

PROCEDURE TO APPLY FOR PRE MATRIC, POST MATRIC & MERIT CUM MENAS SCHOLARSHIP 2017-18

Read the following instructions carefully before filling on-line Application

1. Open Bank Account (Preferably in Nationalized Banks).
2. Go to Bank, Link your Aadhar Number with your bank account number.
3. Students have to apply only online. No other mode of Application is accepted.

Note: -Formats for Documents under Serial number 2 are available on our website.

Note: - Post Matric Students need not upload their documents

Note: - Merit Cum Means Students should scan & keep the documents mentioned under instructions column below before in hand for uploading during application entry.

Note: -Supported file types for uploading documents: -PDF, JEP, JPEG. Maximum file size is 100KB (Only for Merit Cum Means Students)

Note: -For better visibility use Chrome, Firefox, Internet Explorer

FRESH - PROCEDURE

Step 1:- Go to Website <http://www.scholarships.gov.in>

Step 2:- Click on “**New User? Register**” button.

Step 3:- Go through/Read carefully the guidelines for Registration on National Scholarship Portal

Step 4:- After reading guidelines click on “**Continue**” button

Step 5:- A new page requesting to enter the personal data will be displayed. Fill student registration form.

Step 6:- Check Aadhar consent in check box

Step 7:- After entering all required details Click on the “**Register**” button.

Step 8:- Student registration ID will be displayed. (Note down the Student Registration ID number for further reference and enquiries.

Step 9:- Click on “**Continue**” button, it will take you to the Login Page.

Step 10:- Student have to Re-Login using Student Registration ID Number and Date of Birth in format (DD/MM/YYYY).

Step 11:-After Login Student will get OTP of 5 digits on Registered Mobile Number.

Step 12:-Confirm OTP & Change password accordingly

Step 13: Will take you to Student’s Home Page

Step 14:- Click “**Application Form**” button and enter below details

- Registration Details
- Academic Details
- Basic Details

Step 15:- After entering above details click on “**Save & Continue**” to Switch on to next Page

Step 16:- Applicant is directed to see the next page for “**Contact Details & Scheme Details**”.

- Enter your contact details.
- Based on eligibility criteria of the student, schemes will be displayed.
- Select “**PRE MATRIC SCHOLARSHIP SCHEMES MINORITIES CS**” for pre matric student.
- Select “**POST MATRIC SCHOLARSHIP SCHEMES MINORITIES CS**” for post matric courses.
- Select “**MERIT CUM MEANS SCHOLARSHIP SCHEMES MINORITIES CS**” for Merit Cum Means courses (Including Listed Institutes).
- After selecting the scheme, in the same page -an Upload Document section will be displayed - upload your documents therein (MCM Students only).
- Re-check all your entries, uploaded documents, before finally submitting the application, as there will be no provision to amend or alter it thereafter.
- Click on **Final Submit**. Take a print on Clicking print **Button** for reference and as an Acknowledgement.

RENEWAL - PROCEDURE

Step 1:- Go to Website <http://www.scholarships.gov.in>

Step 2:- Click on “**Apply for Renewal**” button.

Step 3:- Student have to Login using Last year Student Registration ID Number and Date of Birth in format (DD/MM/YYYY).

Step 4:- After login will take you to Student’s Home Page

Step 5:- Click “**Pre-Filled Information**” button and Check your last year details.

Step 6:- Click “**Apply for Renewal**” & enter below Renewal details

Fill The Following Details For Renewal

Annual Family Income * <input type="text"/>	Email Id <input type="text"/>	Day Scholar/Hosteler * <input type="text"/>	Class Start Date * <input type="text"/>
Previous Class(%) * <input type="text"/>	Admission Fee * <input type="text"/>	Tuition Fee * <input type="text"/>	Misc. Fee * <input type="text"/>

Step8:- Click on **Final Submit**. Take a print on Clicking print **Button** for reference and as an Acknowledgement.

INSTRUCTIONS TO STUDENTS FRESH & RENEWAL

- Enclose the following documents to your filled-in application copy
 1. Marks Cards: -
 - a) Previous year/Sem Mark Card.
 - b) Previous Course Marks Card.
 2. Fee Receipts.
 3. Declarations: -
 - a) Institute Verification Form.

- b) Income Certificate; Income certificate from the employer for employed parents/guardian or Certificate to be issued by the Competent Authority declared by the State Government/ UT Administration.
- c) Self-Declaration of Minority Community Certificate by the Students
4. Proof of bank account in the name of student (1st page Xerox copy of bank passbook).
 5. Aadhar Card Xerox copy.
 6. Passport size 2 Photos.
- Submit the same to the concerned authorities as per below directions
 Pre Matric: - Student ➡ Head Master ➡ Block Education Officer
 Post Matric: - Student ➡ Principal ➡ District Minority Officer
 MCM: - Student ➡ Principal ➡ District Minority Officer
- Post Matric & Merit Cum Means students are advised to prepare two sets of their application along with the required documents, submit one full set to the, Principal of your Institution and another Set to the District Officer for Minorities of your District
- Pre Matric students are advised to prepare two sets of their application along with the required documents, submit both sets to the Head Master of your School.

Note: Students furnishing fake/Manipulated documents or false information will be viewed seriously and action will be initiated if found guilty as per law.

NOTE TO THE HEADS OF THE INSTITUTIONS/ PRINCIPALS

- To add New Institutions under NSP and take User ID and Password contact concerned District Minority Officers OR Directorate of Minorities Bangalore.
- All the Heads of the Institutions are requested to verify the applications Registered by their students and forward the same through their Institute logins to the next level within the specific timeline.
- Please go through the User manual uploaded on website for further reference.

For further detail instructions and procedure please visit Minority Directorate's official website www.gokdom.kar.nic.in

Name of the scheme	Type of Scholarship		Last date to apply online
Pre Matric Scholarship	Fresh	Renewal	30/09/2017
Post Matric Scholarship			
Merit Cum Means Scholarship			