# <u>Centrally Sponsored National Means-Cum-Merit</u> <u>Scholarship Examination (NMMSE)-2019</u>

# USER MANUAL (URL: <u>https://scholarships.wbsed.gov.in</u>)

**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.

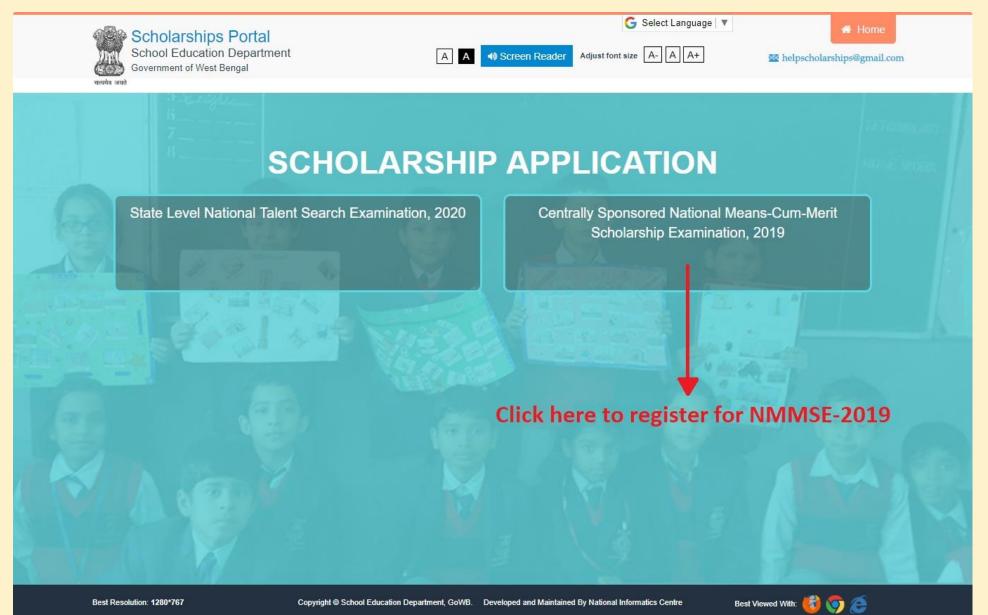
and the second sec	School Education Departme Government of West Bengal	ent [/	A A Screen Reader	Adjust font size A- A A+	🔮 Administrativ	
	6 6 7 8					LET HOME AUS
	A NTSE 2020	% NMMSE 2019		LOGI	N	
	NTSE 2020 Instruction NEW			Enter Your F	Registration No and Passwor	d:
C A	NMMSE 2019 Instruction NEW			Registrat	ion No	10
				Password	d	
				2 + 20	Result	
in the second				The above c result section	alculation result should be given i n.	in
					SIGN IN	
63					tration No / Password ? resigter here ⊙	
			Old No	utices		
			a a a a a a a a a a a a a a a a a a a	1		
Best	t Resolution: 1280*767	Copyright @ School Education Department,	t, GoWB. Developed and Maintained	d By National Informatics Centre	Best Viewed With: 🔞 🌍 (	é

**STEP 2:** Every applicant of NMMSE 2019 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.

	Scholarships Portal School Education Departme Government of West Bengal	nt [	A A Screen Reader Adjust		<ul> <li>Administrative Area</li> <li>helpscholarships@gmail.com</li> </ul>
	8				
	A NTSE 2020	% NMMSE 2019	♀ Notice	LOGIN	
	NTSE 2020 Instruction NEW			Enter Your Registration	No and Password:
C A	NMMSE 2019 Instruction NEW			Registration No	
				Password	
				Fassword	
· ····································				2 + 20	Result
The survey				The above calculation resu result section.	It should be given in
-				SIGN	IN
120				Forgot Registration No / P	
633				New user resigter h	
			Old Notices		
			A A A	Click Her	e
S. Wa					
Best	t Resolution: 1280*767	Copyright @ School Education Departmer	nt, GoWB. Developed and Maintained By Natio	onal Informatics Centre Best Viewe	sd With: 🔞 🐬 🥭

#### $\ensuremath{\mathbb{C}}$ scholarships.wbsed.gov.in

**STEP 3:** Here you need to choose "Centrally Sponsored National Means-Cum-Merit Scholarship Examination, 2019" as scholarships type for NMMSE 2019 to proceed. Click on "Centrally Sponsored National Means-Cum-Merit Scholarship Examination, 2019".



**STEP 4:** By clicking on scholarships type you will be forwarded to NMMSE, 2019 instruction page. <u>Read complete</u> 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'.

School Education Department Government of West Bengal	A A Screen Reader Adjust font size A- A A+	₭ Home ★ helpscholarships@gmail.com
NMMSE INS	TRUCTIONS FOR ONLINE APPLICATION	
LAST DA	DATE OF EXAMINATION : 17.11.2019 ATE OF SUBMISSION OF ONLINE APPLICATION: 31.08.2019 JLLY BEFORE FILLING UP THE FORM:	
	nd above marks in the final examination of class VII are eligible to appea relaxation to SC, ST, Disabled candidates).	ar in the Centrally Sponsored
• <u>Students of Kendriya Vidyalaya, Jawahar</u> entitled to get Scholarship. The students <u>Government Sponsored Schools includin</u>	Navodaya Vidyalaya and State Government run residential schools or must be studying in recognized Government Schools/Government Aid	ded School/Local Body and
<ul> <li>Scholastic Aptitude Test comprises of the</li> </ul>		evel of class VII & VIII.
in the said examination.	SE Examination are objective type. Each question carries one mark. Th	
Click here to download Instruction	Education Department, GoWB. Developed and Maintained By National Informatics Centre	Best Viewed With:

#### © scholarships.wbsed.gov.in

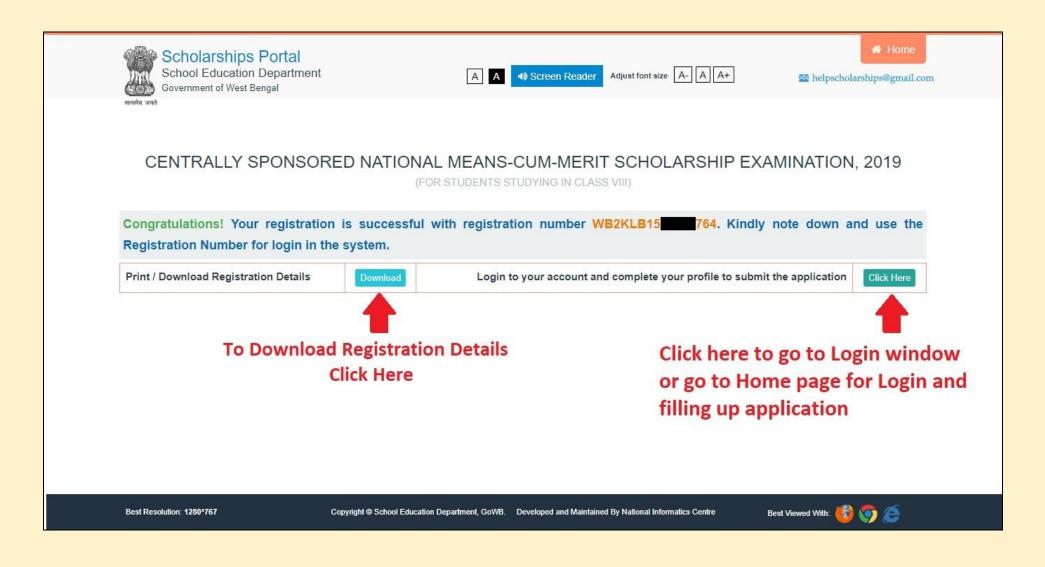
**STEP 5:** Now you will see a registration form containing some basic details. Here all the details are mandatory. Give proper and valid email id and mobile number as all future communication will made to these. Set a strong password. This password is required to login for application fill up and for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

CENTRA	ALLY SPONSORED		NS-CUM-MERIT SCHOL	ARSHIP EXAMINATION	l, 2019
		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	×		M-L:L*		
Select Security Qu	uestion •	Answer	Mobile*	MOBILE NO	
Security Question 2	*		Password*		
Select Security Qu	uestion •	Answer		Password Policy	
			Retype Password*		
				is are Mandatory	•••

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

सल्पमेव जयते CENTRALLY SPONSORED NATIONAL M (FOR STU	MEANS-CUM-MERIT SCHOLA	ARSHIP EXAMINATI	
			ON, 2019
	REGISTRATION		
Applicant's Details			
Name of Candidate (Do not write Miss/Mister)*	Gender*	MALE	~
TEST MIDDLE N. TEST	Date of Birth*	05-12-2006	~
TEST  MIDDLE N. TEST	Email*	test@gmail.com	~
Security Question 1* What is your birth place	Mobile*	9832000000	~
Security Question 2*	Password*		~
What is your grand father's first na	~	Password Policy	
	Retype Password*		*
	Register Click	Here To Reg	ister
Best Resolution: 1280*767 Copyright © School Education Departm	nent, GoWB. Developed and Maintained By National Infor	matics Centre Bast Viewer	ı With: 🔞 🌀 🕭

**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.

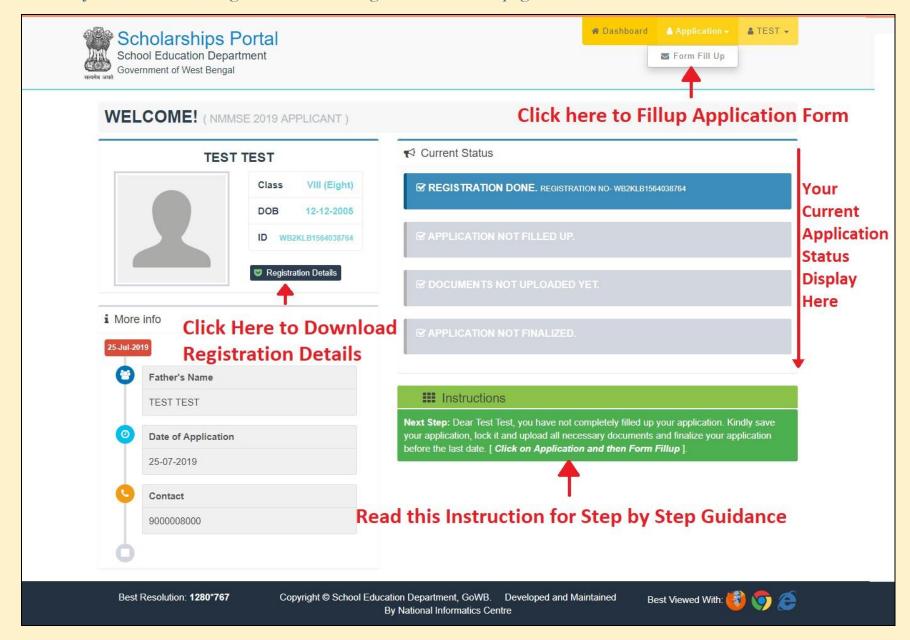


**STEP 8:** Now you can login with your registration no as USER ID and password (Set at the time of registration).

and a set	School Education Department Government of West Bengal	nt	A A Screen Reader	Adjust font size	A- A A+	<ul> <li>Administrative A</li> <li>Melpscholarships@gr</li> </ul>	
	6 6 7 8						eThorstory
	A NTSE 2020		♀ Notice		LOGIN		
6	NTSE 2020 Instruction NEW     NMMSE 2019 Instruction NEW				Enter Your Registratic		
				10	Password		
1. 1. 1. 1. 1.					79 + 52 🖉	Result	
No.					The above calculation r result section.	result should be given in	
			<b>Click Here</b>		SIG	N IN	
					Forgot Registration No New user resigter		
			Old No	otices			
K V						Yeard	21
Best	Resolution: 1280*767	Copyright @ School Education Depar	rtment, GoWB. Developed and Maintained	d By National Informati	cs Centre Best V	iewed With: 🔞 🌍 🥭	

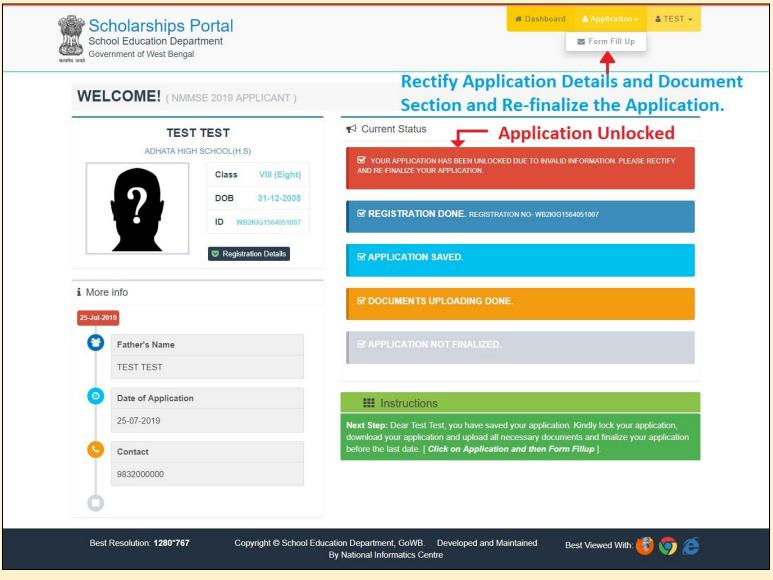
### © scholarships.wbsed.gov.in

**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 2019 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 2019:

School Educ Government of	ships Portal ation Department West Bengal			
CENT	RALLY SPONSORE		ANS-CUM-MERIT SCH	OLARSHIP EXAMINATION, 2019
		APP	LICATION FORM	
Primary Details				
Name of Candida	te *	_	Gender*	MALE
TEST	MIDDLE N.	TEST		
Father's Name *			Date of Birth*	12-12-2005
TEST	MIDDLE N.	TEST	Email	test@test.com
Mother's Name *			Mobile	900008000
TEST	MIDDLE N.	TEST	Landline	LANDLINE
Aadhaar No.				

Locality/House No./Street Name*	TEST	State*	WEST BENGAL	•
City/Town/Village*	TEST	District*	NORTH TWENTY FOUR PARGANAS	۲
Police Station*	TEST	Area*	RURAL	•
Post Office*	TEST	PIN Code*	700000	
Institution Details (in wh	ich candidate presently studying at Class VIII) West Bengal	Medium of examination *	English	•
District*	NORTH 24 PARGANAS	Marks Obtained in	350	-
Sub-division*	BARASAT SADAR	class VII Annual Exam*	350	
School*	ADHATA HIGH SCHOOL(H.S)	Full Marks in class VII • Annual Exam*	500	
Institution Locality/Area*	RURAL	X		
Other Details				
Category of candidate*	SC	<ul> <li>Disability status of candidate as per</li> <li>P.W.D. Act*</li> </ul>	Visually Impaired	•
Parental Annual Income*	50001 - 100000	• Religion*	HINDU	¥
Actual Annual Income*	80000	Hosteller*	No	•
Orphan*	No	▼ Marital Status*	Un-Married	•
	240	Others Fee*	60	
Admission Fee*	240			

© scholarships.wbsed.gov.in

Bank Name (in full)*	TEST BANK OF INDIA	Branch Name*	TEST
Aadhaar linked with Bank <sup>*</sup>	Yes		
Photo*	Upload Image e To Upload Profile Image	Uploaded Image	g up all the information
		Attor tilling	

**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.

Photo*	Change photo	Uploaded Image	.?.
		Save Click Here	to Lock Lock Details
		Applicatio	n Form Details

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

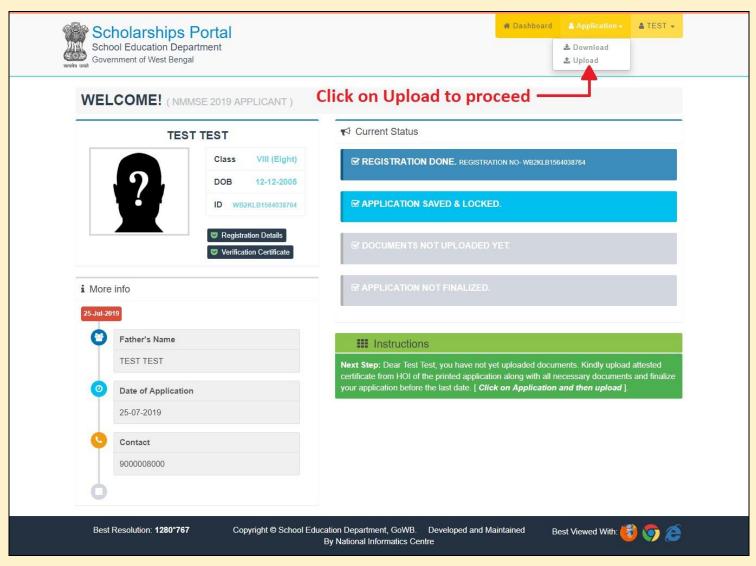
School Education Government of West	Department		R Dashboard	Application - ATEST -
Bank Name (in full)*	TEST BANK OF INDIA	Branch Name*	TEST	
Aadhaar linked with Bank *	Yes	•		
Photo Upload (Upload a pas		OCK FILLED DETAILS!	_	
Photo*		ot be able to change your deta Lock My D	2	1
		Save		Lock Details
Best Resolution: 1280		ion Department, GoWB. Developed a v National Informatics Centre	and Maintained Best	Viewed With: 🔞 🌀 🥭

**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.

IAL MEANS-CUM-MERIT SCHOLAR OR STUDENTS STUDYING IN CLASS VIII)	SHIP EXAMINATION, 2	2019
DOWNLOAD SECTION		
Click Here to Do		
the Verification	Certificate	

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

For NMMSE, 2019 you need to upload scan copy of verification certificate (2<sup>nd</sup> 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.



© scholarships.wbsed.gov.in

**STEP 14:** By clicking on upload system will move to upload section, where you need to upload supporting documents in JPG/JPEG format under 100 KB file size. After uploading of all documents "Finalize Application" button will get active automatically. Click on "Finalize Application" to finalize your application.

	School Education Department Government of West Bengal	al		# Dashboard	Application -	🛔 TEST 👻	
	CENTRALLY SPONS	ORED NATIONAL MEANS-( (FOR STUDENTS ST	CUM-MERIT SCHOLAF	RSHIP EXAN	/INATION, 20	)19	
		UPLOADIN	IG SECTION				
	Uploading Details (All files should be in JPE	G/JPG format and each files should be within 100kb in	n size.)				
	Verification Certificate (From HOI)*	Choose File No file chosen	Click To Upload	Upl	oad O Pendin	g	
Click	To Select the Uploaded Fi Income Certificate*	Choose File No file chosen		Upl	oad <b>1</b> Pendin	9	
	Bank Passbook Photo Copy (Only Page Where A/C Details Displayed) *	Choose File No file chosen		Upl	oad O Pendin	9	
	Caste Certificate*	Choose File No file chosen		Upl	oad Ø Pendin	9	
	Disability Certificate*	Choose File No file chosen		Upl	oad 0 Pendin	g	
					Finalize /	Application	
	Best Resolution: 1280*767	Copyright © School Education Departm By National In	ent, GoWB. Developed and Mai formatics Centre	intained Be	est Viewed With:	9 🧭	

्राह्य सत्यमेव जयस	Scholarships Portal School Education Department Government of West Bengal	ľ		🏶 Dashboard 🔒 A	pplication - TEST -	
	CENTRALLY SPONSO		ANS-CUM-MERIT SCHOLAP	RSHIP EXAMINA	ATION, 2019	
		UPLC	DADING SECTION			
Upl	loading Details (All files should be in JPEG/	/JPG format and each files should be withi	n 100kb in size.)			ć.
V	erification Certificate (From HOI)*	Choose File No file chosen	Click to view the	Upload View	I Uploaded €	
In	ncome Certificate*	Choose File No file chosen	Uploaded File	Upload View	☑ Uploaded	
	ank Passbook Photo Copy (Only age Where A/C Details Displayed) *	Choose File No file chosen	l	Upload View	<b>☑</b> Uploaded	
с	aste Certificate *	Choose File No file chosen		Upload View	⊡ Uploaded	
D	isability Certificate*	Choose File No file chosen		Upload View	☑ Uploaded	
Afte	r uploading all the D	ocuments this b	utton will get activat	ed. 💼	Finalize Application	
Click	on it to finalize you	r Application. Or	nce you finilize your a	pplication,		
you	are unable to chang	ge any document	S.			
	Best Resolution: 1280*767	Copyright © School Education D By Nat	Department, GoWB. Developed and Ma tional Informatics Centre	intained Best Vie	ewed With: 🔞 🥎 🥭	

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

School Education Department Government of West Bengal		🕷 Dashb	oard 🛔	Application - A TEST -
सत्यपेव ज्यात	EG/JPG format and each files should be within 100kb in size.)			
Verification Certificate (From HOI)*	Choose File No file chosen	Upload	View	☑ Uploaded
Income Certificate*	Choose File No file chosen	Upload	View	☑ Uploaded
	ARE YOU SURE TO FINALIZE YOUR APPLICATION!			Rubbala
Bank Passbook Photo Copy (Only Page Where A/C Details Displayed) *	This is your last Step of Application submission for Scholarship. Finalize My Application	Cancel	View	☑ Uploaded
Caste Certificate*	Choose File No file chosen	Upload	View	☑ Uploaded
Disability Certificate*	Choose File No file chosen	Upload	View	☑ Uploaded
				Finalize Application

**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).

4	School Education Department Government of West Bengal	al		# Dashboard	Application +	å TEST →	
	CENTRALLY SPONS	ORED NATIONAL MEANS-CUM-MERI (FOR STUDENTS STUDYING IN CLA		RSHIP EXAN	MINATION, 20	)19	
		UPLOADING SECTION	4				
1	Uploading Details (All files should be in JPEC	3/JPG format and each files should be within 100kb in size.)					
	You have finalized your application.						
	Best Resolution: 1280*767	Copyright © School Education Department, GoWB. Do By National Informatics Centre	eveloped and Mai	intained Be	est Viewed With: 🥑	) 🦁 🥭	

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

School Education Dep Government of West Beng	partment		🖀 Dashboard	Application -	å TEST ↓			
WELCOME! (NN	IMSE 2019 APPLICANT )							
TES	ST TEST	r Current Status						
6	Class VIII (Eight) DOB 12-12-2005		<b>REGISTRATION DONE.</b> REGISTRATION NO- WB2KLB1564038764					
?	ID WB2KLB1564038764	APPLICATION SAVED & LOCKED.						
	<ul><li>Registration Details</li><li>Verification Certificate</li></ul>	DOCUMENTS UPLOADING DON	E.					
i More info		☑ APPLICATION FINALIZED.						
25-Jul-2019								
Father's Name		Instructions						
TEST TEST		<b>Next Step:</b> Dear Test Test, you have sucessfully completed application process. Your application has been sent for verification purposes.						
<ul> <li>Date of Application</li> </ul>	on	application has been sent for vehication po	urposes.					
25-07-2019								
Contact								
900008000								
0								
Best Resolution: 1280*76	7 Copyright © School Ed	ucation Department, GoWB. Developed and Ma By National Informatics Centre	aintained B	est Viewed With:	) 🐬 🥭			

