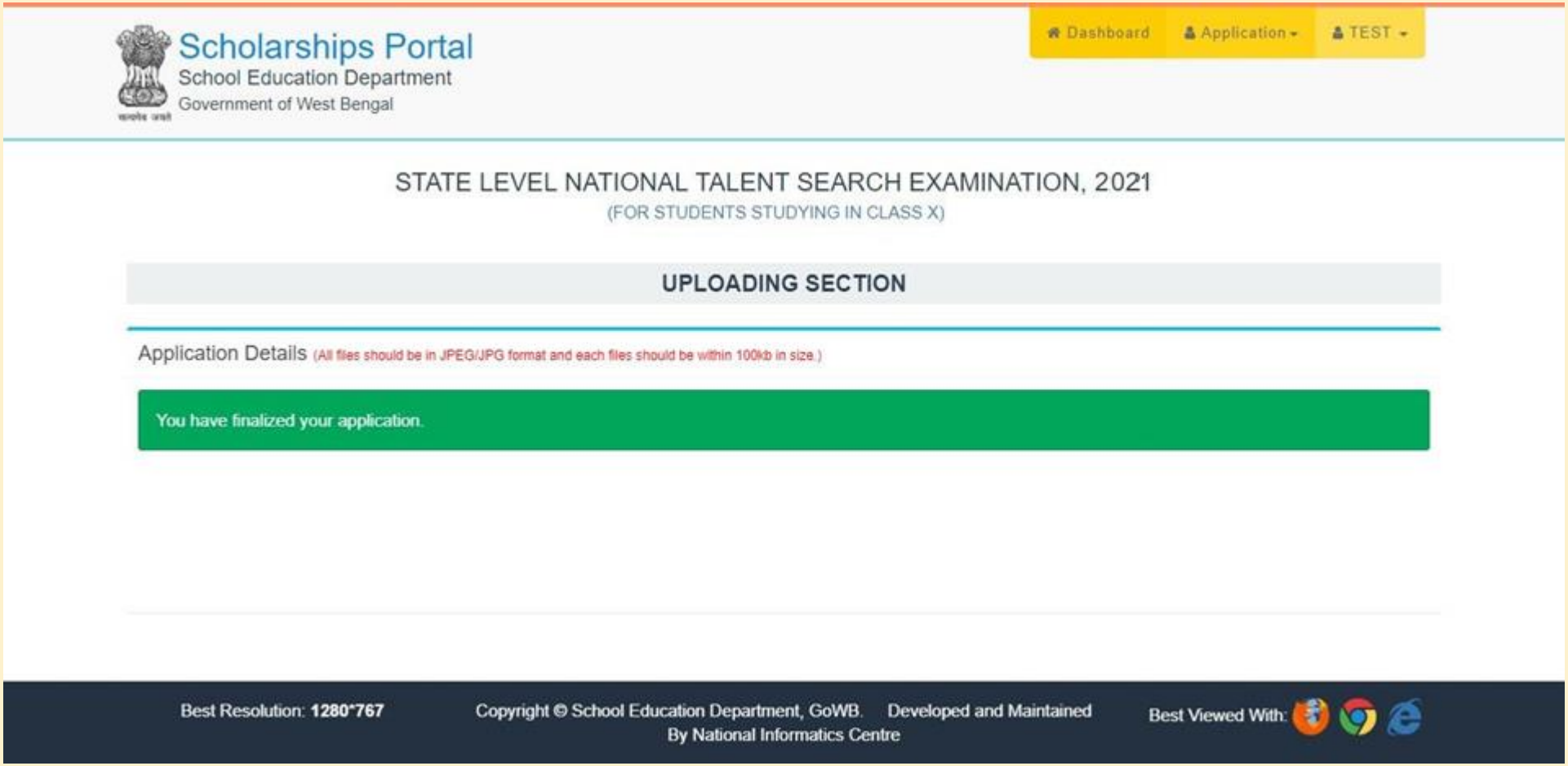
Best Viewed With:

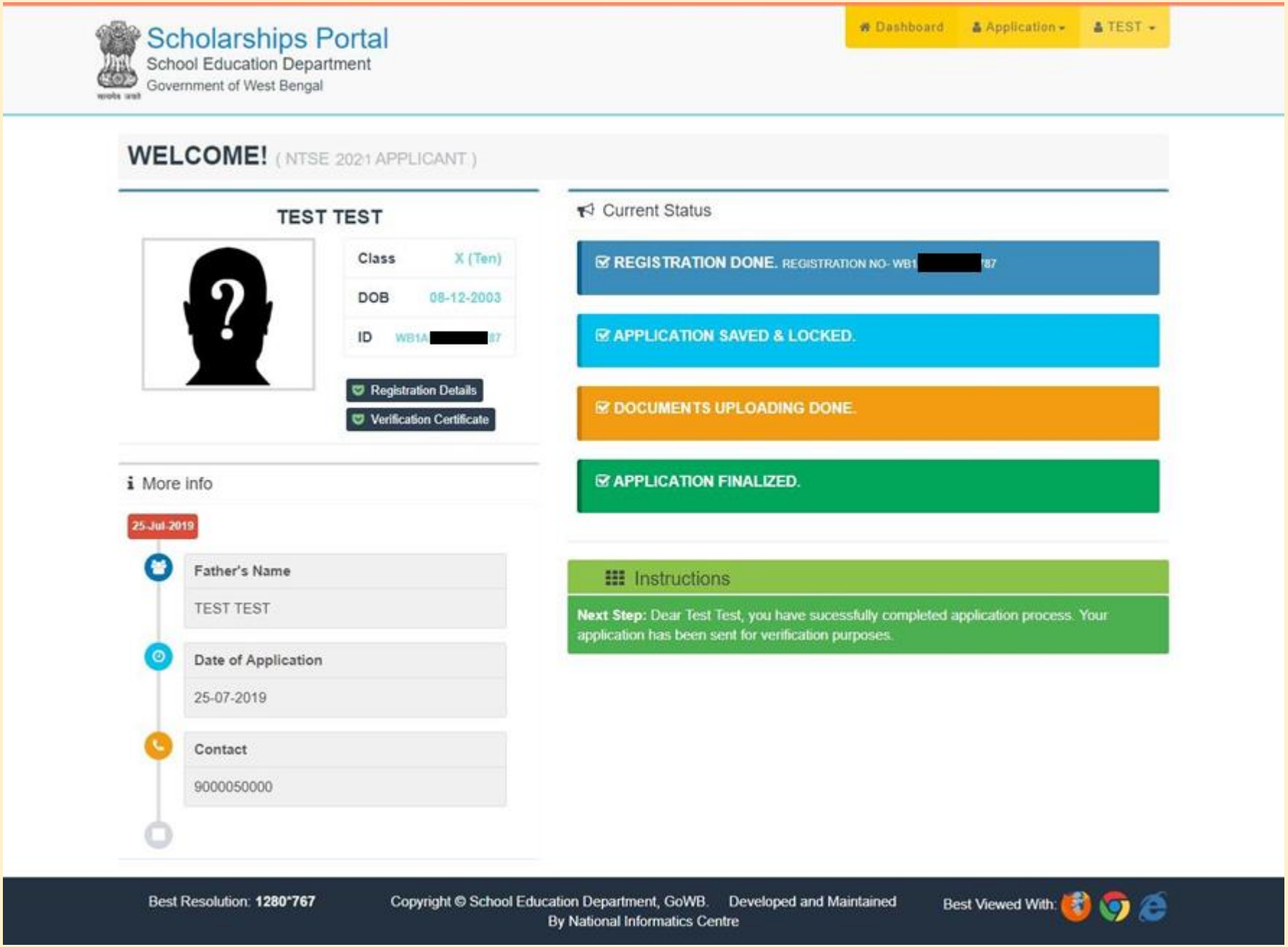
After clicking the Finalize button, this window will open. Click “Finalize My Application” button to final submit.



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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