

**Centrally Sponsored National Means-Cum-Merit
Scholarship Examination (NMMSE)-2022**

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.

The screenshot displays the Scholarships Portal for the School Education Department, Government of West Bengal. The header includes the department's logo and name, along with accessibility options like 'Screen Reader' and 'Adjust font size'. An 'Administrative Area' link is visible in the top right. The main content area features a 'Notice' section with two items: 'NMMSE 2022 Instruction' and 'Address of Office of District Inspector of Schools (Secondary Education) of all districts of West Bengal'. A 'LOGIN' form is highlighted with a red border, containing fields for 'Registration No' and 'Password', a 'Result' button, and a 'SIGN IN' button. Below the login form are links for 'Forgot Registration No / Password?' and 'New user register here'. A 'Old Notices...' button is located at the bottom right of the notice section.

STEP 2: Every applicant of NMMSE 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.

The screenshot displays the Scholarships Portal interface. At the top left, the logo of the Government of West Bengal is shown alongside the text "Scholarships Portal", "School Education Department", and "Government of West Bengal". To the right, there are accessibility options including "Screen Reader" and "Adjust font size" (A-, A, A+). Further right, an "Administrative Area" button and the email "helpscholarships@gmail.com" are visible.

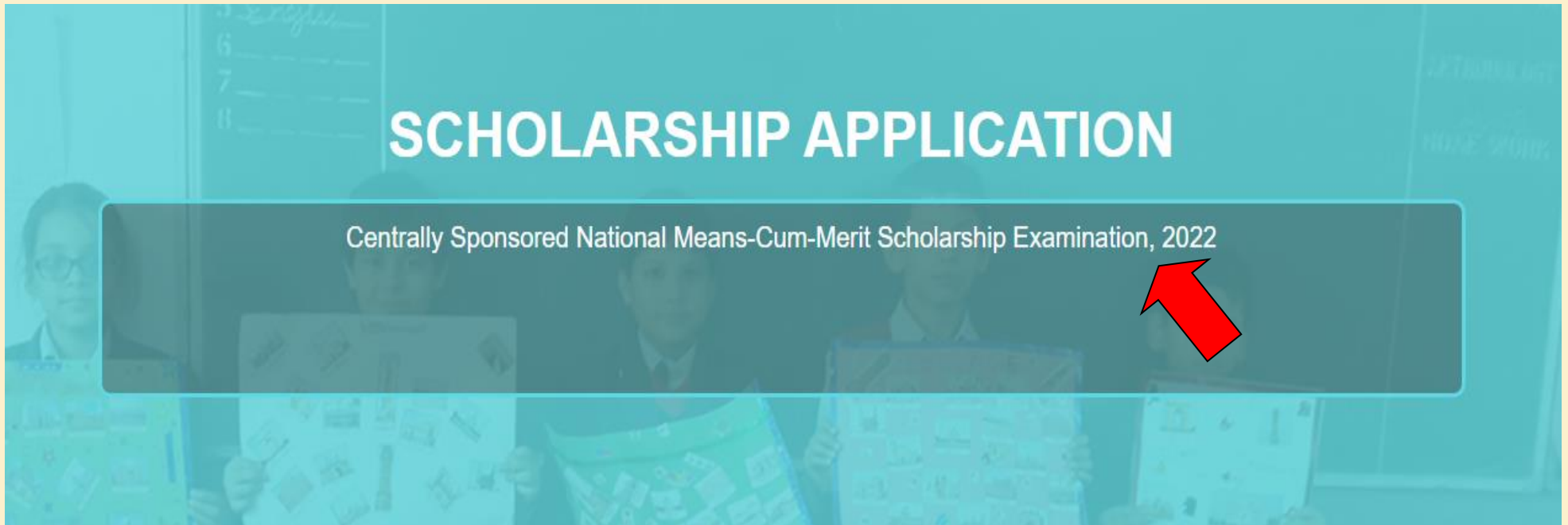
The main content area is divided into two tabs: "NMMSE 2022" and "Notice". Under the "NMMSE 2022" tab, there are two bullet points: "NMMSE 2022 Instruction" and "Address of Office of District Inspector of Schools (Secondary Education) of all districts of West Bengal".

The "LOGIN" section on the right contains the following elements:

- Text: "Enter Your Registration No and Password:"
- Input field: "Registration No"
- Input field: "Password"
- Calculator: A box showing "52 + 73" with a refresh icon and a "Result" button.
- Text: "The above calculation result should be given in result section."
- Button: "SIGN IN"
- Text: "Forgot Registration No / Password ?"
- Link: "New user register here" with a right-pointing arrow, which is highlighted by a red box and a red arrow pointing upwards from below.

STEP 3:

Here you need to choose “Centrally Sponsored National Means Cum Merit Scholarship Examination, 2022” as scholarships type for NMMSE 2022 to proceed. Click on “Centrally Sponsored National Means Cum Merit Scholarship Examination, 2022”.



STEP 4: By clicking on scholarships type you will be forwarded to NMMSE, 2022 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 : 18.12.2022

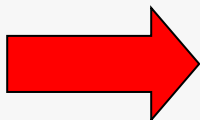
SUBMISSION OF ONLINE APPLICATION: FROM- 25.08.2022 TO- 20.09.2022

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

- All questions in the booklet for the NMMS Examination are objective type. Each Question carries one mark. There is no negative marking in the said examination.
- The decision of Authority will be final in case of any dispute/doubt.



↓ DOWNLOAD INSTRUCTION

➔ 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 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, 2022
(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
-----------	-----------	----------

Security Question 1*

Select Security Question	Answer
--------------------------	--------

Security Question 2*

Select Security Question	Answer
--------------------------	--------

Gender*

Select Gender

Date of Birth*

dd-mm-yyyy

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.

Scholarships Portal
School Education Department
Government of West Bengal

Select Language | Home
Screen Reader | Adjust font size | helpscholarships@gmail.com

CENTRALLY SPONSORED NATIONAL MEANS-CUM-MERIT SCHOLARSHIP EXAMINATION, 2022 (FOR STUDENTS STUDYING IN CLASS VIII)

REGISTRATION

Applicant's Details

Name of Candidate (Do not write Miss/Mister)*	Gender*
TEST ✓	MALE ✓
MIDDLE N.	
TEST ✓	
Father's Name (Do not write Mr./Dr./Prof.)*	Date of Birth*
TEST ✓	05-12-2006 ✓
MIDDLE N.	
TEST ✓	
Security Question 1*	Email*
What is your birth place ✓	test@gmail.com ✓
test ✓	
Security Question 2*	Mobile*
What is your grand father's first na ✓	9832000000 ✓
test ✓	
	Password*
 ✓
	Password Policy
	Retype Password*
 ✓

[Register](#) **← Click Here To Register**

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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.

The screenshot displays the Scholarships Portal interface. At the top left, the logo of the Government of West Bengal is shown next to the text "Scholarships Portal", "School Education Department", and "Government of West Bengal". To the right, there are accessibility options: "Screen Reader" and "Adjust font size" with "A-", "A", and "A+" buttons. Further right is a "Home" button and an email address "helpscholarships@gmail.com".

The main heading reads: "CENTRALLY SPONSORED NATIONAL MEANS-CUM-MERIT SCHOLARSHIP EXAMINATION, 2022 (FOR STUDENTS STUDYING IN CLASS VIII)".

A green notification box contains the text: "Congratulations! Your registration is successful with registration number WB2KLB15 [REDACTED] 764. Kindly note down and use the Registration Number for login in the system."

Below the notification, there are two main action buttons: "Download" (under "Print / Download Registration Details") and "Click Here" (under "Login to your account and complete your profile to submit the application").

Two red arrows point from the text below to these buttons. The first arrow points to the "Download" button, with the text "To Download Registration Details Click Here" below it. The second arrow points to the "Click Here" button, with the text "Click here to go to Login window or go to Home page for Login and filling up application" below it.

The footer contains the text: "Best Resolution: 1280*767", "Copyright © School Education Department, GoWB. Developed and Maintained By National Informatics Centre", and "Best Viewed With:" followed by icons for Internet Explorer, Google Chrome, and Microsoft Edge.

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

Scholarships Portal
School Education Department
Government of West Bengal

Administrative Area
helpscholarships@gmail.com

Screen Reader Adjust font size

NMMSE 2022

- NMMSE 2022 Instruction **NEW**
- Address of Office of District Inspector of Schools (Secondary Education) of all districts of West Bengal. **NEW**

Old Notices...

LOGIN

Enter Your Registration No and Password:

Registration No

Password

52 + 73 Result

The above calculation result should be given in result section.

SIGN IN

[Forgot Registration No / Password ?](#)

[New user resigter here](#)

STEP 9-a: 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 2022 application form. You may read instructions given at bottom-right corner of the page.

Scholarships Portal
School Education Department
Government of West Bengal

Dashboard Application TEST

Form Fill Up

WELCOME! NMMSE 2022 APPLICANT

TEST TEST

Class VIII (Eight)
DOB 12-12-2008
ID wsbse [REDACTED]

Registration Details

Current Status

- REGISTRATION DONE. REGISTRATION NO- WBS [REDACTED]
- 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].

More info

25-Jul-2019

Father's Name
TEST TEST

Date of Application
25-07-2019

Contact
9000008000

Click here to Fillup Application Form

Click Here to Download Registration Details

Read this Instruction for Step by Step Guidance

Your Current Application Status Display Here

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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-

Scholarships Portal
School Education Department
Government of West Bengal

Dashboard Application TEST -
Form Fill Up

WELCOME! NMMSE 2022 APPLICANT

TEST TEST
ADHATA HIGH SCHOOL(H.S)

Class: VIII (Eight)
DOB: 31-12-2005
ID: W82900 [REDACTED]

Registration Details

Rectify Application Details and Document Section and Re-finalize the Application.

Application Unlocked

Current Status

- YOUR APPLICATION HAS BEEN UNLOCKED DUE TO INVALID INFORMATION. PLEASE RECTIFY AND RE-FINALIZE YOUR APPLICATION.
- REGISTRATION DONE. REGISTRATION NO. W82900 [REDACTED] BY [REDACTED]
- APPLICATION SAVED.
- DOCUMENTS UPLOADING DONE.
- APPLICATION NOT FINALIZED.

More info

25-Jul-2019

- Father's Name: TEST TEST
- Date of Application: 25-07-2019
- Contact: 9832000000

Instructions

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 before the last date. [Click on Application and then Form Fillup]

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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 2022:

The screenshot shows the 'Scholarships Portal' for the School Education Department, Government of West Bengal. The main heading is 'CENTRALLY SPONSORED NATIONAL MEANS-CUM-MERIT SCHOLARSHIP EXAMINATION, 2022 (FOR STUDENTS STUDYING IN CLASS VIII)'. Below this is the 'APPLICATION FORM' section, which includes a 'Primary Details' form. The form fields are as follows:

Name of Candidate *			Gender *
TEST	MIDDLE N	TEST	MALE
Father's Name *			Date of Birth *
TEST	MIDDLE N	TEST	12-12-2005
Mother's Name *			Email
TEST	MIDDLE N	TEST	test@test.com
Aadhaar No.			Mobile
123412341234			9000008000
			Landline
			LANDLINE

Postal Address

Locality/House No./Street Name*	TEST	State*	WEST BENGAL ▼
City/Town/Village*	TEST	District*	NORTH TWENTY FOUR PARGANAS ▼
Police Station*	TEST	Area*	RURAL ▼
Post Office*	TEST	PIN Code*	700000

Institution Details (in which candidate presently studying at Class VIII)

State	West Bengal	Medium of examination*	English ▼
District*	NORTH 24 PARGANAS ▼	Marks Obtained in class VII Annual Exam*	350
Sub-division*	BARASAT SADAR ▼	Full Marks in class VII Annual Exam*	500
School*	ADHATA HIGH SCHOOL(H.S) ▼		
Institution Locality/Area*	RURAL ▼		

Other Details

Category of candidate*	SC ▼	Disability status of candidate as per P.W.D. Act*	Visually Impaired ▼
Parental Annual Income*	50001 - 100000 ▼	Religion*	HINDU ▼
Actual Annual Income*	80000	Hosteller*	No ▼
Orphan*	No ▼	Marital Status*	Un-Married ▼
Admission Fee*	240	Others Fee*	60
Tuition Fee*	120	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.*	3000000000	IFSC Code*	SBIN0000000
Bank Name (in full)*	TEST BANK OF INDIA	Branch Name*	TEST
Aadhaar linked with Bank*	Yes		

Photo Upload


** Upload a Passport size photograph(3.5cm X 4.5cm) in .jpg or .jpeg 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* Uploaded Image 

[Click Here To Upload Profile Image](#)

After filling up all the information Click here to Sava

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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.

Photo Upload

** Upload a Passport size photograph(3.5cm X 4.5cm) in .jpg or .jpeg 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.

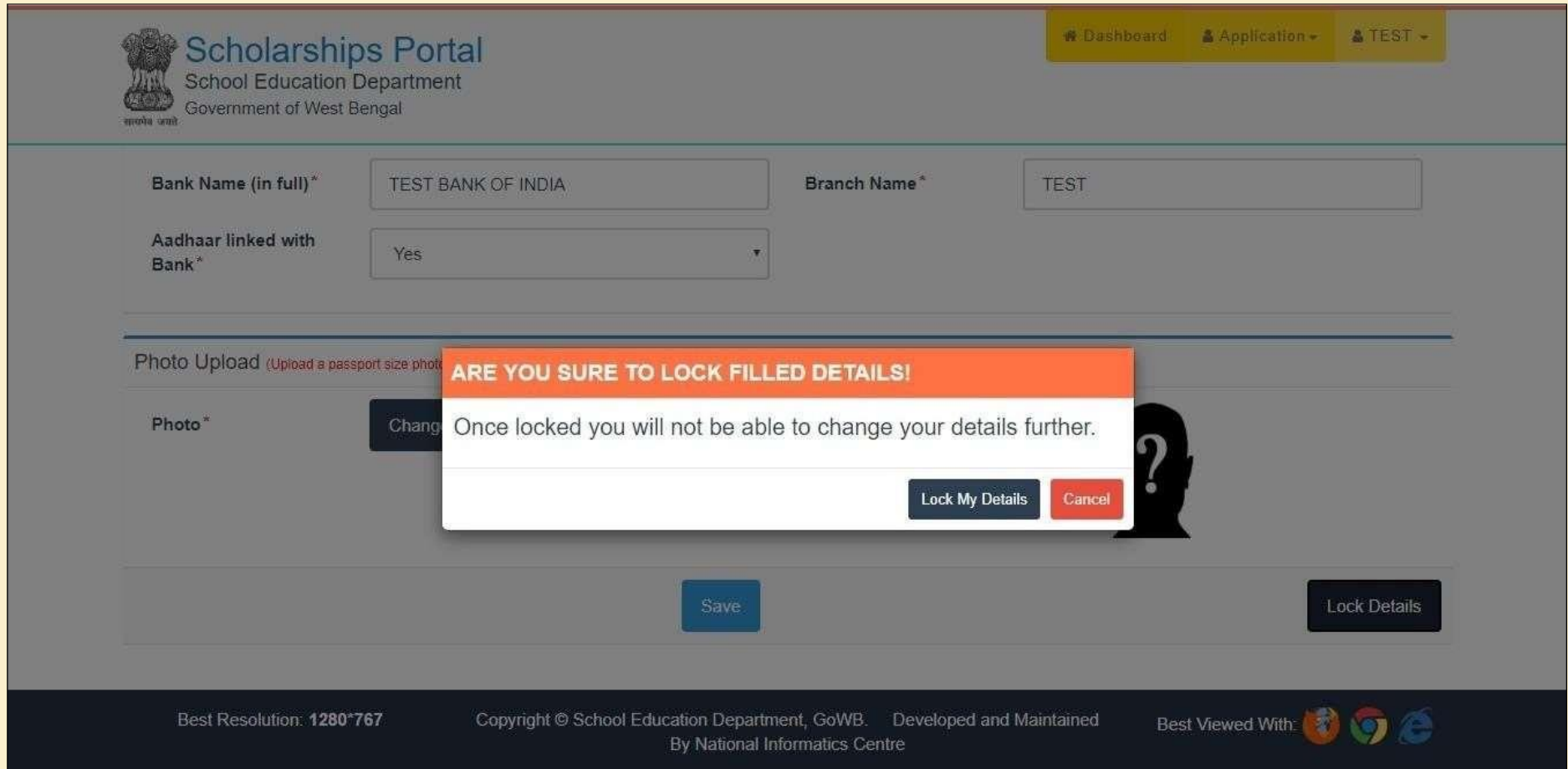
****If Changes are not shown then press CTRL+F5 keys.**

Photo* Uploaded Image 

Click Here to Lock Application Form Details

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



The screenshot displays the Scholarships Portal interface for the School Education Department, Government of West Bengal. The page includes a header with the department's logo and name, and navigation links for Dashboard, Application, and TEST. The main form area contains fields for Bank Name (in full) with the value 'TEST BANK OF INDIA', Branch Name with 'TEST', and Aadhaar linked with Bank with 'Yes'. A 'Photo Upload' section is visible with a 'Photo*' field and a 'Change' button. A modal dialog box is centered on the screen, titled 'ARE YOU SURE TO LOCK FILLED DETAILS!' in orange. The dialog contains the text 'Once locked you will not be able to change your details further.' and two buttons: 'Lock My Details' and 'Cancel'. At the bottom of the form, there are 'Save' and 'Lock Details' buttons. The footer contains technical information: 'Best Resolution: 1280*767', 'Copyright © School Education Department, GoWB. Developed and Maintained By National Informatics Centre', and 'Best Viewed With:' followed by icons for Internet Explorer, Google Chrome, and Mozilla Firefox.

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.

The screenshot shows the Scholarships Portal interface. At the top left is the logo of the School Education Department, Government of West Bengal. To the right are navigation links for Dashboard, Application, and TEST. The main heading is "CENTRALLY SPONSORED NATIONAL MEANS-CUM-MERIT SCHOLARSHIP EXAMINATION, 2022 (FOR STUDENTS STUDYING IN CLASS VIII)". Below this is a "DOWNLOAD SECTION" header. A text box contains instructions: "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." A "Download" button is located to the right of this text. A red arrow points from the text "Click Here to Download the Verification Certificate" to the "Download" button. The footer contains technical details: "Best Resolution: 1280*767", "Copyright © School Education Department, GoWB. Developed and Maintained By National Informatics Centre", and "Best Viewed With" followed by icons for Internet Explorer, Google Chrome, and Mozilla Firefox.

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

For NMMSE, 2022 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.

Scholarships Portal
School Education Department
Government of West Bengal

Dashboard | Application | **TEST**

Download
Upload

WELCOME! NMMSE 2022 APPLICANT Click on Upload to proceed

TEST TEST

Class: VIII (Eight)
DOB: 12-12-2005
ID: WB [REDACTED]

Registration Details
Verification Certificate

More Info

PLANS

Father's Name: TEST TEST

Date of Application: 25-07-2019

Contact: 900008000

Current Status

- IF REGISTRATION DONE, REGISTRATION NO. WB [REDACTED]
- IF APPLICATION SAVED & LOCKED.
- IF DOCUMENTS NOT UPLOADED YET.
- IF APPLICATION NOT FINALIZED.

Instructions

Next Step: Dear Test Test, you have not yet uploaded documents. Kindly upload attested certificate from EOC of the printed application along with all necessary documents and finalize your application before the last date. (Click on Application and then upload)

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Best Viewed With: [Browser Icons]

STEP 14: By clicking on upload system will move to upload section, where you need to upload supporting documents in PDF format under 200KB file size. After uploading of all documents “Finalize Application” button will get active automatically. Click on “Finalize Application” to finalize your application.

Scholarships Portal
School Education Department
Government of West Bengal

Home Application TEST

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

UPLOADING SECTION

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

Verification Certificate (From NDI)*	<input type="button" value="Choose File"/> No file chosen	Click To Upload → <input type="button" value="Upload"/>	<input type="radio"/> Pending
Income Certificate*	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="radio"/> 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"/>	<input type="radio"/> Pending
Caste Certificate*	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="radio"/> Pending
Disability Certificate*	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="Upload"/>	<input type="radio"/> Pending

Click To Select the Uploaded File →

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CENTRALLY SPONSORED NATIONAL MEANS-CUM-MERIT SCHOLARSHIP EXAMINATION, 2022
(FOR STUDENTS STUDYING IN CLASS VIII)

UPLOADING SECTION

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 checked="" type="checkbox"/> Uploaded
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 to view the Uploaded File

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.

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

The screenshot displays the Scholarships Portal interface for the School Education Department, Government of West Bengal. The page features a navigation bar with links for Dashboard, Application, and TEST. Below the header, there is a list of required documents for application submission, each with a 'Choose File' button, an 'Upload' button, a 'View' button, and a status indicator. A modal dialog box is overlaid on the page, asking for confirmation to finalize the application. The dialog box contains the following text:

ARE YOU SURE TO FINALIZE YOUR APPLICATION!

This is your last Step of Application submission for Scholarship.

Buttons: Finalize My Application (dark blue), Cancel (red)

At the bottom right of the page, there is a large dark blue button labeled 'Finalize Application'.

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

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).

The screenshot displays the Scholarships Portal interface. At the top left, the logo of the Government of West Bengal is shown next to the text 'Scholarships Portal', 'School Education Department', and 'Government of West Bengal'. On the top right, there are navigation links for 'Dashboard', 'Application', and 'TEST'. The main heading reads 'CENTRALLY SPONSORED NATIONAL MEANS-CUM-MERIT SCHOLARSHIP EXAMINATION, 2022' with a sub-heading '(FOR STUDENTS STUDYING IN CLASS VIII)'. Below this is a section titled 'UPLOADING SECTION'. Underneath, there is a note: 'Uploading Details (All files should be in PDF format and each file should be within 200kb in size.)'. A prominent green banner states 'You have finalized your application.' The footer contains technical information: 'Best Resolution: 1280*767', 'Copyright © School Education Department, GoWB. Developed and Maintained By National Informatics Centre', and 'Best Viewed With' followed by icons for Internet Explorer, Google Chrome, and Microsoft Edge.

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

Scholarships Portal
School Education Department
Government of West Bengal

Dashboard Application TEST

WELCOME!

TEST TEST

Class: VIII (Eight)
DOB: 12-12-2008
ID: WBS001 [REDACTED]

Registration Details
Verification Certificate

Current Status

- REGISTRATION DONE. REGISTRATION NO: WBS001 [REDACTED]
- APPLICATION SAVED & LOCKED.
- DOCUMENTS UPLOADING DONE.
- APPLICATION FINALIZED.

More info

25 Jul 2019

- Father's Name:** TEST TEST
- Date of Application:** 25-07-2019
- Contact:** 900008000

Instructions

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

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Best Viewed With: [IE] [Chrome] [Firefox]

THANK YOU