# <u>State Level National Talent Search Examination (NTSE)</u> <u>2021-2022</u>

# **USER MANUAL**

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

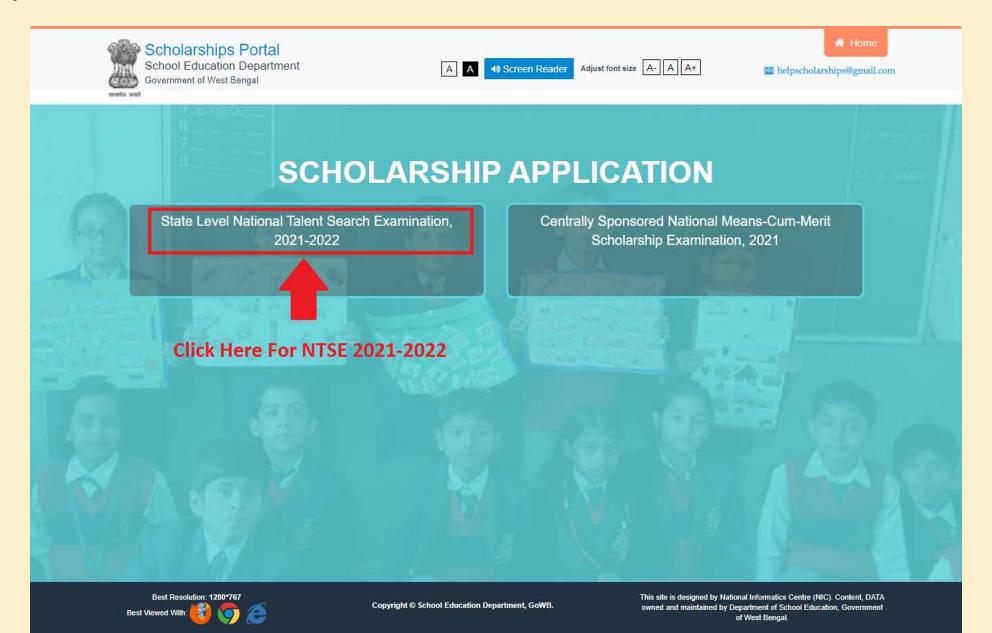
**STEP 1:** Open any html 5 web browser (Preferable Latest version of Firefox or Chrome). Type the url given above in the address bar of the browser. You will see the home page of scholarships portal of School Education Department, GoWB.

	School Education Departme Government of West Bengal	ent	A A Screen Reader	Adjust font size A- A A+	<ul> <li>Administrative /</li> <li>Melpscholarships@g</li> </ul>	
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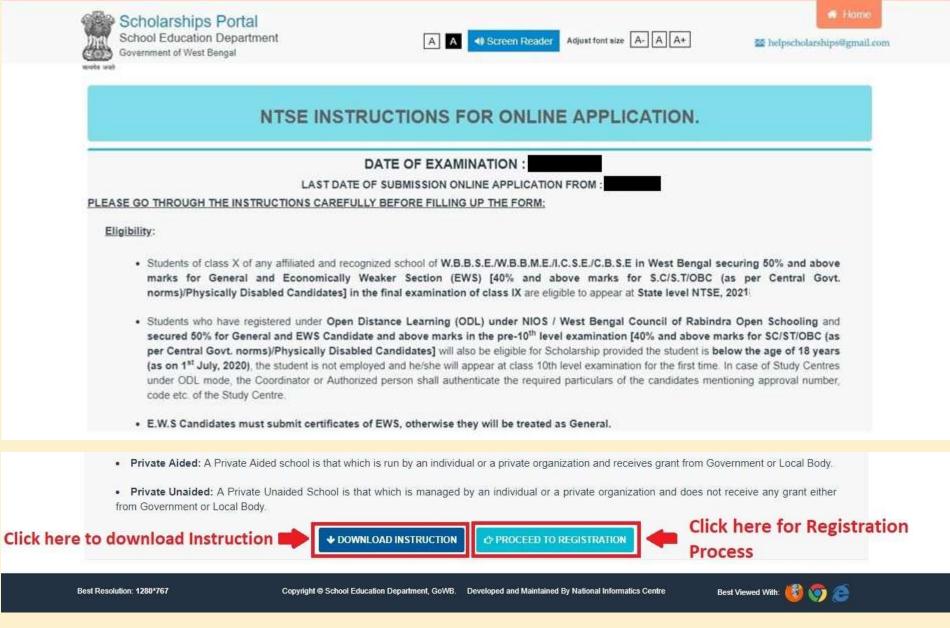
**STEP 2:** Every applicant of NTSE 2021-2022 need to do one-time registration process. Click on "New user register here" to register yourself. It is a one-time process for each applicant. On clicking you will be forwarded to a new window to select scholarships type.

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	6			
	NTSE 2021-22	% NMMSE 2021		LOGIN
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**STEP 3:** Here you need to choose "State Level National Talent Search Examination, 2021-2022" for NTSE 2021-2022 to proceed. Click on "State Level National Talent Search Examination, 2021-2022".



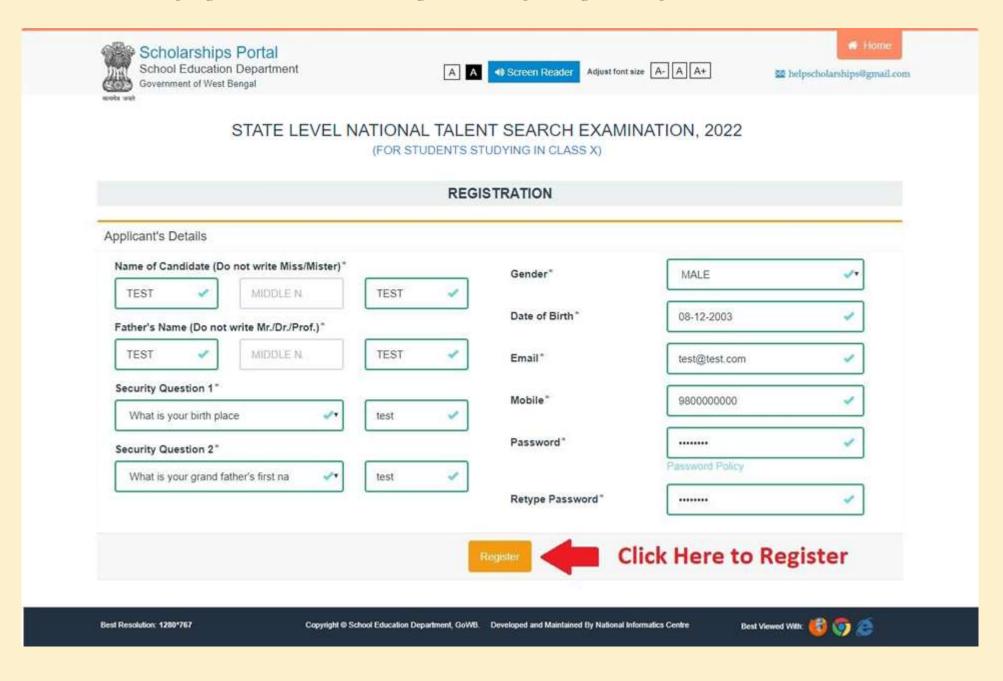
**STEP 4:** By clicking on scholarships type you will be forwarded to NTSE, 2021-22 instruction page. Read complete instruction before proceed carefully. Scroll down to bottom of the page and you will see two buttons. You can Download Instruction by clicking on left button and to proceed with registration click on 'PROCEED TO REGISTRATION'.



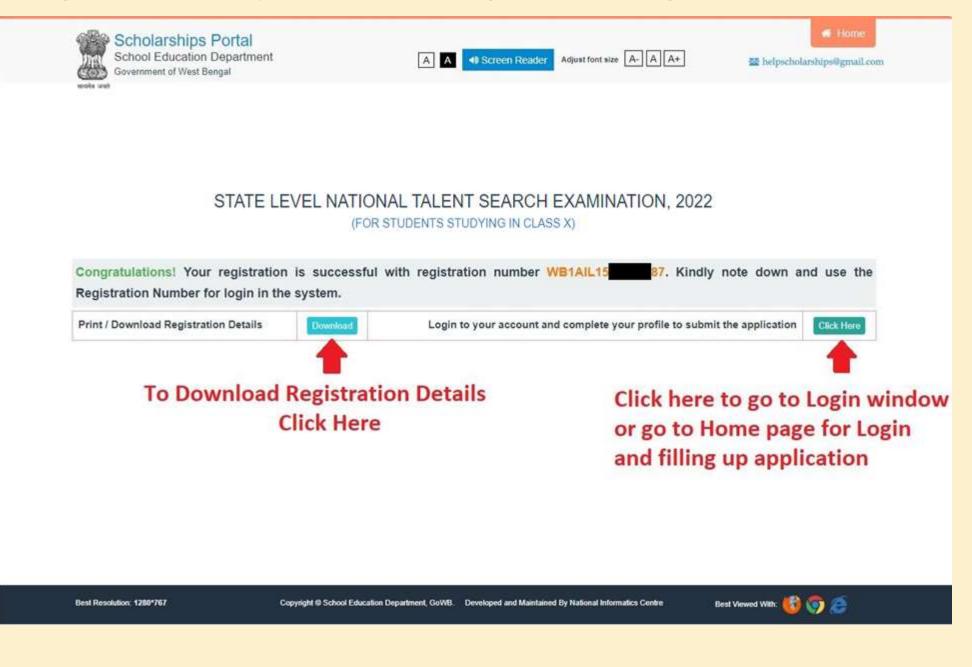
**STEP 5:** Now you will see a registration form containing some basic details. Here all the details are mandatory. Give proper and valid email id and mobile number as all future communication will made to these. Set a strong password. This password is required to login for application fill up and for the rest of the process. You will get USERID / Registration No after successful registration. You will also receive email. Same will be for NTSE, 2021-22.

	STATE LEVEL		ENT SEARCH EXAMIN S STUDYING IN CLASS X)	ATION, 2022
		RE	GISTRATION	
Applicant's Details				
Name of Candidate	(Do not write Miss/Mister)"		Gender*	Select Gender *
FIRST NAM	MIDDLE N	LAST NAM		
Father's Name (Do r	not write Mr./Dr./Prof.)*		Date of Birth*	dd-mm-yyyy
FIRST NAM	MIDDLE N.	LAST NAM	Email*	email
Security Question 1	1-		Mahila*	A COMPANY PO NON
Select Security Qu	uestion •	Answer	Mobile*	MOBILE NO
Security Question 2	2-		Password*	
Select Security Qu	uestion •	Answer		Password Policy
			Retype Password*	
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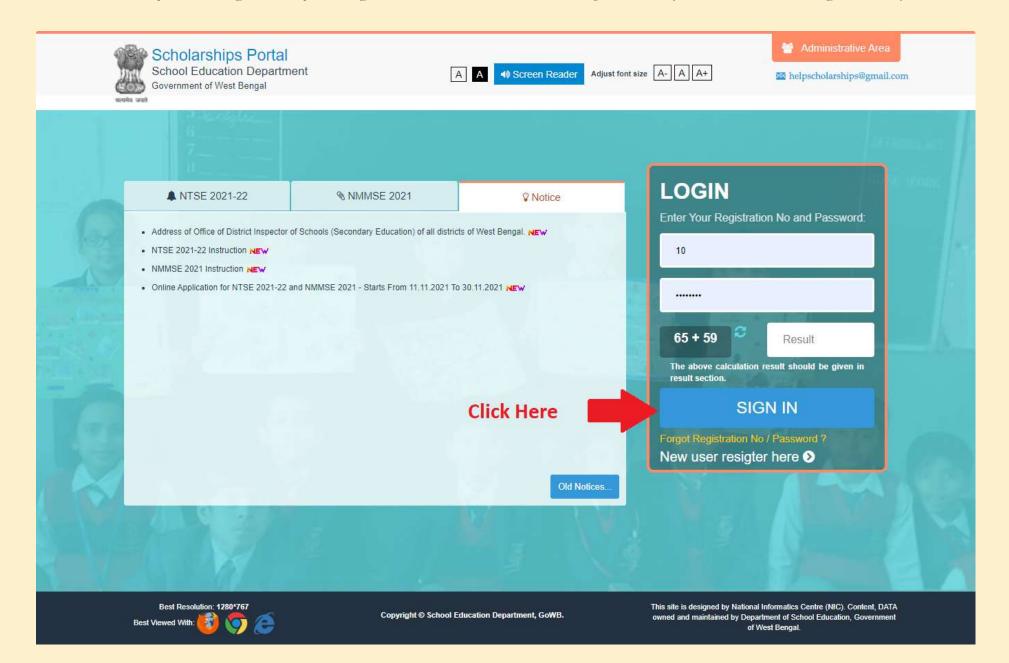
**STEP 6:** After fill up registration form click on "Register" to complete registration process.



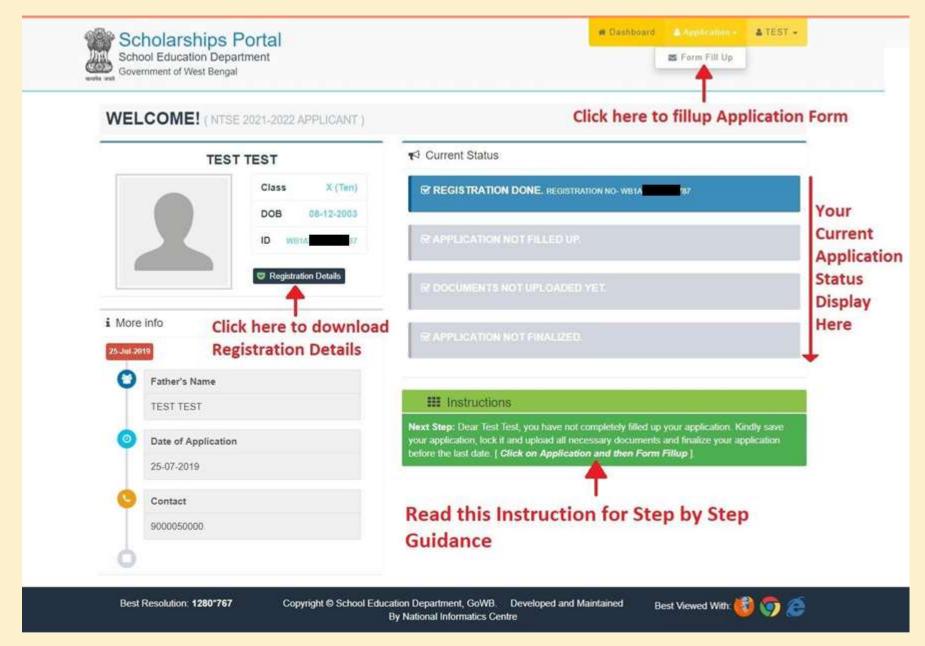
**STEP 7:** After clicking on register, if registration is successfully done system will provide you a registration number along with registration details. You may download it or proceed to login for application filling up.



### 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, 2021-22 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-

WEL	COME! (NTS	SE 2021-2022 APPLICANT	Rectify Application Details and Do Section and Re-finalize Spplication
	1.44.4	T TEST	Current Status
		Class X (Ten)	YOUR APPLICATION WAS BEEN UNLOCKED DUE TO INVALID INFORMATION, PLEASE RECTIFY AND RE-FINALIZE YOUR APPLICATION.
		DOB 08-12-2003	REGISTRATION DONE. RECENTRATION NO-WEN
		C Registration Details	APPLICATION SAVED
i More	-		COCUMENTS UPLOADING DONE.
0	Father's Name		R APPLICATION NOT FINALIZED.
	TEST TEST		
0	Date of Application	n	III Instructions
	25-07-2019		Next Step: Dear Test Test, you have saved your application. Kindly lock your application, download your application and upload all necessary documents and finalize your application.
0	Contact		before the last date.   Click on Application and then Form Fillup ].
	9000050000		
Ó			

**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:

ST	TATE LEVEL		ENT SEARCH EXA STUDYING IN CLASS X)	MINATION, 2022	
		APPL	ICATION FORM		
Primary Details					
Name of Candidate "			Gender*	MALE	
TEST	MIDDLE N	TEST			
Father's Name *			Date of Birth*	08-12-2003	
TEST	MIDDLE N	TEST	Email	test@test.com	
Mother's Name *			Mobile	9000050000	
FIRST NM	MIDDLE N	LAST NAM	Landline	LANDLINE	
Aadhaar No.					
Andhaar number					
Postal Address					
Locality/House No./Street Name*	House/c	OMPLEX NO.	State *	Select State	•
City/Town/Village*	VILLAGES	STREET	District*	Select District	•

Type of Course <sup>*</sup>	Select	•	Medium of Examination at NCERT level *	Select	ł
State	West Bengal		Medium of Examination at	Select	,
District*	Select District	•	State level*		
			Medium of Language	Select	
Sub-division*	Select Sub-Division	¥	portion of MAT at NCERT level*	L	
School Name*	Select School	•	Marks Obtained in class IX in Final Exam*	MARKS	
Institution Locality/Area*	Select	•	Total Marks in class IX in Final Exam <sup>*</sup>	TOTAL MARKS	
Are you Student of	Select	•			

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.

Are you Student of Kendriya Vidyalaya/	YES	190	Select School *	Kendriya Vidyalaya	*
Navodaya Vidyalaya ?*			(Kendriya Vidyalaya/	Select	
			Navodaya Vidyalaya)	Kendriya Vidyalaya Navodaya Vidyalaya	

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.

#### Category Details

- \*\* The applicants who only belong to non- Creamy Layer of OBC category of Central list will be treated as OBC category.
- \*\* The applicants who do not belong to OBC category of Central list will apply as General category.
- \*\* For further refence visit http://www.ncbc.nic.in/User\_Panel/ CentralListStateView.aspx
- \*\* EWS category candidates must submit certificates of EWS, otherwise they will be treated as General category.

Category of Candidate*	General	~*
	Select	
	General OBC as per Central Gov SC ST EWS	rt. Norms

### For Specifically OBC category:

Category of Candidate*	OBC as per Central Govt. N	~	Do you belong to the OBC	Select	~
			Category of Central List? *	Select	
			-	YES No	
			(Please Refer details given on http://www.ncbc.nic.in/User_Panel/ CentralListStateView.aspx)		
Category of Candidate*	OPC as not Control Cost N		Do you belong to the OBC	VEC	~
category of candidate	OBC as per Central Govt. N	•••	Category of Central List? *	YES	•

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.

Category of Candidate*	OBC as per Central Govt. N	~	Do you belong to the OBC Category of Central List? *	YES	~
			0		

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

Category of Candidate*	OBC as per Central Govt. N	~	Do you belong to the OBC Category of Central List? *	YES	1

Parental Annual Income*	Select	٣	Disability status of Candidate as per P.W.D.	Select
Actual Annual Income*	Annual Income		Act*	
		_	Mother's Education*	Select
Father's Education*	Select	•	Mother's Occupation*	Select
Father's Occupation*	Select	۲		
No of Brothers*	NO OF BROTHERS		No of Family members living in house*	FAMILY MEMBER LIVING IN HOI
			At what no. is the Candidate	AT WHAT POSITION
No of Sisters* hoto Upload ** Upload a Passport size photograph ** Photograph file size should be within ** Photograph background should be c ** Do Not Upload any Selfie or Mobile	NO OF SISTER (3.5cm X 4.5cm] in .jpg or .jpeg format. 50KB. lear and light colored. capture photo.		among his/her brothers and sisters*	
hoto Upload ** Upload a Passport size photograpi ** Photograph background should be c ** Doto Vupload any Selfie or Mobile			among his/her brothers and	
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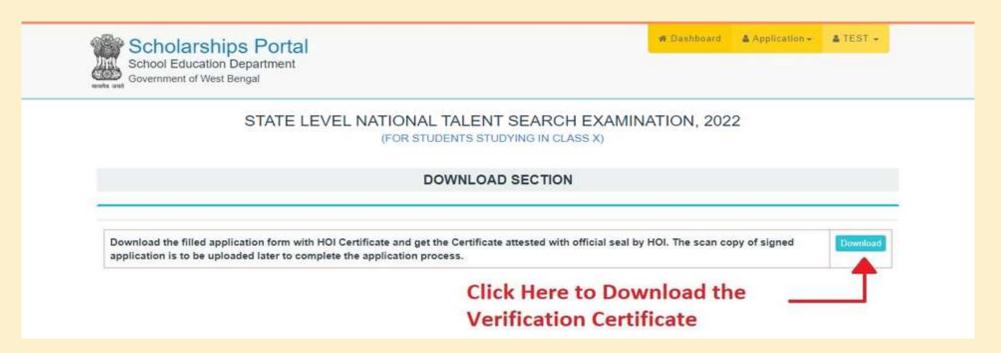
**STEP 11:** Once saved you may find a Lock button at the bottom-right corner of the page. If you do not need any change in application form you can click on "Lock Details" to lock your application form and proceed to next step.

<ul> <li><sup>**</sup> Upload a Passport size photograph[3.5cm X 4.5cm] in .jpg or .jpeg format.</li> <li><sup>**</sup> Photograph file size should be within 50KB.</li> <li><sup>**</sup> Photograph background should be clear and light colored.</li> <li><sup>**</sup> Do Not Upload any Selfie or Mobile capture photo.</li> </ul>				
**If Changes are no	t shown then press CTRL+F5 keys.			
Photo*	Change photo	Uploaded Image	?	
		Save Click here Applicatio	to Lock the Lock D	etails

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

Photo*	ARE YOU SURE TO LOCK FILLED DETAILS!	
	Once locked you will not be able to change your details further.	2,
	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 2<sup>nd</sup> page of the verification certificate and get ready to upload it in upload section.

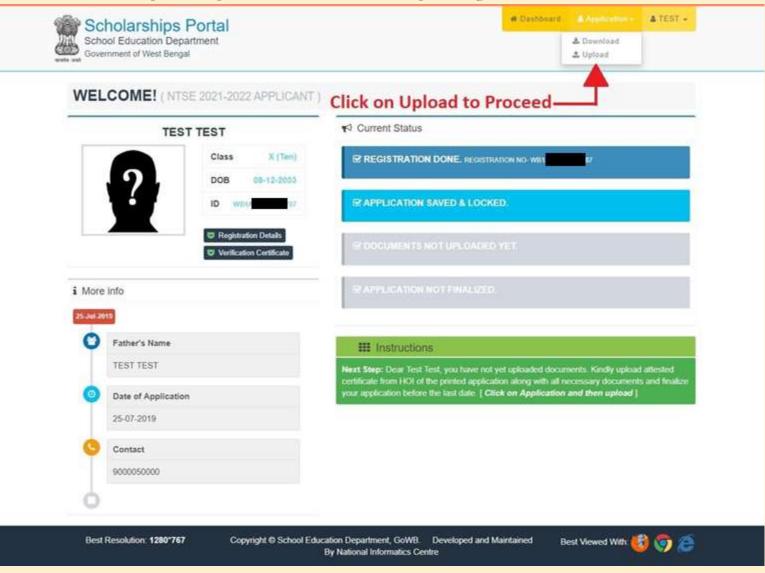


For OBC Candidates, there will be an extra Download button of Central Government prescribe format of OBC Certificate which needs to be filled and signed by the compitent authority and should be uploaded.

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
OBC Certificate Format - Download the Certificate and get the Certificate attested with official seal from the Component Authorities. The scan copy of filled and signed Certificate is to be uploaded later to complete the application process.	Download
OBC Certificate for Only OBC Candidates	

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

For NTSE, 2021-22, you need to upload scan copy of verification certificate (2<sup>nd</sup> 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 PDF format under 200 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.

	School Education Department Government of West Bengal	l		W Dashboard 🔺 Applica	tion - 🔺 TEST -
	STATE LI	EVEL NATIONAL TALEN (FOR STUDENTS ST	IT SEARCH EXAMIN	ATION, 2022	
		UPLOADI	NG SECTION		
	Uploading Details (All files should be in P	DF format and each files should be within 20	Okb in size.)		
	Verification Certificate (From HOI)*	Choose File No file chosen	Click To Upload	Upload 0	Pending
Click	To Select the Uploaded Fi	le 🗕			
	Caste Certificate*	Choose File No file chosen		Upload	Pending
	Disability Certificate*	Choose File No file chosen		Upload	Pending
	Income Certificate(As Per Central Govt. Norms)*	Choose File No file chosen		Upload	Pending
				F	inalize Application
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#### STATE LEVEL NATIONAL TALENT SEARCH EXAMINATION, 2022 (FOR STUDENTS STUDYING IN CLASS X)

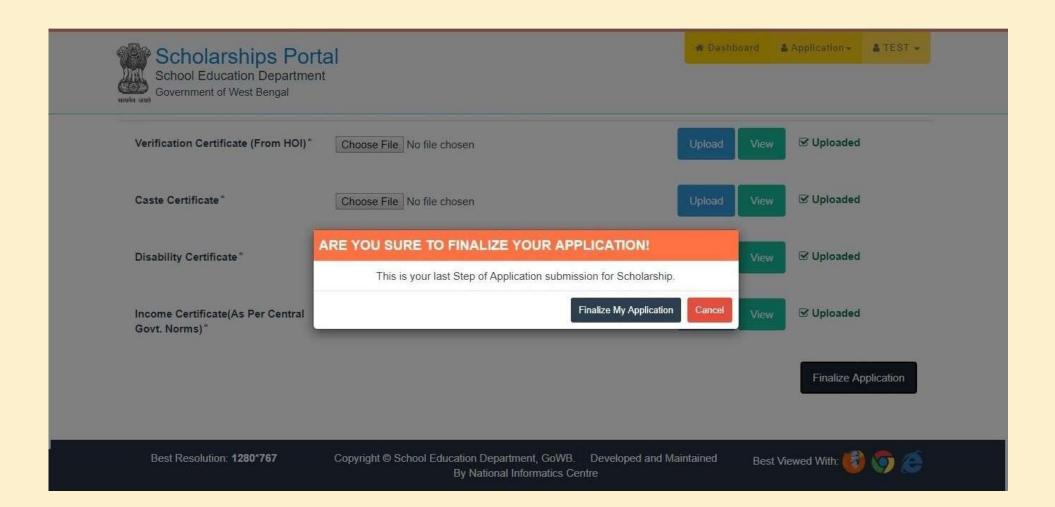
UPLOADING SECTION

/erification Certificate (From HOI)*	Choose File No file chosen	Click to view the	Upload	View	G Uploaded
Caste Certificate*	Choose File No file chosen	Uploaded File	Upload	View	G Uploaded
Disability Certificate*	Choose File No file chosen		Upload	View	𝒮 Uploaded
ncome Certificate(As Per Central Govt. Norms)*	Choose File No file chosen		Upload	View	C Uploaded

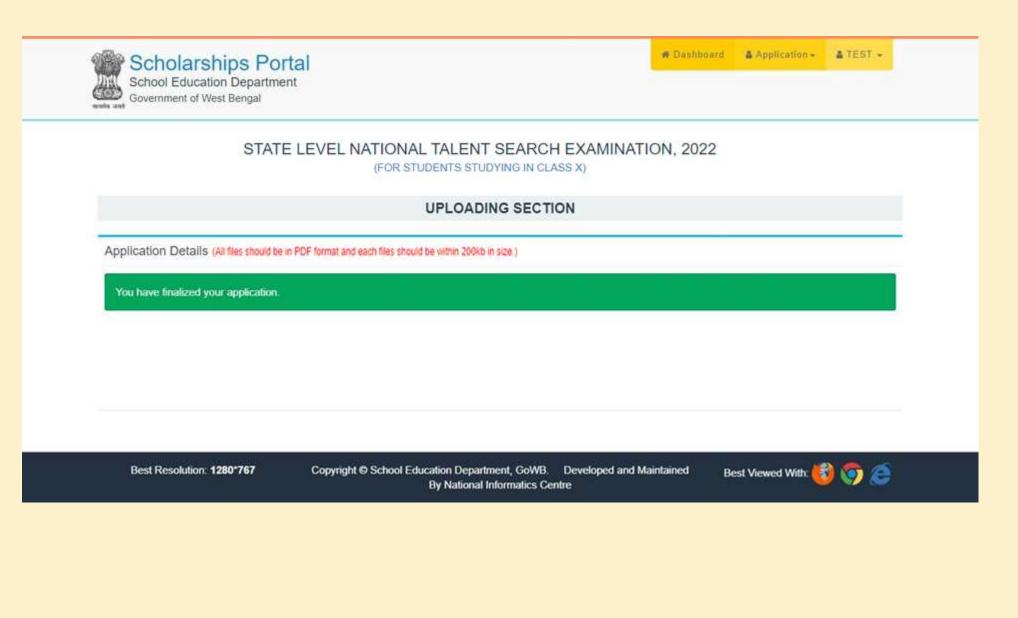
## you are unable to change any documents.

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	By National Informatics Centre	

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.

	SE 2021-2022 APPLICANT )			
т	EST TEST	A Current Status		
6	Class X (Ten) DOB 08-12-2003	REGISTRATION DONE. REGISTRATION NO- WB1		
Y	ID WETA	R APPLICATION SAVED & LOCKED		
	<ul> <li>Registration Details</li> <li>Verification Certificate</li> </ul>	B DOCUMENTS UPLOADING DONE.		
i More info		SAPPLICATION FINALIZED.		
25-Jul-2019				
Father's Name		Instructions		
TEST TEST		Next Step: Dear Test Test, you have sucessfully completed application process. Your		
Date of Applic	ation	application has been sent for ventication purposes.		
25-07-2019				
Contact				
9000050000				

