

## CHECK LIST : RENEWAL OF SCHOLARSHIP

### CHECK LIST FOR STUDENT/ESM WHILE APPLYING FOR RENEWAL OF SCHOLARSHIP FOR SUBSEQUENT YEAR

1. Visit KSB Website [www.ksb.gov.in](http://www.ksb.gov.in) and click on **PMSS** under which three drop downs will appear as under :-
- General Instructions
  - New Application
  - Renewal application.
- Click on **Renewal Application** under which further three drop downs will appear as under :-
- How to Apply for Renewal of Scholarship
  - List of Documents to be Uploaded
  - Apply Online.
- Click on '**How to Apply for Renewal of Scholarship**' under which further three drop downs will appear as under :-
- Check List
  - Flow Chart
  - FAQ
- Under link '**List of documents to be uploaded**', please download the following annexure :-
- Annexure 1 (Format of '**Bonafide Certificate**')
  - Annexure 2 (Format of '**Examination Passing Certificate**')
  - Annexure 3 (Format of '**Certificate to be signed by Bank Branch Manager**')
  - Annexure 4 (Format of '**Certificate to be signed by University** in case the mark sheets are issued at the end of course (**Not applicable to all Students**)).
- Complete these annexure in all respects, scan in original and upload.
- Before filling up Renewal application for PMSS, all original documents should be scanned (avoid photocopy scanning) and Quality of scanning should be legible. Student should be in possession of the following info & documents :-
- (a) **Info**
- (i) Selection Serial Number
  - (ii) Scholarship Applied for 2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> instalment
  - (iii) Total Marks, Marks obtained, Percentage of last semester/year
  - (iv) If getting financial assistance from other sources (Other than PMSS from KSB)
- (b) **Documents to be scanned from original only (Soft Copy - Only pdf/jpeg/jpg format)**
- (i) Bonafide Certificate duly signed by Vice Chancellor/Principal/Vice Principal/Dean/Associate Dean/Registrar/Dy Registrar/Director/Dy Director(**Annexure-1**)
  - (ii) Examination Passing Certificate (**Annexure-2**)
  - (iii) Certificate from Bank Manager stating that Aadhaar Card of student Seeded with Bank A/C No of student (**Annexure-3**).
  - (iv) Mark sheet of both semesters / academic year passed.
  - (v) First Page of Bank Pass Book of Student or Cancelled Cheque Leaf of student (if Name & Account Number of Student is printed on cheque).
  - (vi) Aadhaar Card of Student.
  - (vii) Certificate to be signed by University in case the mark sheets are issued at the end of course (**Annexure 4**). (**Not applicable to all Students**).

3.	Visit to <a href="http://www.ksb.gov.in">www.ksb.gov.in</a> , press login and enter username (registered e-mail ID with KSB) and password and then login, you are taken to your <b>Dashboard</b> . Please select <b>New Application</b> from option given on dashboard. A drop down box will display. (Please select <b>Prime Minister Scholarship Scheme – ‘Renewal’</b> from drop down option). Prime Minister's Scholarship Scheme - Payment Cum Renewal Blank Form will be displayed. A Selection Serial Number blank box will appear on top. Enter your Selection Serial Number and click on " <b>Get Details</b> " button to get your details.
4.	On clicking " <b>Get Details</b> " button, details of student related will automatically be filled up in maximum column of application by system from initial application of student. Student should fill up required information in Renewal Application correctly and upload requisite documents.
5.	Serial No 1 to 4, 6 to 12 will automatically be filled up.
6.	(a) <b>Scholarship Applied For</b> - Please select correct 'Instalment' as applicable at Serial No 5(a). (If 1 <sup>st</sup> Instalment already received, then select 2 <sup>nd</sup> Instalment and if 2 <sup>nd</sup> Instalment already received, then select 3 <sup>rd</sup> Instalment and so on. Mark sheets of both semesters/academic year to be uploaded as mentioned against each 'Instalment'.
	(b) Fill up Total Marks of both semester/year at serial No 5(b).
	(c) Fill up Marks obtained of both semester/year at serial No 5(c).
	(d) Percentage will automatically be calculated at serial No 5(d) when you will fill up Total Marks and Marks obtained at serial No 5(b) & (c) respectively.
	(e) Fill up if any financial assistance (other than PMSS from KSB ie 24000/- for Boys & 27000/- for Girls) at serial No 13(a) & (b). <b>Important</b> - Not to mention the scholarship amount of PMSS given by KSB.
	(f) Fill up Scholarship Amount and Date of Receipt - Already received year-wise from PMSS at Serial No 14.
7.	All original documents to be scanned and uploaded.
	Upload the documents as asked please do not use your own format or any other format. Download required documents from website <a href="http://www.ksb.gov.in">www.ksb.gov.in</a> under 'PMSS link – Apply Online – Renewal Application – List of Documents to be Uploaded'. Upload correct documents at correct place.
	(a) Bonafide Certificate duly signed by Vice Chancellor/Principal/Vice Principal/Dean/Associate Dean/Registrar/Dy Registrar/Director/Dy Director ( <b>Annexure-1</b> ).
	(b) Examination Passing Certificate ( <b>Annexure-2</b> ).
	(c) Certificate from Bank Manager stating that Aadhaar Card of student Seeded with Bank A/C No of student ( <b>Annexure-3</b> ).
	(d) Certificate to be signed by University, in case the mark sheets is issued at the end of course (Not applicable to all student) ( <b>Annexure 4</b> ).
	(e) Original mark sheets issued by university of both semesters / academic year passed. <b>NOTE : NO INTERNET GENERATED MARK SHEETS WILL BE ENTERTAINED.</b>
	(f) First Page of Bank Pass Book or Cancelled Cheque Leaf of student (if Name & Account Number of Student is printed on cheque).
	(g) Aadhaar Card of Student.
8.	<b>Click on Save and Forward.</b> (If application is not saved & forwarded, the onus lies with student/ESM Please check with your ZSB about your application available on their Portal (if required). If you save & do not forward, the application will be kept pending in your dashboard & will not be considered.