

NMMSE 2017 & NTSE 2018 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.

Scholarships Portal
School Education Department
Government of West Bengal

Administrative Area
helpscholarships@gmail.com

NTSE 2018 | NMMSE 2017 | Notice

- Online Application of NTS 2018 and NMMS 2017 Starts from 1st Aug 2017 **NEW**

LOGIN
Enter Your Registration No and Password:

Registration No

Password

57 + 34 Result

The above calculation result should be given in result section.

SIGN IN

[Forgot Registration No / Password ?](#)
[New user register here](#)

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STEP 2: Every applicant of NMMSE 2017 / NTSE 2018 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 next to the text "Scholarships Portal", "School Education Department", and "Government of West Bengal". On the top right, there is an "Administrative Area" button and an email address "helpscholarships@gmail.com".

The main content area features three tabs: "NTSE 2018", "NMMSE 2017", and "Notice". Below the "Notice" tab, a notification states: "Online Application of NTS 2018 and NMMS 2017 Starts from 1st Aug 2017 **NEW**".

On the right side, there is a "LOGIN" section. It prompts the user to "Enter Your Registration No and Password:" and includes input fields for "Registration No" and "Password". Below these fields is a calculator showing "57 + 34" and a "Result" button. A note states: "The above calculation result should be given in result section." A blue "SIGN IN" button is positioned below the note. Underneath the sign-in button, there are links for "Forgot Registration No / Password ?" and "New user register here" with a right-pointing arrow. A red box highlights the "New user register here" link, and a red arrow points to it with the text "Click Here" below.

At the bottom of the page, the footer contains the text: "Copyright © School Education Department, GoWB. Developed and Maintained By National Informatics Centre".

STEP 3: Here you need to choose “Centrally Sponsored National Means-Cum-Merit Scholarship Examination, 2017” as scholarships type for NMMSE 2017 OR “State Level National Talent Search Examination, 2018” for NTSE 2018 to proceed. Click on “Centrally Sponsored National Means-Cum-Merit Scholarship Examination, 2017” OR “State Level National Talent Search Examination, 2018”.



Scholarships Portal

School Education Department
Government of West Bengal

Home

helpscholarships@gmail.com

SCHOLARSHIP APPLICATION

State Level National Talent Search Examination, 2018

Centrally Sponsored National Means-Cum-Merit
Scholarship Examination, 2017

Click here to register for NTS

Click here to register for NMMS

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STEP 4: By clicking on scholarships type you will be forwarded to NMMSE, 2017 / NTSE, 2018 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'.

Filling up Form Online:

Step I

- Click on the '**New User Register Here**' link and fill up the personal details along with one Mobile number (**a Mobile number and Email ID used once, could not be used 2nd time for registration**) and register. A registration number will be generated which should be noted down along with the password given for future login to the system.

Step II

- Login to your account using registration number and password.
- Edit the form and fill in other details and upload scanned copy of your passport photograph. **The image file for photograph should be in .jpeg/jpg format and maximum size limit is 20KB.** Save the form. The form may be edited till it is locked by you.
- Once the form is complete and correct with all particulars, the same should be locked. **A printout of the filled-in application along with the format for Certificate from the Head of the School/Institution (HOI) should be taken out.**

Step III

- Applicant has to take out the printed application form and Certificate format along with copies of other necessary documents as mentioned below to the Head of the School/Institution (HOI) and get **the HOI Certificate signed with official seal** and upload the signed Certificate to his/her account along with scanned copy of:
 - (i) **Income Certificate of Parent.**
 - (ii) **First page of Bank Passbook**
 - (iii) **Caste Certificate issued by the Competent Authority, if applicable**
 - (iv) **Disability Certificate (40% and above disability must be certified by the Competent Medical Board of the State Govt./Central Govt.), if applicable**-duly signed by the concerned School Authority latest by 31st August, 2017. The maximum size of scanned document(s) should be 100KB.
- Caste Certificate and Disability Certificate are required only for the SC/ST and Physically Disabled candidates respectively. **The application submission is complete only when the Certificate from HOI and other required documents are uploaded**, else the candidature of the applicant will be cancelled.
- **The candidature of the applicant may be cancelled at any stage of the examination process without any reference if any incorrect information is found in the filled-in application form of the said candidate. Also application form with incomplete/irrelevant information/ photograph/ scanned certificates is liable to be summarily rejected.**
- Notification for downloading Online Admit Card will be given on Notice Section. Please keep checking the scholarship portal for the same and any further information relating the examination.
- For further clarification applicants may mail to [helpscholarships\[at\]gmail.com](mailto:helpscholarships[at]gmail.com)

Click Here To Download Instruction →   ← Click Here To Registration Process

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. Same will be for NTSE, 2018.



CENTRALLY SPONSORED NATIONAL MEANS-CUM-MERIT SCHOLARSHIP EXAMINATION, 2017
(FOR STUDENTS STUDYING IN CLASS VIII)

REGISTRATION

Applicant's Details

Name of Candidate (Do not write Miss/Mister)*

FIRST NAM	MIDDLE N.	LAST NAM
-----------	-----------	----------

Gender*

Select Gender ▼

Date of Birth*

dd-mm-yyyy

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

FIRST NAM	MIDDLE N.	LAST NAM
-----------	-----------	----------

Email*

email

Security Question 1*

Select Security Question ▼	Answer
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Mobile*

MOBILE NO

Security Question 2*

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

Password*

[Password Policy](#)

Retype Password*

Email ID & Mobile No Should Be Valid.
All further communication will be made
by email / mobile.

Register

All Fields Are Mandatory Here.
Fill All The Details & Click Here

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



CENTRALLY SPONSORED NATIONAL MEANS-CUM-MERIT SCHOLARSHIP EXAMINATION, 2017
(FOR STUDENTS STUDYING IN CLASS VIII)

REGISTRATION

Applicant's Details

Name of Candidate (Do not write Miss/Mister)*

SOUMIK ✓ MIDDLE N. DEY ✓

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

SUJOY ✓ MIDDLE N. DEY ✓

Security Question 1*

What is your birth place ✓▼ KOLKATA ✓

Security Question 2*

What is your mobile number ✓▼ 770088009 ✓

Gender*

MALE ✓▼

Date of Birth*

01-12-2005 ✓

Email*

subhra_sch-20@yahoo.com ✓

Mobile*

7700880099 ✓

Password*

..... ✓

[Password Policy](#)

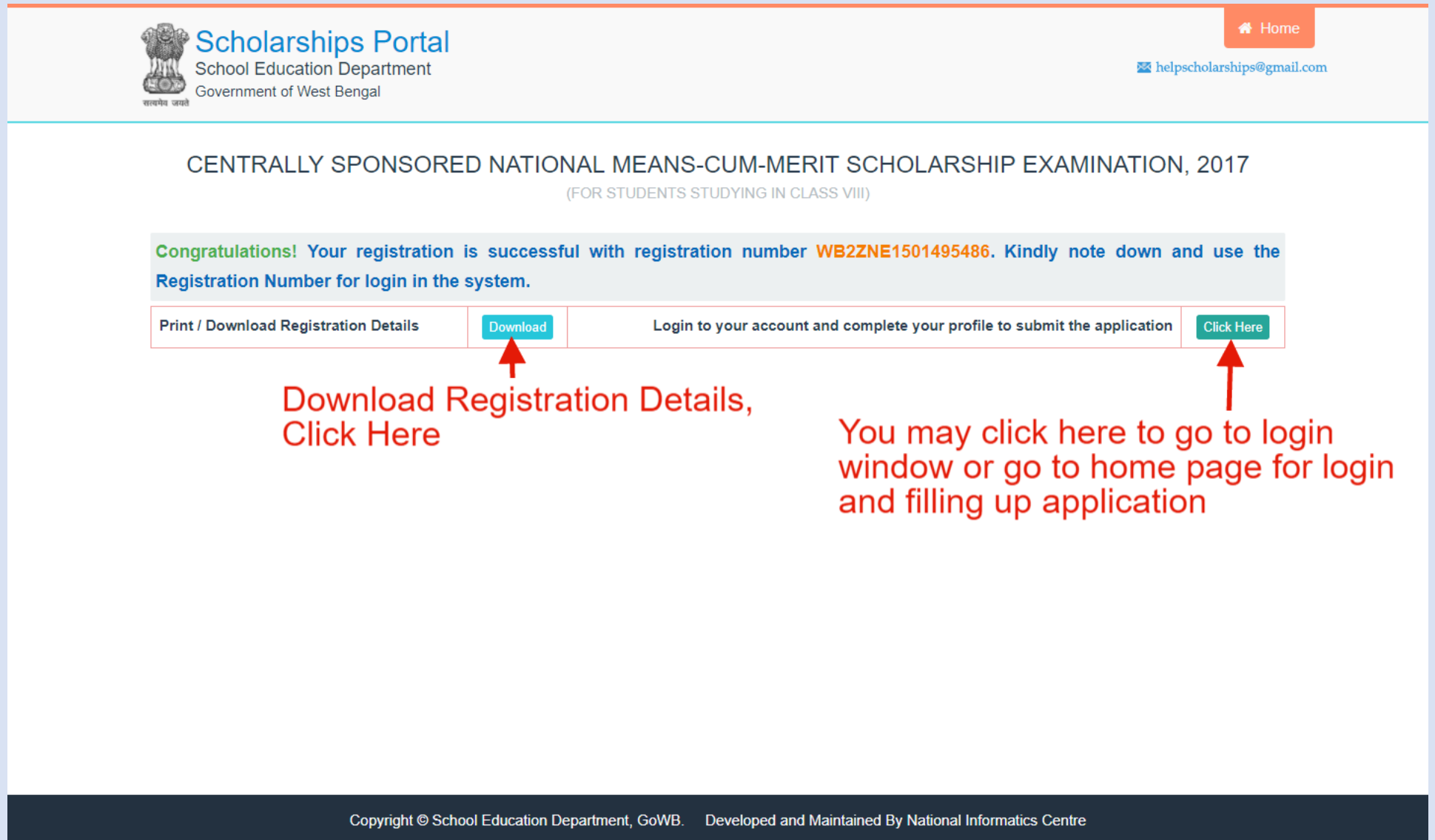
Retype Password*

..... ✓

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.



The screenshot displays the Scholarships Portal interface. At the top left is the logo of the Government of West Bengal and the text "Scholarships Portal School Education Department Government of West Bengal". At the top right is a "Home" button and the email address "helpscholarships@gmail.com". The main heading reads "CENTRALLY SPONSORED NATIONAL MEANS-CUM-MERIT SCHOLARSHIP EXAMINATION, 2017 (FOR STUDENTS STUDYING IN CLASS VIII)". A green message box states: "Congratulations! Your registration is successful with registration number WB2ZNE1501495486. Kindly note down and use the Registration Number for login in the system." Below this, there are two main sections: "Print / Download Registration Details" with a "Download" button, and "Login to your account and complete your profile to submit the application" with a "Click Here" button. Red arrows point from the "Download" and "Click Here" buttons to explanatory text below them.

Download Registration Details, Click Here

You may click here to go to login window or go to home page for login and filling up application

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

Scholarships Portal
School Education Department
Government of West Bengal

Administrative Area
helpscholarships@gmail.com

NTSE 2018 | NMMSE 2017 | Notice

- Online Application of NTS 2018 and NMMS 2017 Starts from 1st Aug 2017 **NEW**

LOGIN
Enter Your Registration No and Password:

WB2ZNE1501495486

..... ✓

15 - 9 6 ✓

The above calculation result should be given in result section.

SIGN IN ← Click Here

[Forgot Registration No / Password ?](#)
[New user register here](#)

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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 control. Click on “Application” and then click “Form Fill Up” to fill up NMMSE 2017 / NTSE, 2018 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 SOUMIK

Form Fill Up

WELCOME! (NMMSE 2017 APPLICANT)

SOUMIK DEY

Class **VIII (Eight)**
DOB **01-12-2005**
ID **WB2ZNE1501495486**

Registration Details

Current Status

- REGISTRATION DONE.** REGISTRATION NO- WB2ZNE1501495486
- APPLICATION NOT FILLED UP.
- DOCUMENTS NOT UPLOADED YET.
- APPLICATION NOT FINALIZED.

Instructions

Next Step: Dear Soumik Dey, 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 **Click Here To Download Registration Details**

31-Jul-2017

- Father's Name**
SUJOY DEY
- Date of Application**
31-07-2017
- Contact**
7700880099

Click Here To Fillup Application Form.

Your Application Current Status Displayed Here

Read this instruction for step by step guidance.

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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-



Rectify Application Details & Documents Section and Re- Finalize Application

WELCOME! (NMMSE 2017 APPLICANT)

SOUMIK DEY

ADARSHA HINDI HIGH SCHOOL



Class **VIII (Eight)**

DOB **01-12-2005**

ID **WB2ZNE1501495486**

Registration Details

More info

31-Jul-2017



Father's Name

SUJOY DEY



Date of Application

31-07-2017



Contact

7700880099

Current Status

YOUR APPLICATION HAS BEEN UNLOCKED DUE TO INVALID INFORMATION. PLEASE RECTIFY AND RE-FINALIZE YOUR APPLICATION.

REGISTRATION DONE. REGISTRATION NO- WB2ZNE1501495486

APPLICATION SAVED.

DOCUMENTS UPLOADING DONE.


APPLICATION NOT FINALIZED.

Application Unlocked

Instructions

Next Step: Dear Soumik Dey, 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**].

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.



Scholarships Portal
School Education Department
Government of West Bengal


[Dashboard](#) [Application](#) [SOUMIK](#)

Tuition Fee*	100 ✓	Parent Occupation*	Others ✓
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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.*	2000000000000000 ✓	IFSC Code*	SBIN0166789 ✓
Bank Name (in full)*	STATE BANK OF INDIA ✓	Branch Name*	KHAL SBI ✓


Photo Upload (Upload a passport size photograph in .jpg or .jpeg format and file size within 20KB.)

Photo*	Choose file WB2DGK1500450562.jpg ✓	Uploaded Image	
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[Save](#) ← Click Here to save application.

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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.



Scholarships Portal
School Education Department
Government of West Bengal


[Dashboard](#) [Application](#) [SOUMIK](#)

Tuition Fee * **Parent Occupation ***

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. *	<input type="text" value="2000000000000000"/>	IFSC Code *	<input type="text" value="SBIN0166789"/>
Bank Name (in full) *	<input type="text" value="STATE BANK OF INDIA"/>	Branch Name *	<input type="text" value="KHAL SBI"/>

Photo Upload (Upload a passport size photograph in .jpg or .jpeg format and file size within 20KB.)

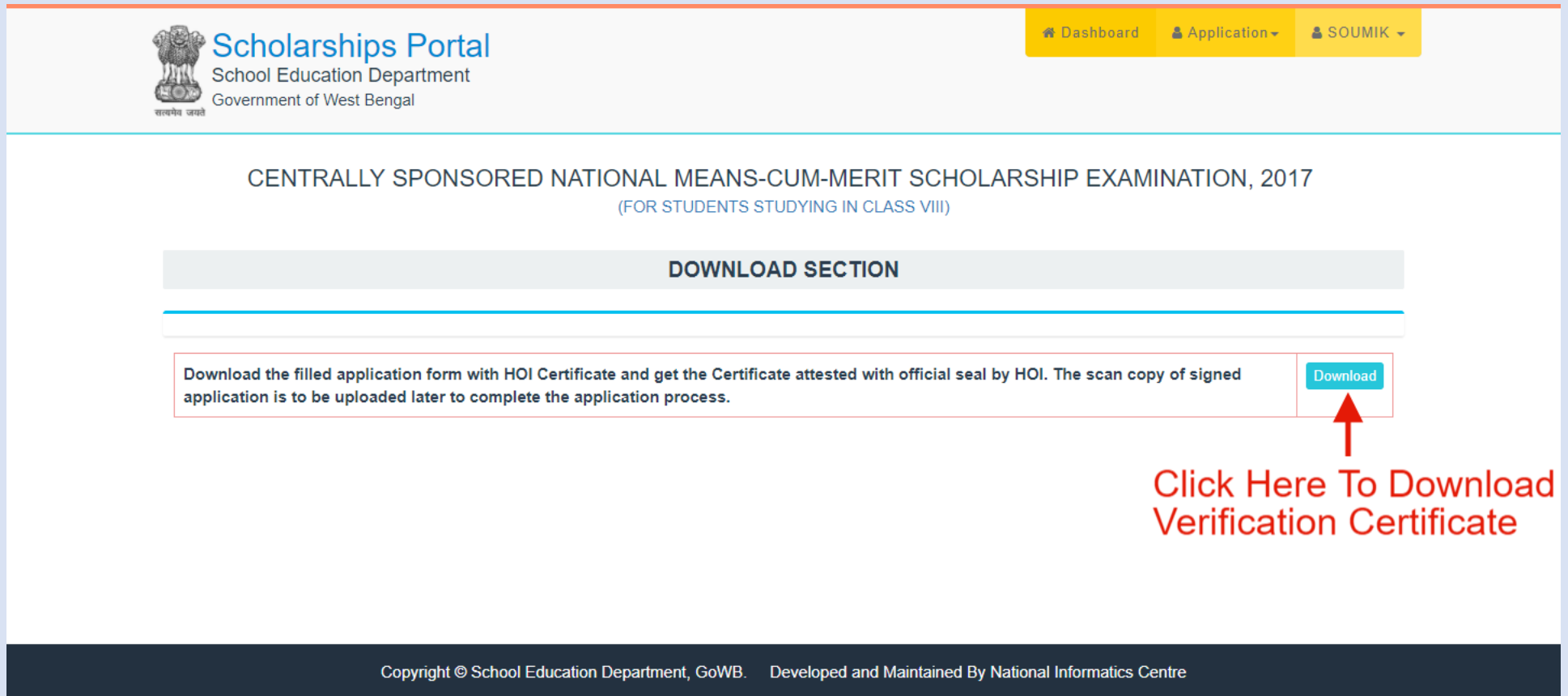
Photo *	<input type="button" value="Change photo"/>	Uploaded Image	
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Click Here To Save Again. (Arrow pointing to Save button)

Click Here To Lock Application Form Details (Arrow pointing to Lock Details button)

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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 Government of West Bengal and the text "Scholarships Portal School Education Department Government of West Bengal". At the top right are navigation buttons for "Dashboard", "Application", and "SOUMIK". The main heading is "CENTRALLY SPONSORED NATIONAL MEANS-CUM-MERIT SCHOLARSHIP EXAMINATION, 2017 (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." To the right of this text is a "Download" button. A red arrow points to the button with the text "Click Here To Download Verification Certificate". At the bottom, a footer contains the copyright information: "Copyright © School Education Department, GoWB. Developed and Maintained By National Informatics Centre".

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

For NMMSE, 2017 you need to upload scan copy of verification certificate (2nd page only), bank passbook (Front page only which display your name along with Account number and IFSC code), 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.

For NTSE, 2018 you need to upload scan copy of verification certificate (2nd page only. 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.



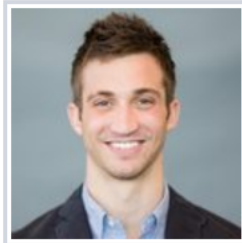
- Download
- Upload



WELCOME! (NMMSE 2017 APPLICANT)

Click On Upload To Proceed

SOUMIK DEY



Class VIII (Eight)

DOB 01-12-2005

ID WB2ZNE1501495486

Registration Details

Verification Certificate

Current Status

REGISTRATION DONE. REGISTRATION NO- WB2ZNE1501495486

APPLICATION SAVED & LOCKED.

DOCUMENTS NOT UPLOADED YET.

APPLICATION NOT FINALIZED.

More info

31-Jul-2017



Father's Name

SUJOY DEY



Date of Application

31-07-2017



Contact

7700880099

Instructions

Next Step: Dear Soumik Dey, you have not yet uploaded documents. Kindly upload attested certificate from HOI of the printed application along with all necessary documents and finalize your application before the last date. [**Click on Application and then upload**].

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 SOUMIK

CENTRALLY SPONSORED NATIONAL MEANS-CUM-MERIT SCHOLARSHIP EXAMINATION, 2017 (FOR STUDENTS STUDYING IN CLASS VIII)

UPLOADING SECTION

Successfully Uploaded Bank Passbook Photocopy


Uploading Details (All files should be in JPEG/JPG format and within 100kb in size.)

Verification Certificate (From HOI) *	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Upload"/>	<input checked="" type="checkbox"/> Uploaded
Income Certificate *	<input type="button" value="Choose file"/> No file chosen	<input type="button" value="Upload"/>	<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 checked="" type="checkbox"/> Uploaded

After uploading of all documents Finalize Application button will get active. Click on it to finalize your application. Once Finalized you are unable to change in upload document.

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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).

 **Scholarships Portal**
School Education Department
Government of West Bengal

Dashboard Application SOUMIK

CENTRALLY SPONSORED NATIONAL MEANS-CUM-MERIT SCHOLARSHIP EXAMINATION, 2017
(FOR STUDENTS STUDYING IN CLASS VIII)

UPLOADING SECTION

Uploading Details (All files should be in JPEG/JPG format and within 100kb in size.)

You have finalized your application.

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THANK YOU