



Social Justice, Empowerment & Welfare Department

Government of Sikkim

Instructions regarding online Scholarship Forms – 2015

Please Read before filling the Forms.

The start date and deadline for submission of online forms are as follows:

Sl No	Scheme	Start Date/ Time for Submission of Online Applications	Last Date for Submission of Online Applications
i.	Post Matric Scholarship for SC	24 th August 2015/ 10.00 AM	31 st October 2015/ 4.00 PM
ii.	Post Matric Scholarship for OBC(Central)	24 th August 2015/ 10.00 AM	31 st October 2015/ 4.00 PM
iii	Dr. Ambedkar Scholarship for Economically Backward Class Students (State OBC)	24 th August 2015/ 10.00 AM	7 th September 2015 4.00 PM

To complete the **Form Submission**, please go through the following Steps(**Fresh Applications only**):

STEP1: Register yourself to the State Portal.

To Register, click here: <https://www.sikkim.gov.in/portal/portal/StatePortal/default/Registration>

STEP 2: Please go through the registration processes in pictorial format.

click here: https://www.sikkim.gov.in/stateportal/Link/Registration_Process.pdf

Please note your ID and Password. It may be required in future by you.

STEP 3: Get your Passport Size Photograph Ready. This photograph may be scanned or taken by your camera phone. Save this photo in your computer using a simple name.

Don't add special characters like space bar or '- ' sign in the file name while saving your image file.

STEP 4: Before filling the form please go through the form filling process:

Click here to see the process: https://www.sikkim.gov.in/stateportal/Link/Form_Filling.pdf

STEP 5: On Submitting the form you will receive an SMS conformation and a print pop-up. Please Take print out of your online submitted application form.

IMPORTANT

Documents required to be submitted by the students along with the print out of their Online Application.

1. Attested copy of Sikkim Subject/ Certificate of Identification (COI)
2. Attested Copy of SC/Central OBC/ OBC Certificate
3. Valid Income Certificate of the Parent/ Guardian (below 2.5 lakh for SC , below 1 lakh for Central OBC/OBC State)
4. Photo copy of Aadhar Card.
5. Photo Copy of First page of Bank Pass Book with IFSC code (any nationalized bank where the candidate has an account)
6. Bank Detail of the Account Holder
7. Mark Sheet of last examination passed
8. Current Fee Receipt and hostel fees of hosteller.
9. Bank Detail of the Account Holder

Where to submit?

Students studying in colleges within Sikkim are required to submit the Print Out of their application along with the required documents mentioned at Page 2 to the following offices.

District	Where to Submit your hard copy
East District	Scholarship section, Social Justice, Emp. & Welfare Department, 5 th Mile Lumsey
West District	Welfare Office, District Administrative Centre, Gyalshing, West District
North District	Welfare Office, District Administrative Centre, Mangan, North District
South District	Welfare Office, District Administrative Centre, Namchi, South District

Students studying in colleges outside of Sikkim may submit the Print Out of their application form and the required documents at the Scholarship Section, Social Justice, Emp. & Welfare Department, 5th Mile Lumsey before the deadline mentioned at Page 1 against each scholarship scheme.

STEP 6: Once your form processed and approved, you will get a conformation SMS through your registered mobile number.

If your form is rejected, you will get the reason as an SMS from the Department, you can fill a new form and submit it again, however, please use the same ID and password, while doing so.

STEP 7: Please **Save** your User ID and Password for future use.

Instruction on how to apply for Scholarship for **New** and **Existing(Renewal)** Users.

Step 1. Login: <https://www.sikkim.gov.in/portal/portal/StatePortal/default/Login>

In case you have forgotten your Password, please use Forgot Password link.

In case of any issue while filling the form, please contact the help-desk Number:

9647855653 or 8585018087

Or, you can e-mail at: hdesk-ssdg-sik@nic.in

Please DO NOT contact any other person regarding any issue faced by you. Only the help-desk will give you correct and proper information.

Step 2. Click on “**Services**” under the Select Option menu on the right side of the page as indicated in the screen shot below:

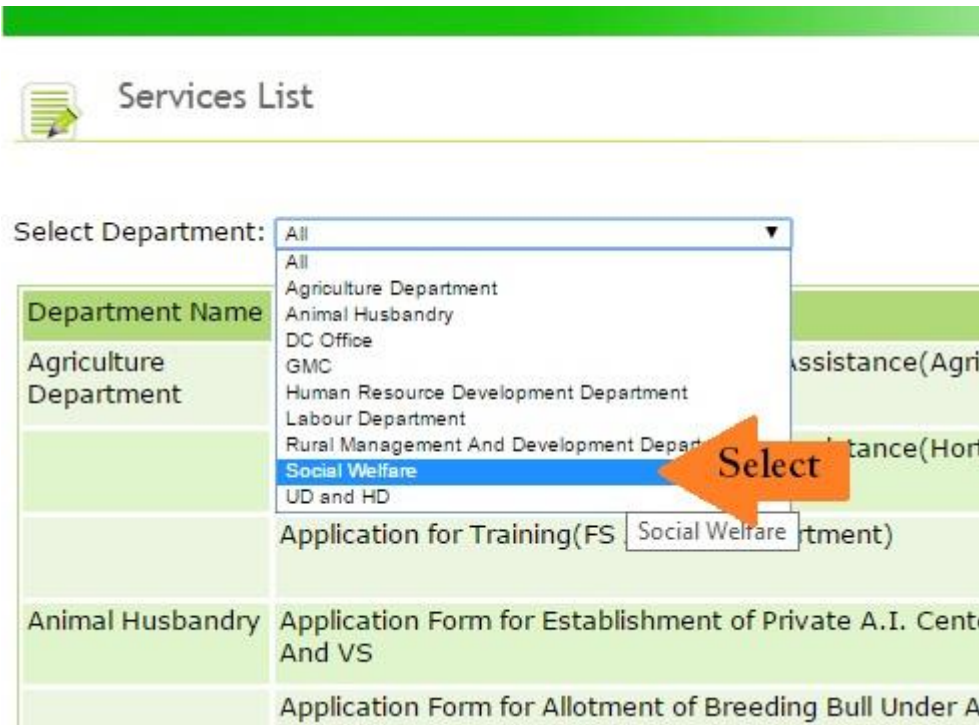


The screenshot shows a web portal interface. On the left, there is a table with columns for 'Creation Date', 'Status', and 'Details'. The table contains several rows of data. On the right, there is a 'Select Option' menu with a list of links: 'Inbox', 'Services', 'Status of Service', 'Update Profile', 'Grievance', 'Change Password', and 'User Manual'. The 'Services' link is circled in orange, and an orange arrow points to it from the text 'Click on'.

Creation Date	Status	Details
30-05-2015	Submitted	Details
30-05-2015	Submitted	Details
30-05-2015	Submitted	Details
01-04-2015	Submitted	Details

Step 2: Click on **Services**

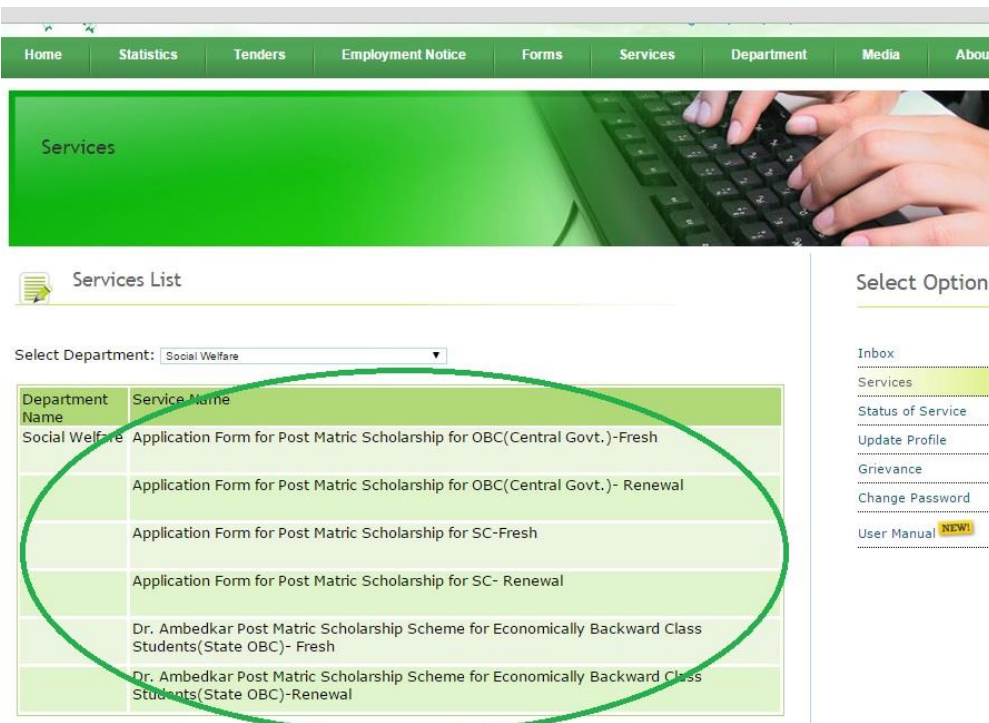
Step 3. Select Department "Social Welfare"



Select Department: All

Department Name	Service Name
Agriculture Department	Application for Training(FS Social Welfare tment)
Animal Husbandry	Application Form for Establishment of Private A.I. Centre And VS
	Application Form for Allotment of Breeding Bull Under A

Step 3. Select a Scholarship Scheme for which you want to apply for.



Select Department: Social Welfare

Department Name	Service Name
Social Welfare	Application Form for Post Matric Scholarship for OBC(Central Govt.)-Fresh
	Application Form for Post Matric Scholarship for OBC(Central Govt.)- Renewal
	Application Form for Post Matric Scholarship for SC-Fresh
	Application Form for Post Matric Scholarship for SC- Renewal
	Dr. Ambedkar Post Matric Scholarship Scheme for Economically Backward Class Students(State OBC)- Fresh
	Dr. Ambedkar Post Matric Scholarship Scheme for Economically Backward Class Students(State OBC)-Renewal

Select Option

- Inbox
- Services
- Status of Service
- Update Profile
- Grievance
- Change Password
- User Manual **NEWS**

Step 5. Click online icon.



Step 6. Fill up the online form with your details and click the **“Submit”** button to submit your application for processing. If you would like to complete your form later then click on the **“Save”** button. If you would like to reset or clear whatever you have filled in, then click the **“Reset”** button.