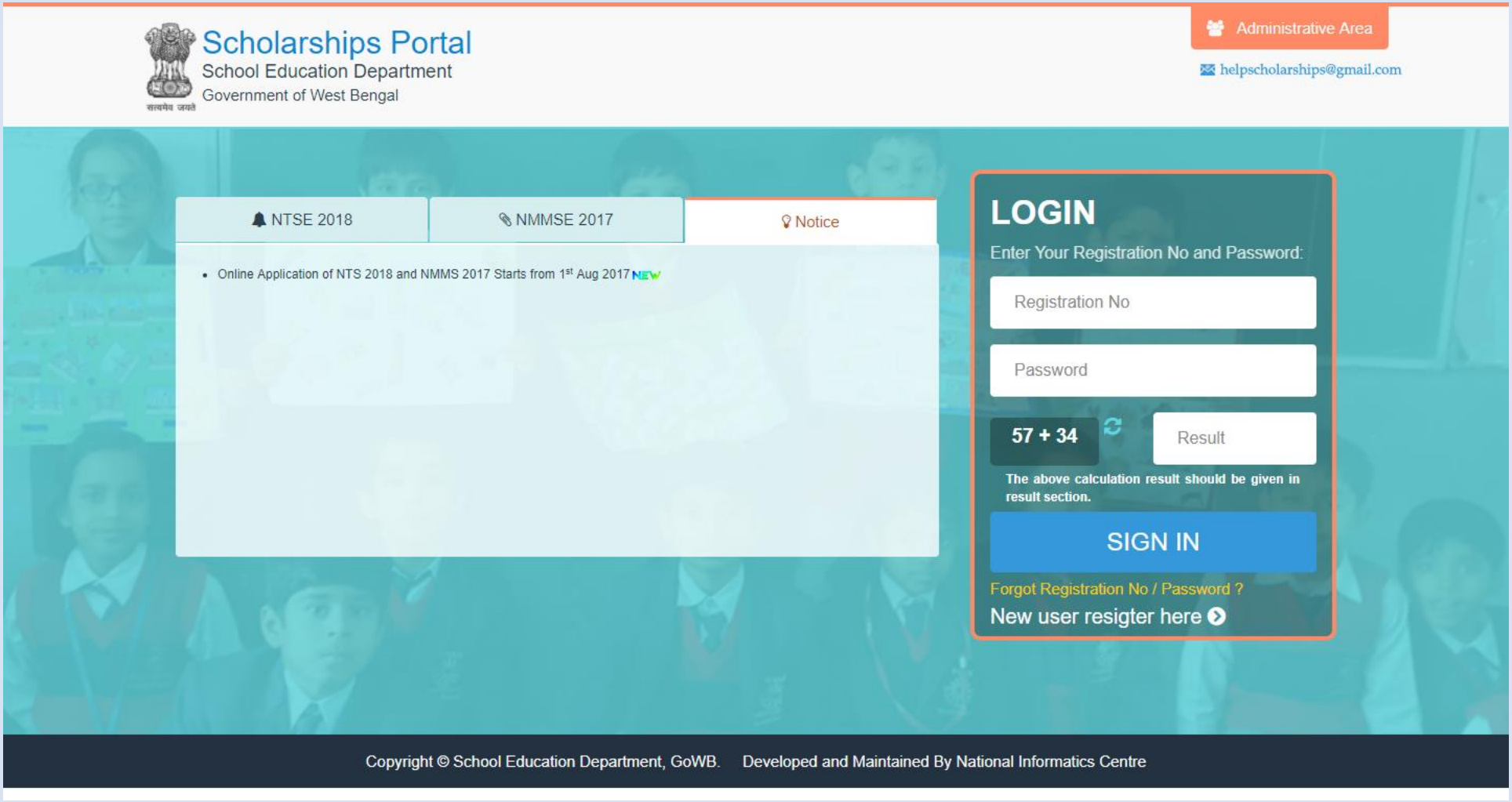
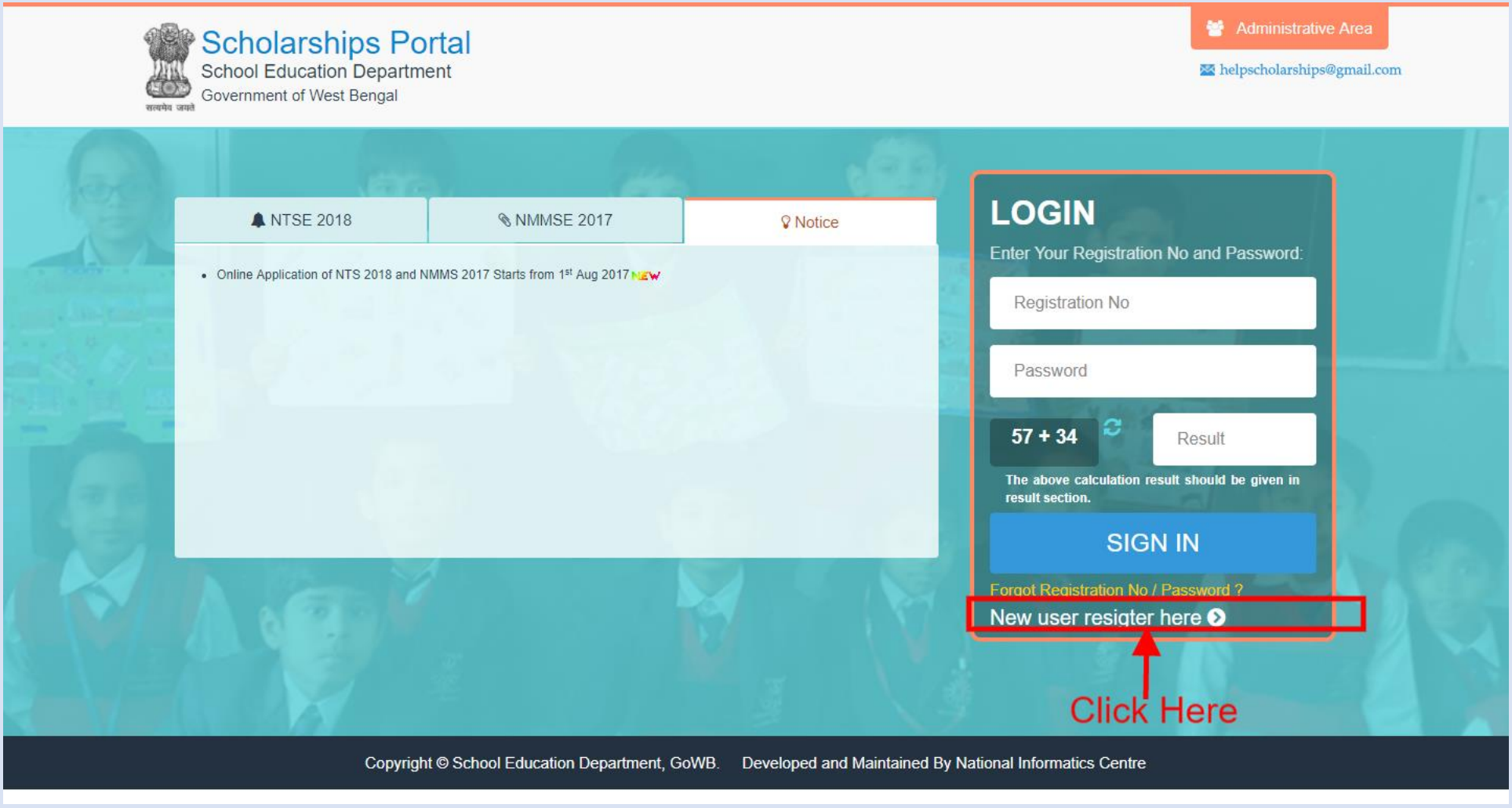
NMMSE 2017 & NTSE 2018 USER MANUAL
(URL: **https://scholarships.wbsed.gov.in**)

© scholarships.wbsed.gov.in

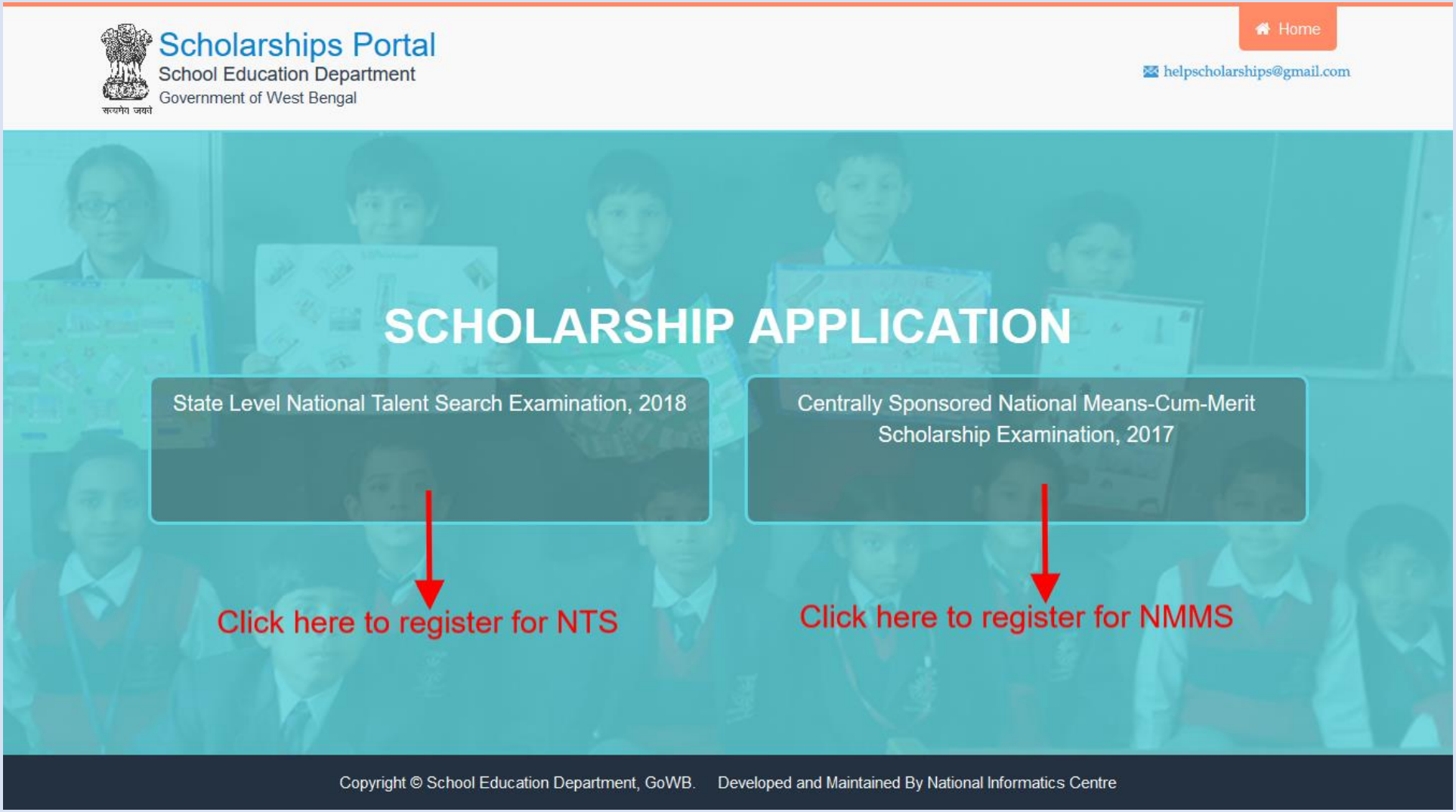
STEP 1: Open any html 5 web browser (Preferable Latest version of Firefox or Chrome). Type the url given above in the address bar of the browser. You will see the home page of scholarships portal of School Education Department, GoWB.



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.



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".



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.**

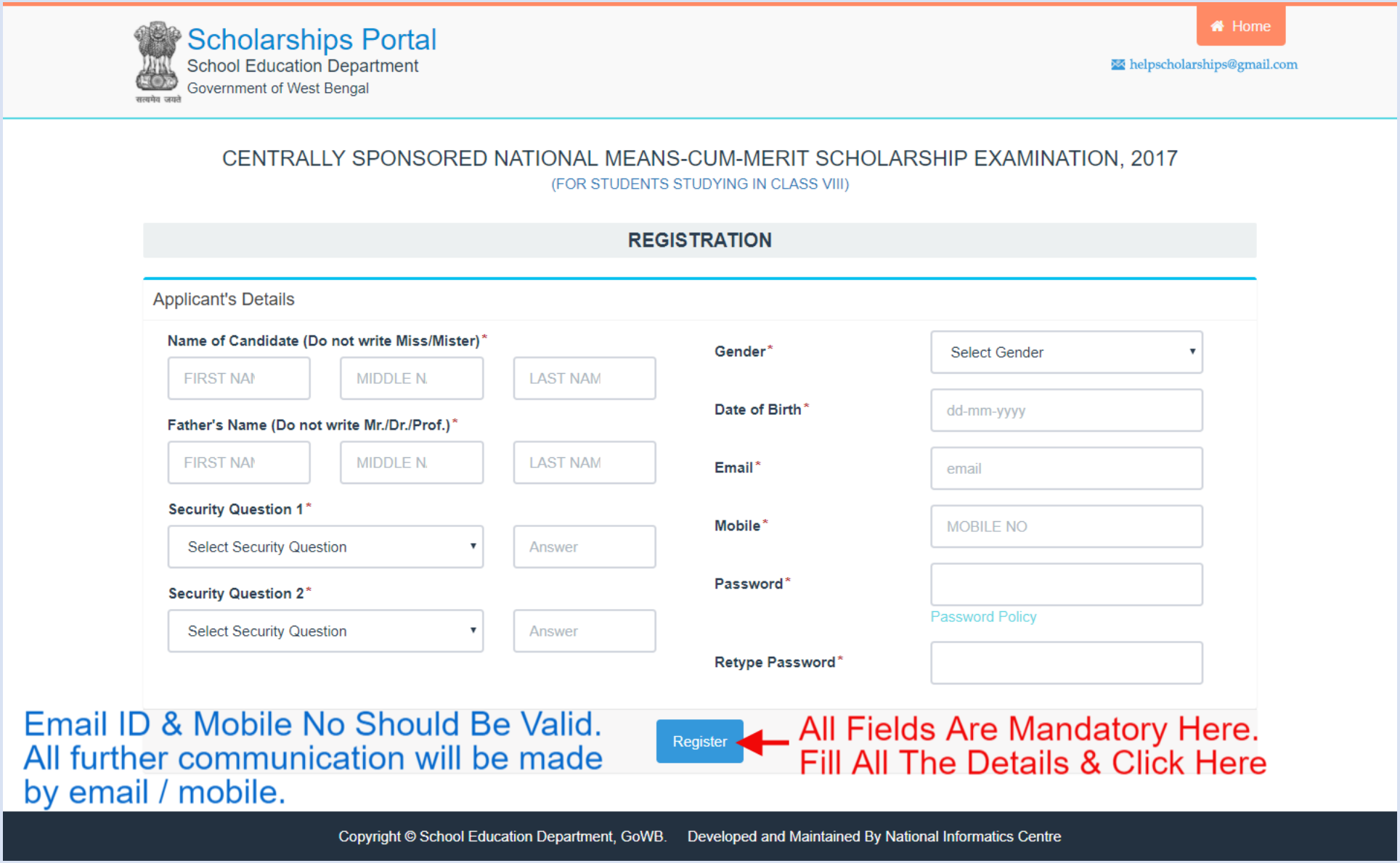
Step III

- 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

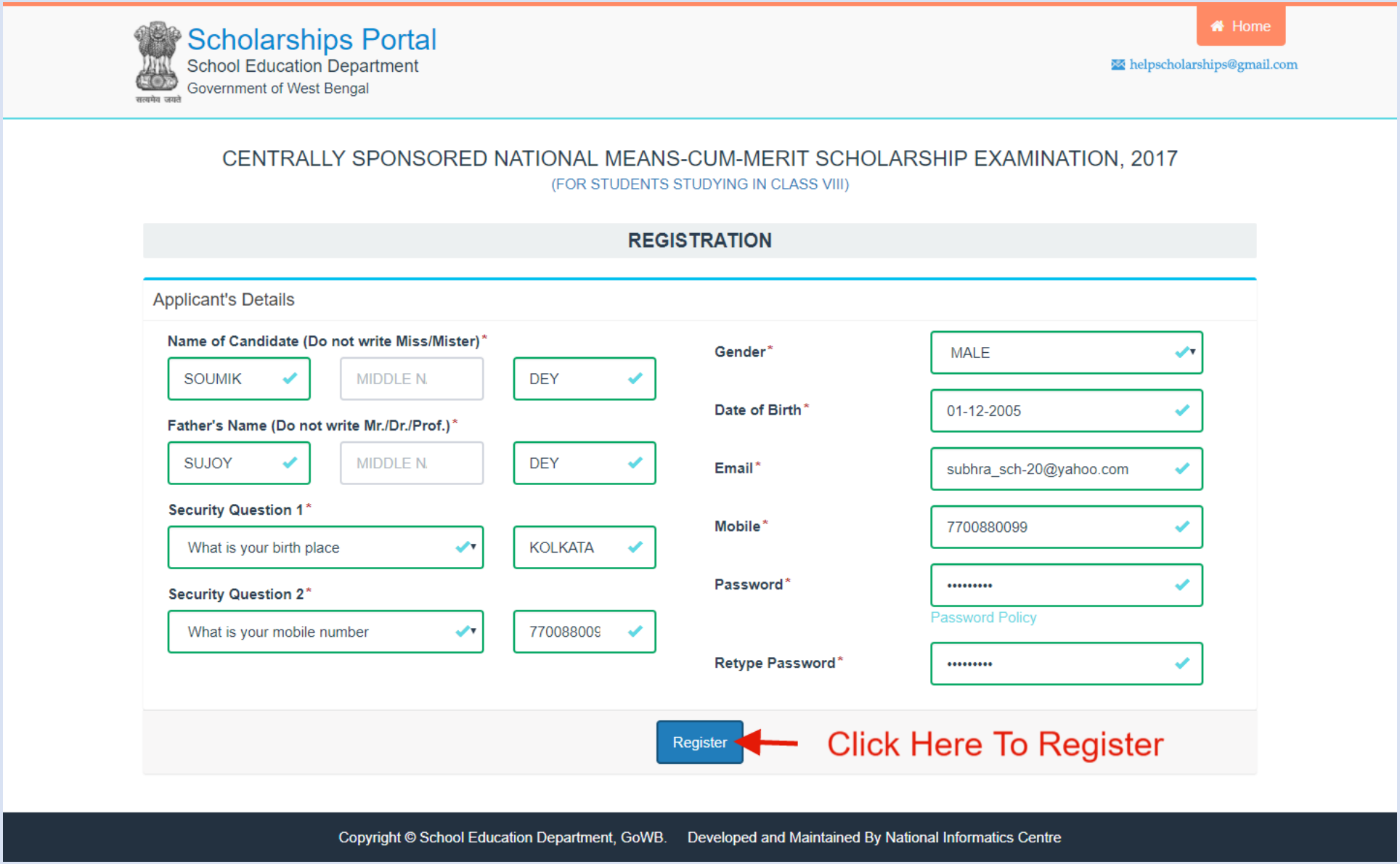
Click Here To Download Instruction → DOWNLOAD INSTRUCTION PROCEED TO REGISTRATION ← Click Here To Registration Process

Copyright © School Education Department, GoWB. Developed and Maintained By National Informatics Centre

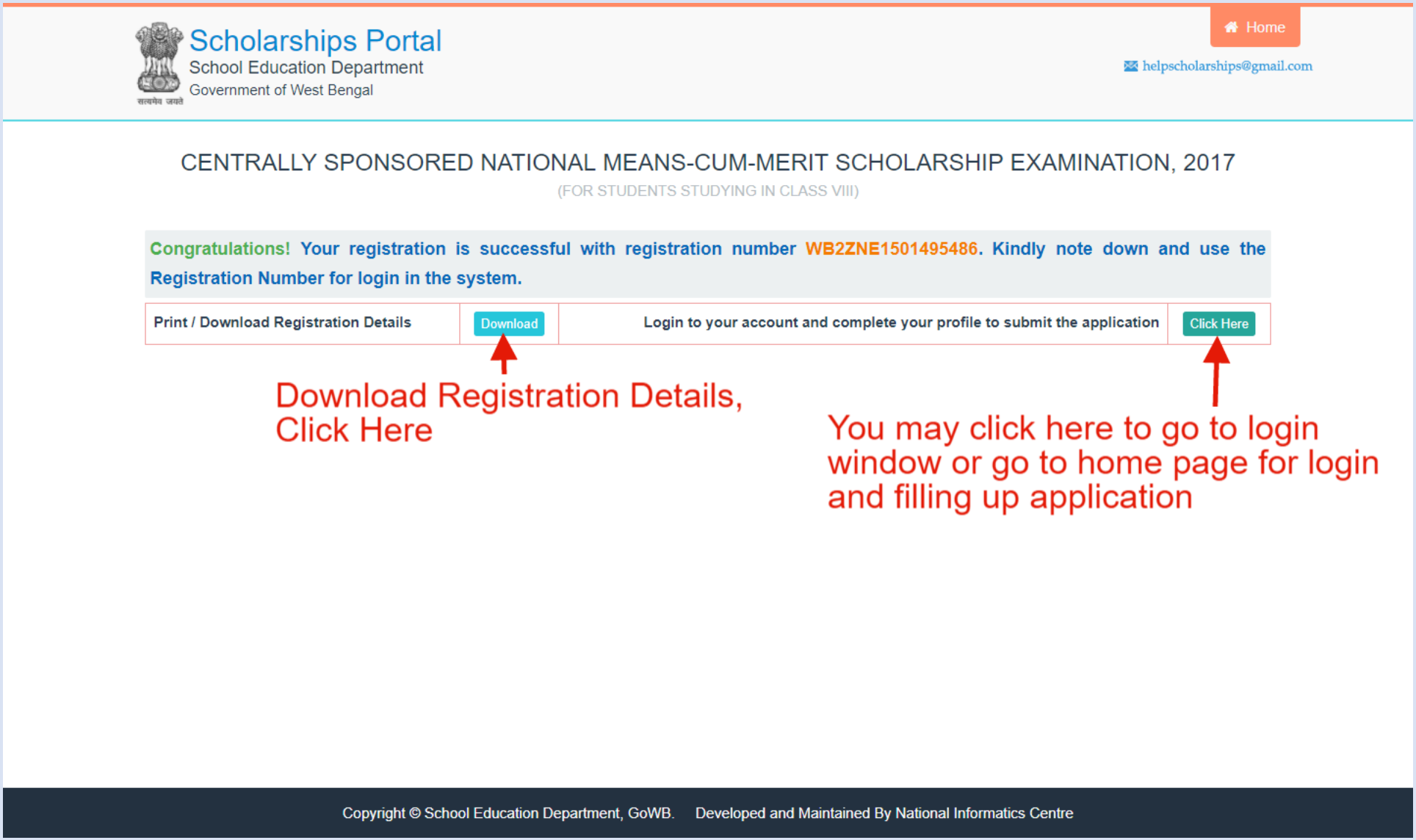
STEP 5: Now you will see a registration form containing some basic details. Here all the details are mandatory. Give proper and valid email id and mobile number as all future communication will made to these. Set a strong password. This password is required to login for application fill up and for the rest of the process. You will get USERID / Registration No after successful registration. You will also receive email. Same will be for NTSE, 2018.



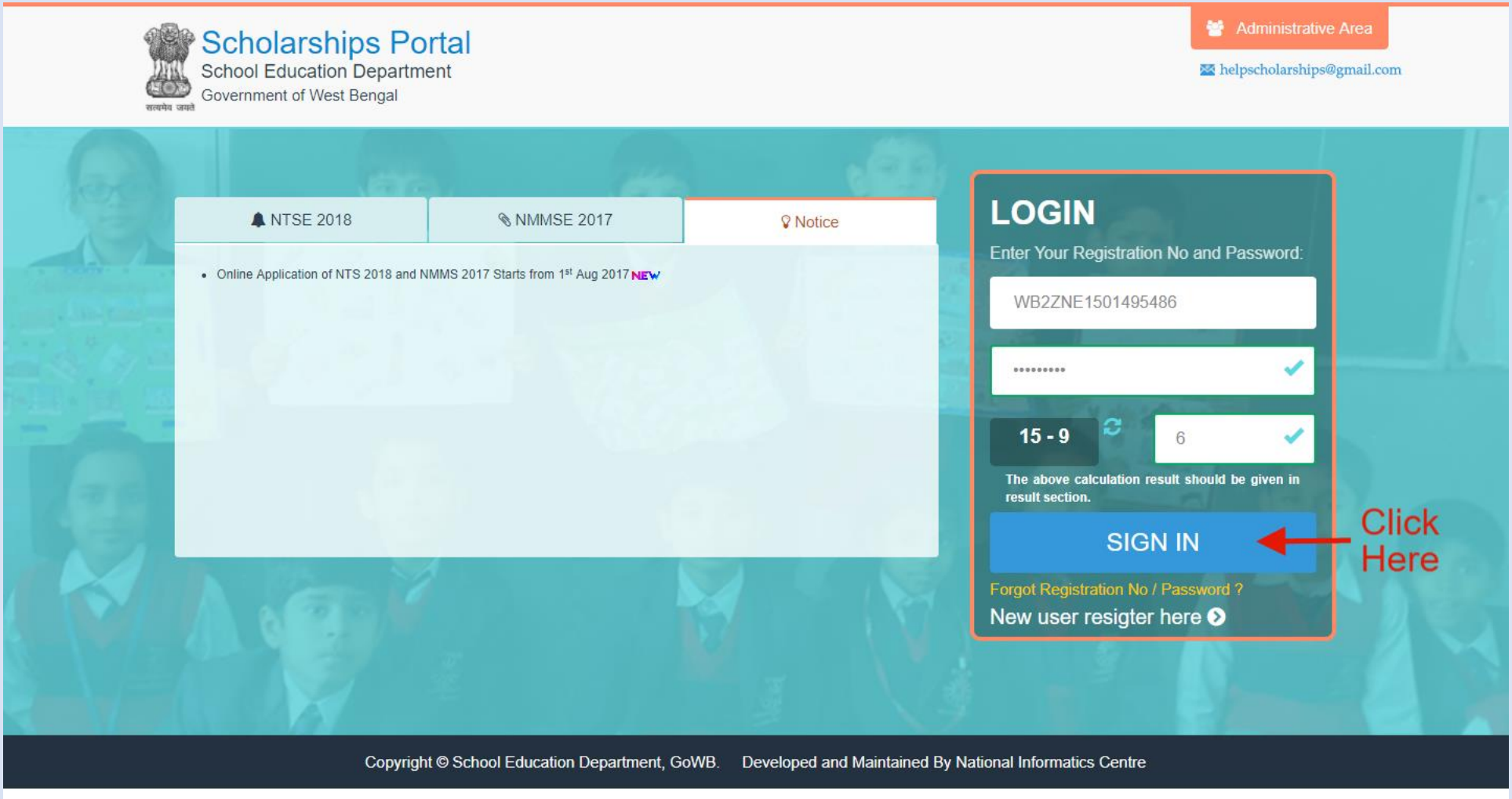
STEP 6: After fill up registration form click on "Register" to complete registration process.



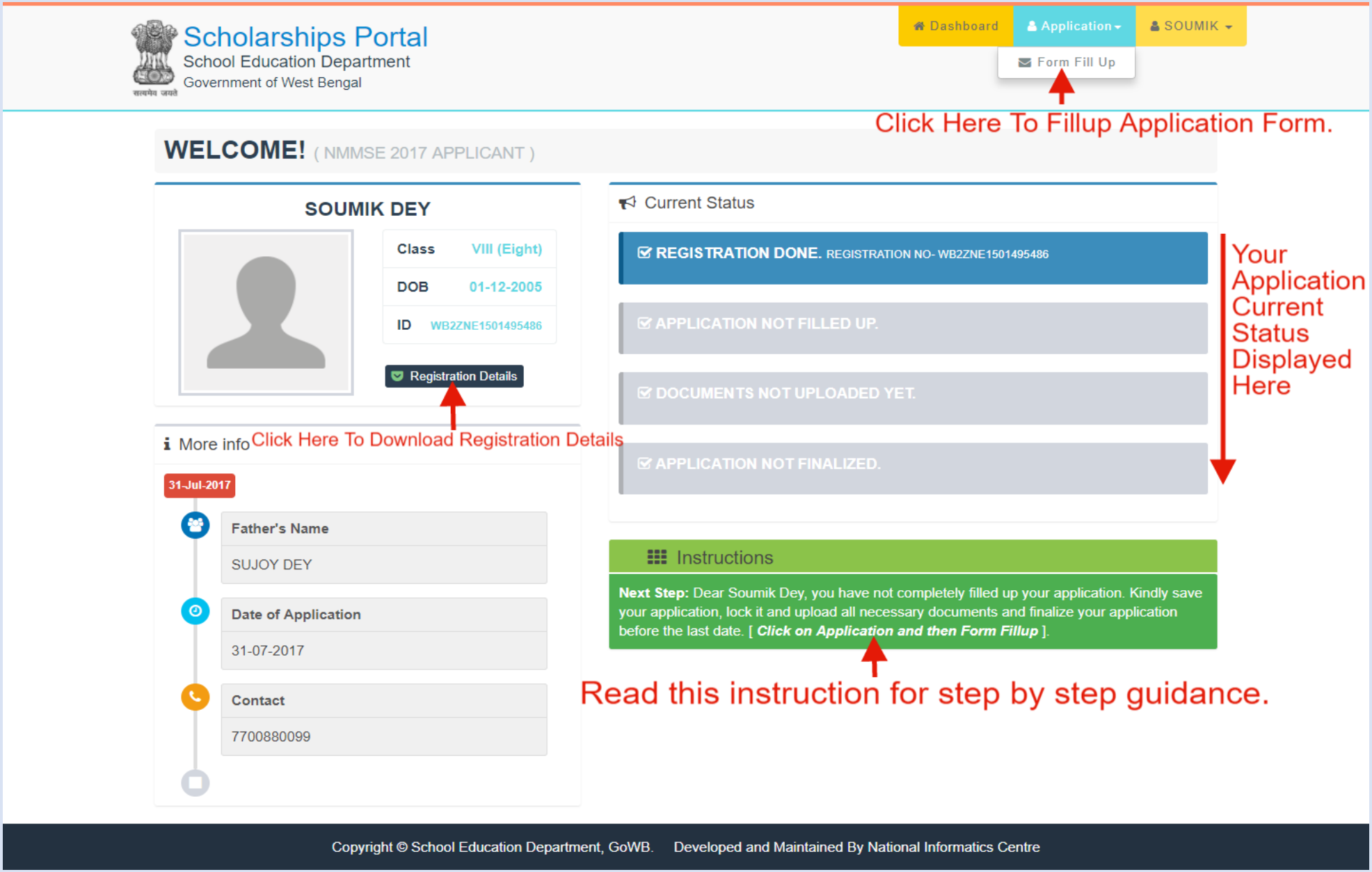
STEP 7: After clicking on register, if registration is successfully done system will provide you a registration number along with registration details. You may download it or proceed to login for application filling up.



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

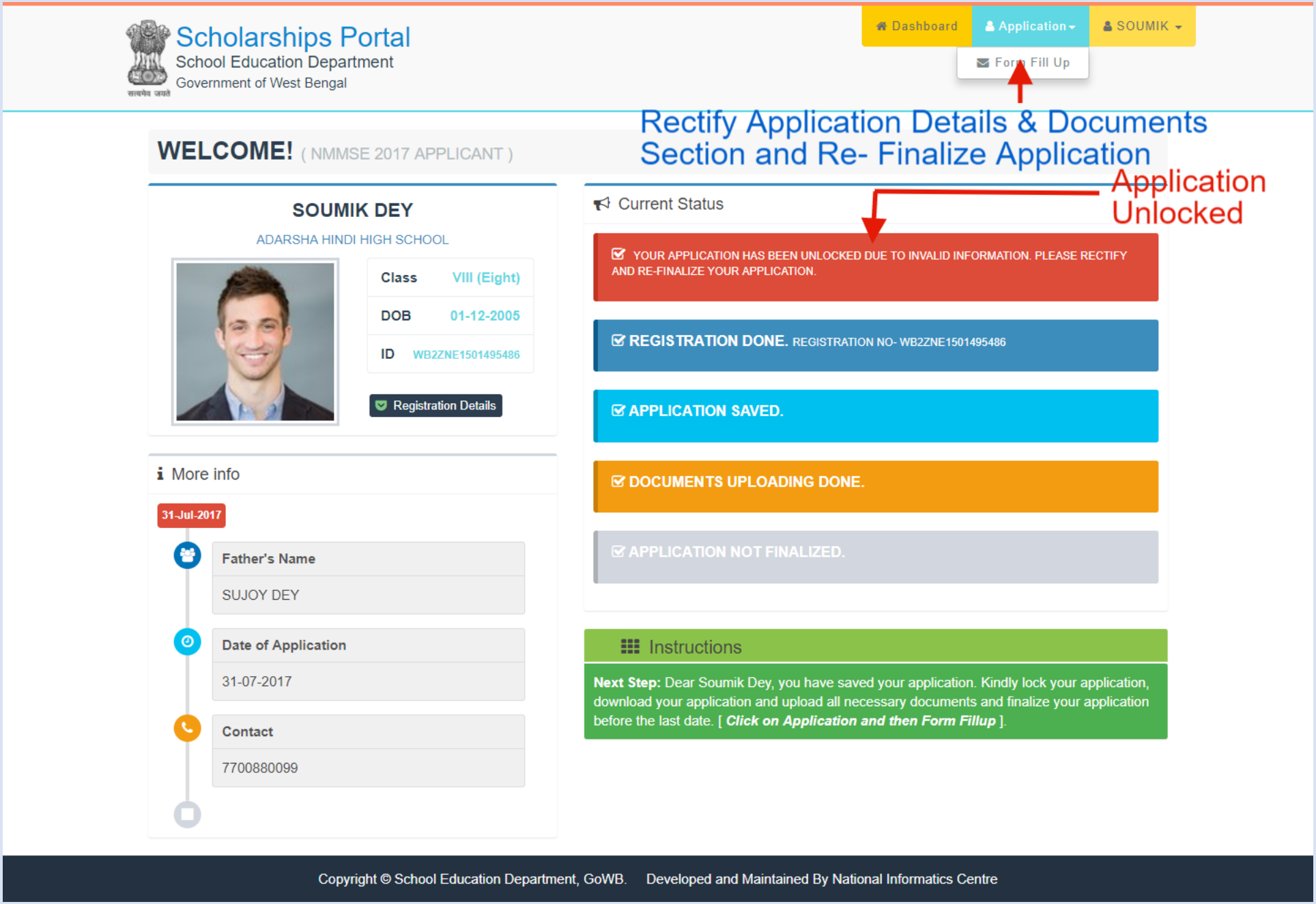


STEP 9-a: On successful login you will redirected to your scholarships dashboard. Here you can see application current status along with a set of control. Click on "Application" and then click "Form Fill Up" to fill up NMMSE 2017 / NTSE, 2018 application form. You may read instructions given at bottom-right corner of the page.

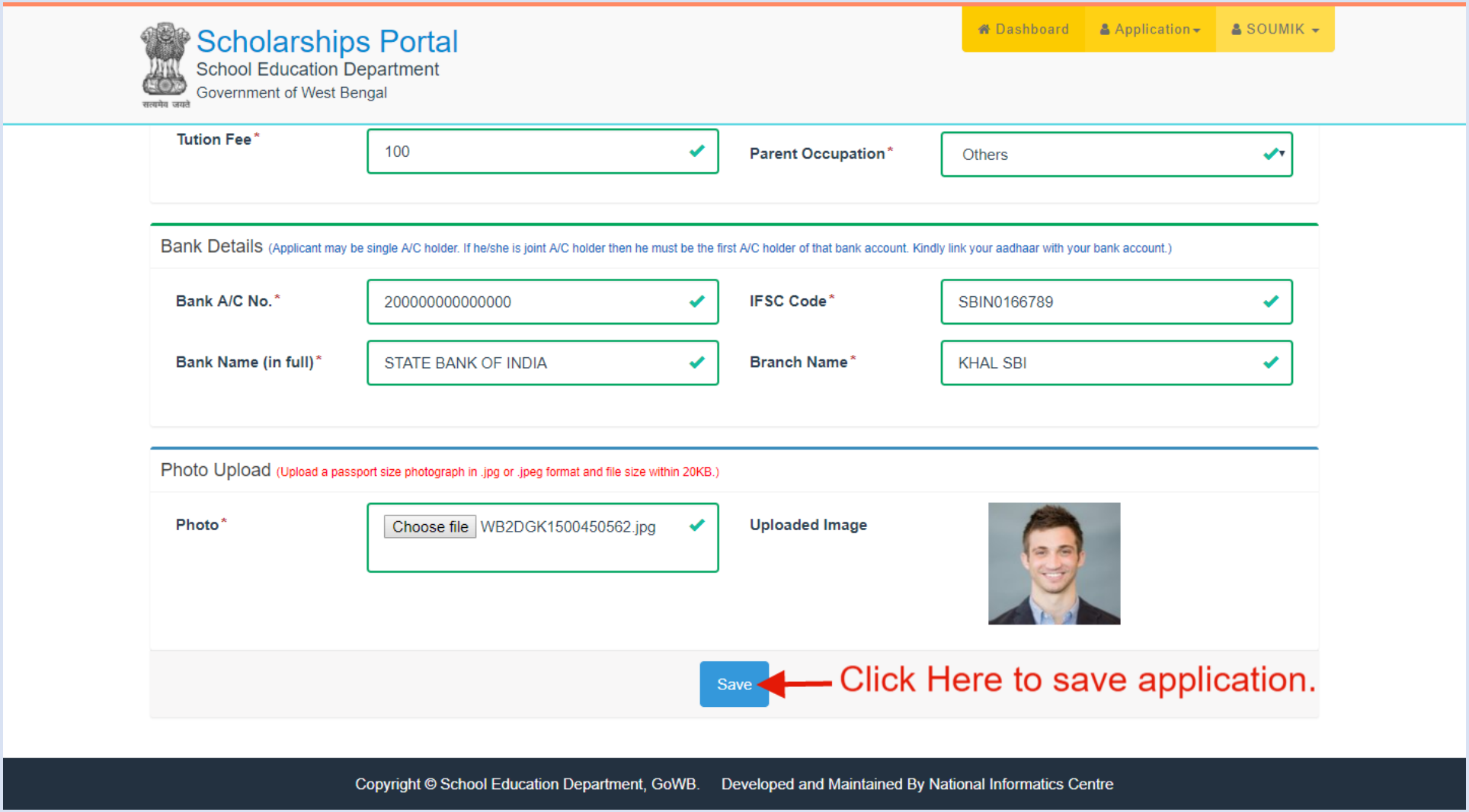


STEP 9-b: In case you have done some mistake while filling up application form or in document uploading, your application will be unlocked for some reason mentioned in the dashboard. You will receive an email regarding the same. Follow from step 9(a) [except 9(b)] and continue application edit/fill-up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

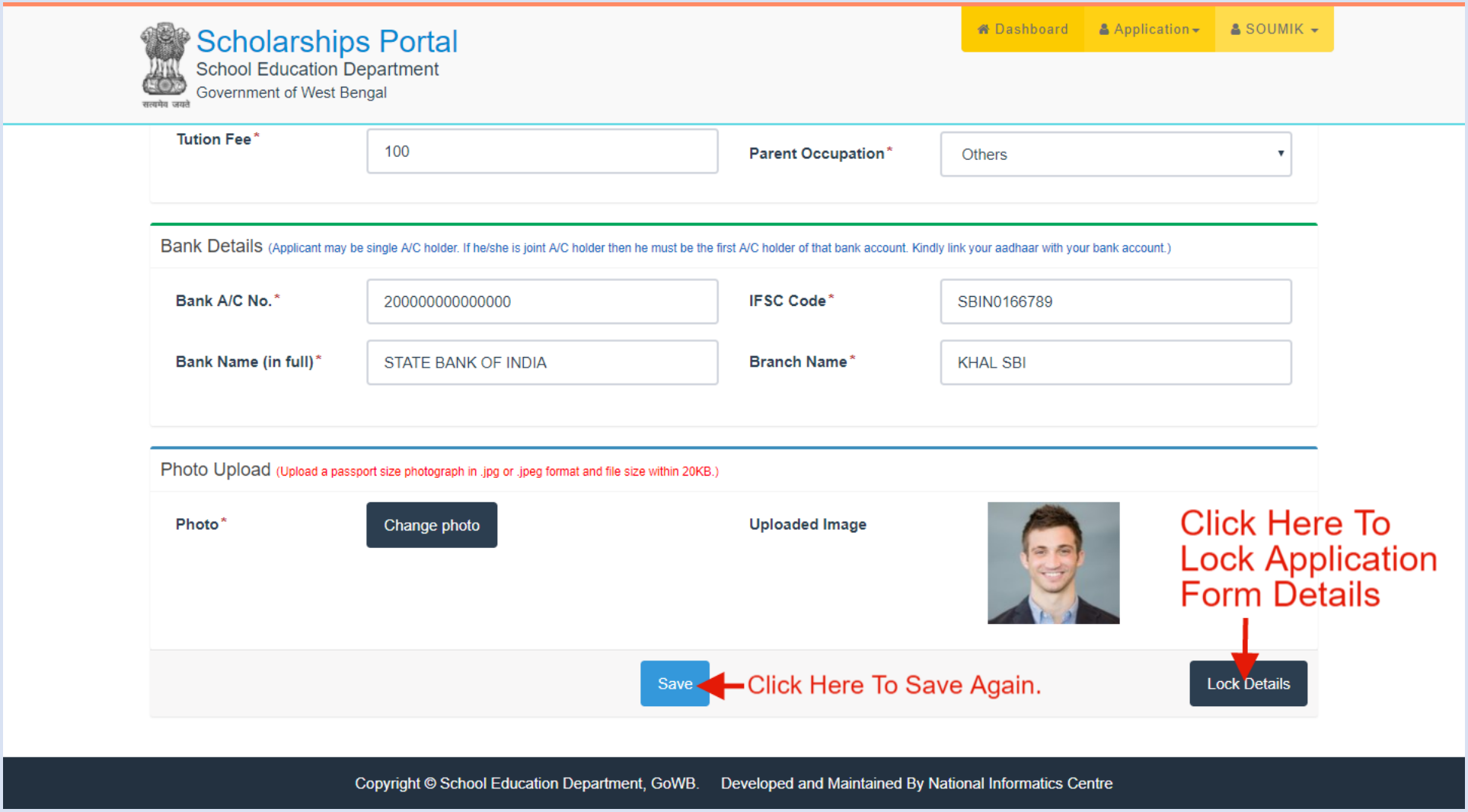
A sample unlocked situation is given bellow-


Scholarships Portal
School Education Department
Government of West Bengal
Dashboard
Application
SOUMIK
Form Fill Up
Rectify Application Details & Documents Section and Re- Finalize Application
Application Unlocked
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.
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].
Copyright © School Education Department, GoWB. Developed and Maintained By National Informatics Centre

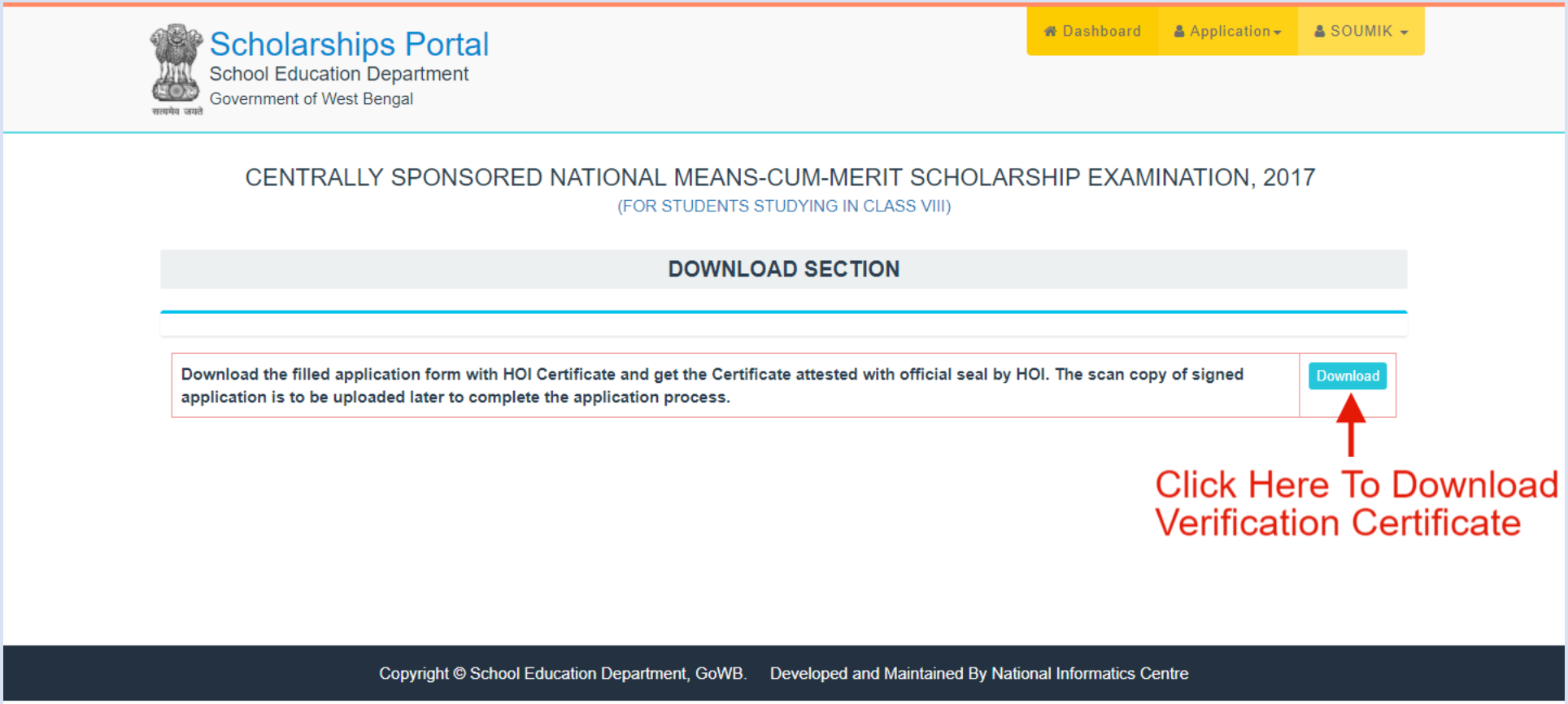
STEP 10: Here you need to fill up application form dully with no-mistake and no wrong information. Any wrong information may cancel your candidature. After filling up application form click on 'Save' (at the center-bottom of this page) to save your application as draft mode. You may change your details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



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.



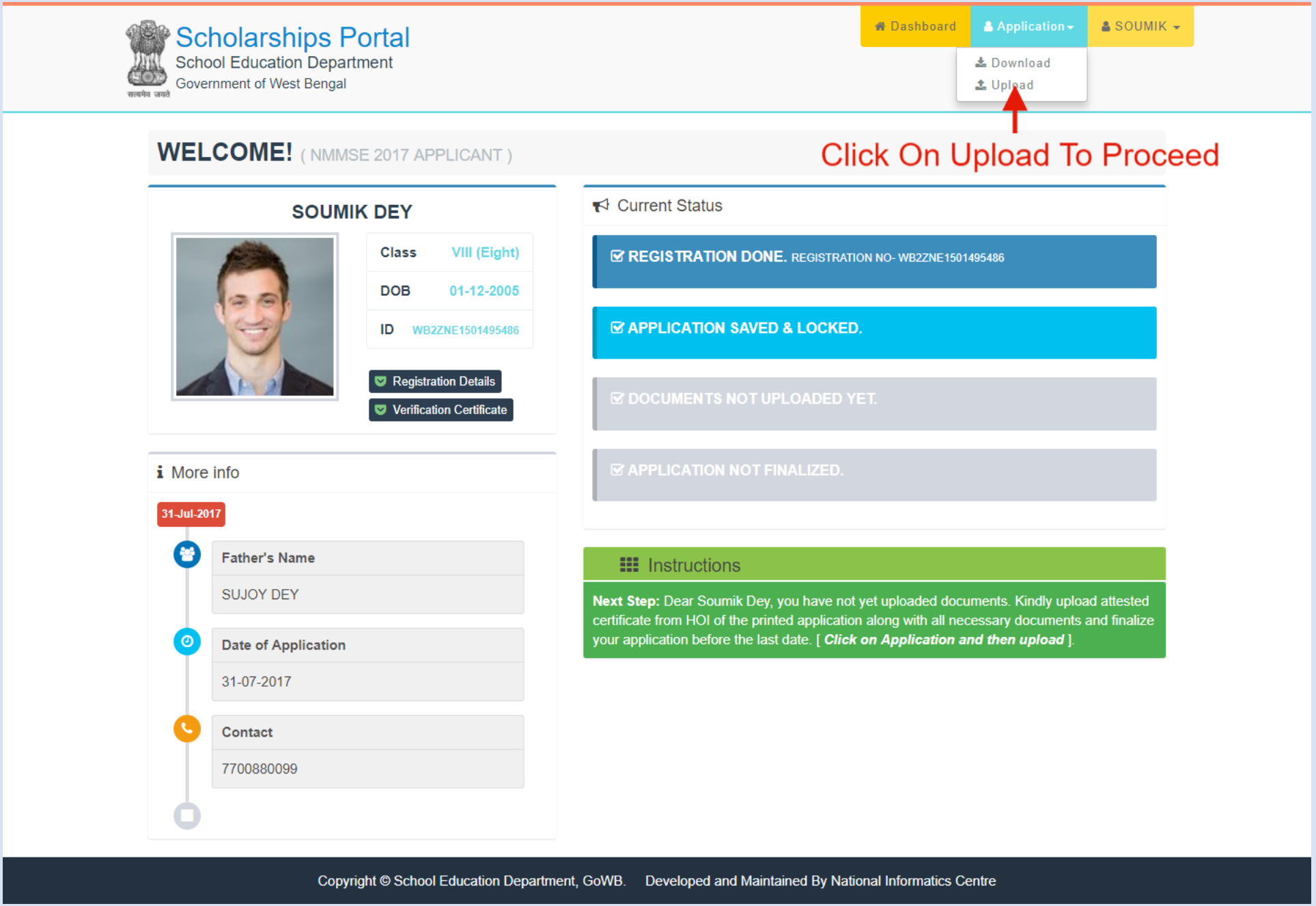
STEP 12: Once you locked your application form you will move to next step to download section where you need to download "Verification Certificate". Take a print and signed it by your school / institutions HOI and scan the 2nd page of the verification certificate and get ready to upload it in upload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



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

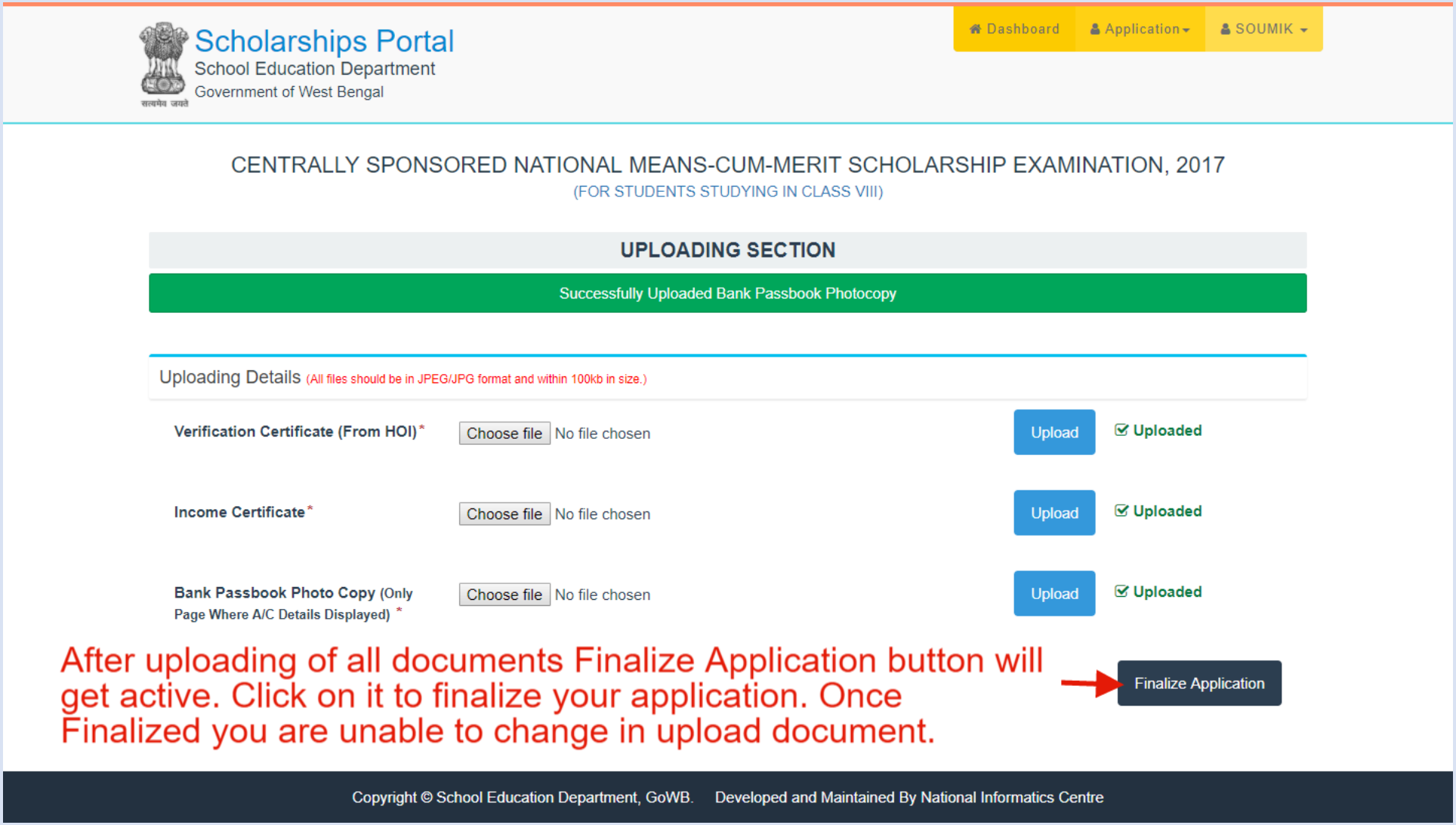
For NMMSE, 2017 you need to upload scan copy of verification certificate (2nd page only), bank passbook (Front page only which display your name along with Account number and IFSC code), income certificate (Must be from Employer / Designated Officer mentioned in the instruction set clearly). In case 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.

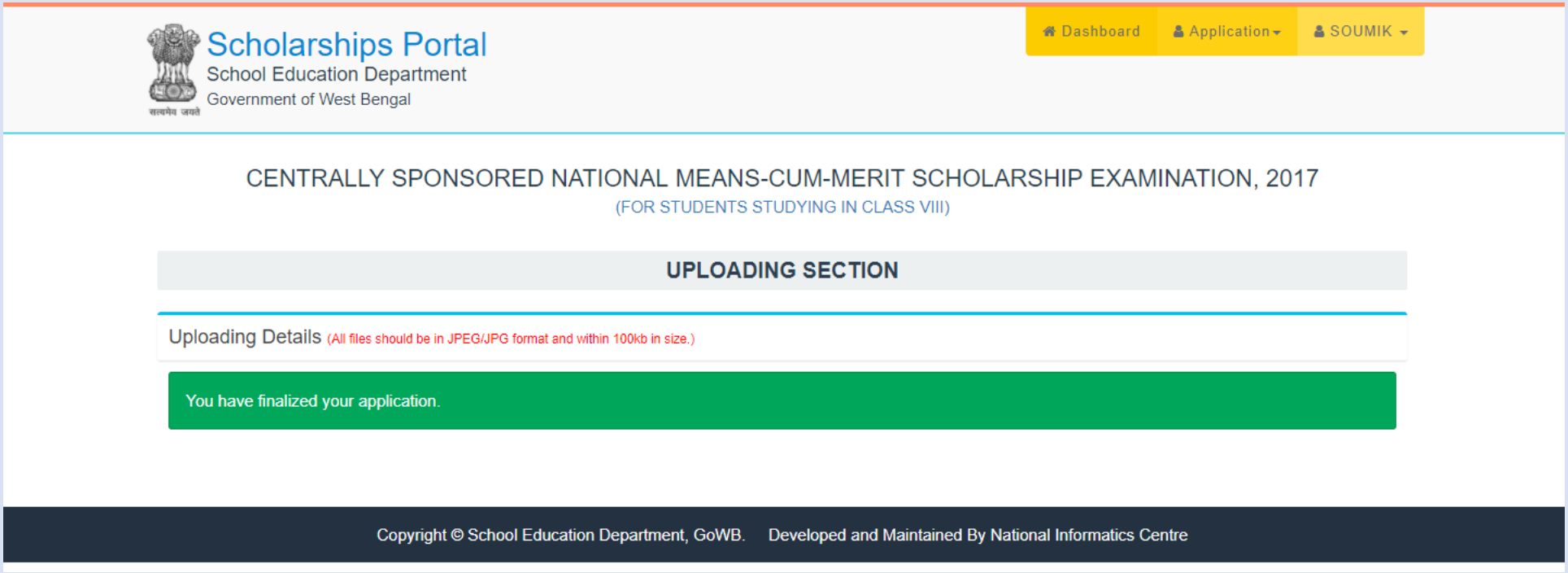


Click On upload to proceed to the document uploading section.

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.



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).



THANK YOU

© scholarships.wbsed.gov.in