

# USER MANUAL

Central Sector National Means-Cum-Merit  
Scholarship Examination(NMMSE)-2024

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**(URL:<https://scholarships.wbsed.gov.in>)**

**STEP 1:** Open any html5 web browser (Preferable Latest version of Firefox or Chrome). Type the URL given above (<https://scholarships.wbsed.gov.in>) in the address bar of the browser. You will see the home page of scholarships portal of School Education Department, GoWB.

The screenshot shows the Scholarships Portal for the School Education Department, Government of West Bengal. The page features a header with the department's logo and name, a navigation menu, and a main content area. The main content area is divided into two sections: 'NMMSE 2024' and 'Notice'. The 'NMMSE 2024' section contains two links: 'NMMSE 2024 Instruction' and 'Address of Office of District Inspector of Schools (Secondary Education) of all districts of West Bengal'. The 'Notice' section is currently empty. On the right side of the page, there is a 'LOGIN' section with a form for entering a registration number and password, a 'SIGN IN' button, and links for 'Forgot Registration No / Password?' and 'New user resigter here'. The background of the page is a teal color with a faint image of students in a classroom.

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

Administrative Area  
helpscholarships@gmail.com

Screen Reader Adjust font size

NMMSE 2024 Notice

- NMMSE 2024 Instruction **NEW**
- Address of Office of District Inspector of Schools (Secondary Education) of all districts of West Bengal. **NEW**

1 + 17 Result

The above calculation result should be given in result section.

**SIGN IN**

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

Old Notices...

**STEP 2:** Every applicant of NMMSE 2024 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 shows the Scholarships Portal for the Government of West Bengal. The header includes the logo, the text "Scholarships Portal School Education Department Government of West Bengal", a "Screen Reader" button, font size adjustment options (A-, A, A+), an "Administrative Area" button, and the email "helpscholarships@gmail.com". The main content area has two tabs: "NMMSE 2024" and "Notice". Under "NMMSE 2024", there are two links: "NMMSE 2024 Instruction NEW" and "Address of Office of District Inspector of Schools (Secondary Education) of all districts of West Bengal. NEW". On the right, there is a "LOGIN" section with the instruction "Enter Your Registration No and Password:". It contains two input fields for "Registration No" and "Password", a CAPTCHA with the text "1 + 17" and a "Result" button. Below the CAPTCHA, it says "The above calculation result should be given in result section." There is a blue "SIGN IN" button, a link "Forgot Registration No / Password ?", and a link "New user register here" with a right-pointing arrow. A red arrow points from the text "Click here to Register" to the "New user register here" link. At the bottom right of the main content area, there is a button labeled "Old Notices...".

**STEP 3:** Here you need to choose “Central Sector National Means Cum Merit Scholarship Examination, 2024” as scholarships type for NMMSE 2024 to proceed. Click on “Central Sector National Means Cum Merit Scholarship Examination, 2024”.



**STEP 4:** By clicking on scholarships type you will be forwarded to NMMSE, 2024 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'.

## NMMSE INSTRUCTIONS FOR ONLINE APPLICATION.

**DATE OF EXAMINATION : 15.12.2024**

**SUBMISSION OF ONLINE APPLICATION: FROM- 15.07.2024 TO- 14.08.2024**

**Name and address of state agency:**

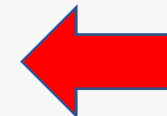
Directorate of School Education, West Bengal, Bikash Bhavan, 7th floor, Salt Lake City, Kolkata-700091

For any clarification applicants may contact District Inspector of Schools (Secondary Education) of his or her School District (Address of the DI/S (SE) is given in the Notice section of the portal) or mail to [helpscholarships@gmail.com](mailto:helpscholarships@gmail.com)

- **All questions in the booklet for the NMMS Examination are objective type. Each Question carries one mark. There is no negative marking in the said examination.**
- **The state quota of beneficiaries for West Bengal is 7250 which is segregated among the twenty five districts including Barrackpore & Siliguri districts.**
- In case of selection of eligible beneficiaries of NMMS examination, the number of tie up cases at last cut off marks, if any, should not exceed the respective district quota as well as the state quota. In respect of tie up cases at last cut off marks under different categories, if any, selection of students is done on the basis of date of birth (Junior to senior).
- **The decision of Authority will be final in case of any dispute/doubt.**

[↓ DOWNLOAD INSTRUCTION](#)

[↗ PROCEED TO REGISTRATION](#)



**Click here  
to continue**

**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 and SMS.

**CENTRAL SECTOR NATIONAL MEANS-CUM-MERIT SCHOLARSHIP EXAMINATION, 2024**  
(FOR STUDENTS STUDYING IN CLASS VIII)

**REGISTRATION**

Applicant's Details

<b>Name of Candidate (Do not write Miss/Mister)*</b>			<b>Date of Birth*</b>	dd-mm-yyyy
FIRST NAM	MIDDLE N	LAST NAM		
<b>Father's Name (Do not write Mr./Dr./Prof.)*</b>			<b>Banglarshiksha Student ID*</b>	BANGLARSHIKSHA STUDENT
FIRST NAM	MIDDLE N	LAST NAM		
<b>Gender of Candidate*</b>	Select Gender		<b>Email*</b>	email
			<b>Mobile*</b>	MOBILE NO
<b>Security Question 1*</b>	Select Security Question	Answer	<b>Password*</b>	
			<a href="#">Password Policy</a>	
<b>Security Question 2*</b>	Select Security Question	Answer	<b>Retype Password*</b>	

**Register**

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


**REGISTRATION**

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Applicant's Details

<b>Name of Candidate (Do not write Miss/Mister)*</b>			<b>Date of Birth*</b>	31-12-2011 ✓
TEST ✓	MIDDLE N	TEST ✓	<b>Banglarshiksha Student ID*</b>	1900000000001 ✓
<b>Father's Name (Do not write Mr./Dr./Prof.)*</b>			<b>Email*</b>	test@gmail.com ✓
TEST ✓	MIDDLE N	TEST ✓	<b>Mobile*</b>	9870000000 ✓
<b>Gender of Candidate*</b>	MALE ✓		<b>Password*</b>	..... ✓ <a href="#">Password Policy</a>
<b>Security Question 1*</b>	What is your birth place ✓	test ✓	<b>Retype Password*</b>	..... ✓
<b>Security Question 2*</b>	What is your grand father's first nar ✓	test ✓		

[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.

CENTRAL SECTOR NATIONAL MEANS-CUM-MERIT SCHOLARSHIP EXAMINATION, 2024  
(FOR STUDENTS STUDYING IN CLASS VIII)

**Congratulations!** Your registration is successful with registration number **WB2** [REDACTED] **0511**. Kindly note down and use the Registration Number for login in the system.

Print / Download Registration Details	<a href="#">Download</a>	Login to your account and complete your profile to submit the application	<a href="#">Click Here</a>
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**Click here to  
download the  
Registration  
details**

**Click here to go  
Home page for  
further process**



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

The screenshot displays the NMMSE 2024 website interface. On the left, there is a 'Notice' section with two items: 'NMMSE 2024 Instruction' and 'Address of Office of District Inspector of Schools (Secondary Education) of all districts of West Bengal'. On the right, a 'LOGIN' form is highlighted with an orange border. The form includes a registration number field (WB2HVT1721030511), a password field, a CAPTCHA field (59 - 2 = 57), and a 'SIGN IN' button. Below the button are links for 'Forgot Registration No / Password?' and 'New user register here'.

After registration, Click on 'SIGN IN'

**STEP 9:** On successful login you will be redirected to your scholarships dashboard. Here you can see application current status along with a set of controls. Click on “Application” and then click “Form Fill Up” to fill up NMMSE 2024 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 TEST

Form Fill Up

**WELCOME!** ( NMMSE 2024 APPLICANT )

**TEST USER**

Class: VIII (Eight)  
DOB: 31-12-2012  
ID: WB2HVT1721030511

Registration Details

More info

15-Jul-2024

Father's Name: TEST USER

Date of Application: 15-07-2024

**Current Status**

- REGISTRATION DONE. REGISTRATION NO- WB2HVT1721030511
- APPLICATION NOT FILLED UP.
- DOCUMENTS NOT UPLOADED YET.
- APPLICATION NOT FINALIZED.

**Instructions**

**Next Step:** Dear Test User, 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 ].

Click here to fill up application form

For application current status

Step by step guidance

**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 (Primary Details, Postal Address, Institution Details, Other Details , Bank Details, Photo Upload) 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. An example is given below (NMMSE 2024):

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

Dashboard Application TEST

**CENTRAL SECTOR NATIONAL MEANS-CUM-MERIT SCHOLARSHIP EXAMINATION, 2024**  
(FOR STUDENTS STUDYING IN CLASS VIII)

**APPLICATION FORM**

Primary Details

<b>Name of Candidate *</b>	TEST	MIDDLE N	USER	<b>Gender*</b>	MALE
<b>Father's Name *</b>	TEST	MIDDLE N	USER	<b>Date of Birth*</b>	31-12-2012
<b>Mother's Name *</b>	TEST ✓	MIDDLE N	LAST NAM	<b>Banglarshiksha Student ID*</b>	19234567890987
<b>Address No</b>				<b>Email</b>	test@gmail.com
				<b>Mobile</b>	9999999999

- Sample Postal Address & Institution Details in Application Form:

Postal Address			
Locality/House No./Street Name *	STREET/HOUSE/COMPLEX NO.	State *	Select State
City/Town/Village *	CITY/TOWN/VILLAGE	District *	Select District
Police Station *	POLICE STATION	Area *	Select Area
Post Office *	POST OFFICE	PIN Code *	PIN CODE

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Institution Details <small>(in which candidate presently studying at Class VIII)</small>			
State	West Bengal	Medium of examination *	Select Medium
District *	Select District	Marks Obtained in class VII Exam *	Marks Obtain
Sub-division *	Select Sub-Division	Full Marks in class VII Exam *	Total Marks
School *	Select School		
Institution Locality/Area *	Select School Area		

- Sample Other Details , Bank Details & Photo Upload section in Application Form:

**Other Details**

Category of candidate*	Select Caste	Disability status of candidate as per P.W.D. Act*	Select Disability Status
Parental Annual Income*	Select Income	Religion*	Select Religion
Actual Annual Income*	Annual Income	Hosteller*	Select
Orphan*	Select Status	Marital Status*	Select
Admission Fee*	Admission Fee	Others Fee*	Other Fee
Tuition Fee*	Tuition Fee	Parent Occupation*	Select

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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 website with your bank account.)


Bank A/C No.*	A/C NO.	IFSC Code*	IFSC Code
Bank Name (in full)*	BANK FULL NAME	Branch Name*	

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**Photo Upload**

\*\* Upload a passport size photograph(3.5cm X 4.5cm) in .jpg format.  
\*\* Photograph file size should be within 50KB.  
\*\* Photograph background should be clear and light colored.  
\*\* Do Not Upload any Selfie or Mobile capture photo.

Photo*	<input type="button" value="Choose File"/> No file chosen	Uploaded Image	
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Click on 'Save' after filling all required details


**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. (After Locked, form details cannot be edited.)


**Photo Upload**

- \*\* Upload a **Passport size photograph**[3.5cm X 4.5cm] in .jpg format.
- \*\* Photograph file size should be within **50KB**.
- \*\* Photograph background should be **clear and light colored**.
- \*\* Do Not Upload any **Selfie or Mobile capture photo**.

**\*\*If Changes are not shown then press CTRL+F5 keys.**


Photo\* Change photo Uploaded Image 

Save Click here to Lock your application  Lock Details

Photo\* Change 

**ARE YOU SURE TO LOCK FILLED DETAILS!**

Once locked you will not be able to change your details further.

**Confirm 'Lock My Details'**  Lock My Details Cancel

Save Lock Details

**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.

CENTRAL SECTOR NATIONAL MEANS-CUM-MERIT SCHOLARSHIP EXAMINATION, 2024  
(FOR STUDENTS STUDYING IN CLASS VIII)

**DOWNLOAD SECTION**

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.

[Download](#)



**Click here to  
download the  
Verification  
Certificate**

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

For NMMSE, 2024 you need to upload scan copy of verification certificate (2ndpage only), income certificate (Must be from Employer / Designated Officer mentioned in the instruction set clearly). In case if you belong to "SC / ST /OBC" 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.

The screenshot shows the Scholarships Portal interface for NMMSE 2024 applicants. The header includes the Government of West Bengal logo and the text "Scholarships Portal School Education Department Government of West Bengal". Navigation tabs for "Dashboard", "Application", and "TEST" are visible, with a dropdown menu under "Application" showing "Download" and "Upload" options. A red arrow points to the "Upload" option.

The main content area is titled "WELCOME! ( NMMSE 2024 APPLICANT )". It is divided into two sections:

- TEST USER:** Displays user details: Class VIII (Eight), DOB 31-12-2012, and ID WB2HVT1721030511. Below the details are buttons for "Registration Details" and "Verification Certificate". A red arrow points to these buttons with the text "Re-download the details".
- Current Status:** Shows three status boxes:
  - REGISTRATION DONE. REGISTRATION NO- WB2HVT1721030511
  - APPLICATION SAVED & LOCKED.
  - DOCUMENTS NOT UPLOADED YET.A red arrow points to the "Upload" option in the navigation menu with the text "Click here to Upload documents".



## STEP 13(B): Upload the valid required documents as shown in picture below (PDF under 200kb)

### CENTRAL SECTOR NATIONAL MEANS-CUM-MERIT SCHOLARSHIP EXAMINATION, 2024 (FOR STUDENTS STUDYING IN CLASS VIII)

#### UPLOADING SECTION

Uploading Details (All files should be in PDF format and each files should be within 200kb in size.)

**Verification Certificate (From HOI)\***

Choose File No file chosen

Upload

**Pending**

**Income Certificate\***

Choose File No file chosen

Upload

**Pending**

Finalize Application

**STEP 14 :** After uploading of all documents “Finalize Application” button will get active automatically. Click on “Finalize Application” to finalize your application.

CENTRAL SECTOR NATIONAL MEANS-CUM-MERIT SCHOLARSHIP EXAMINATION, 2024  
(FOR STUDENTS STUDYING IN CLASS VIII)

**UPLOADING SECTION**

Uploading Details (All files should be in PDF format and each files should be within 200kb in size.)

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

Click here to View the uploaded document

Click here to Finalize the application

No file chosen

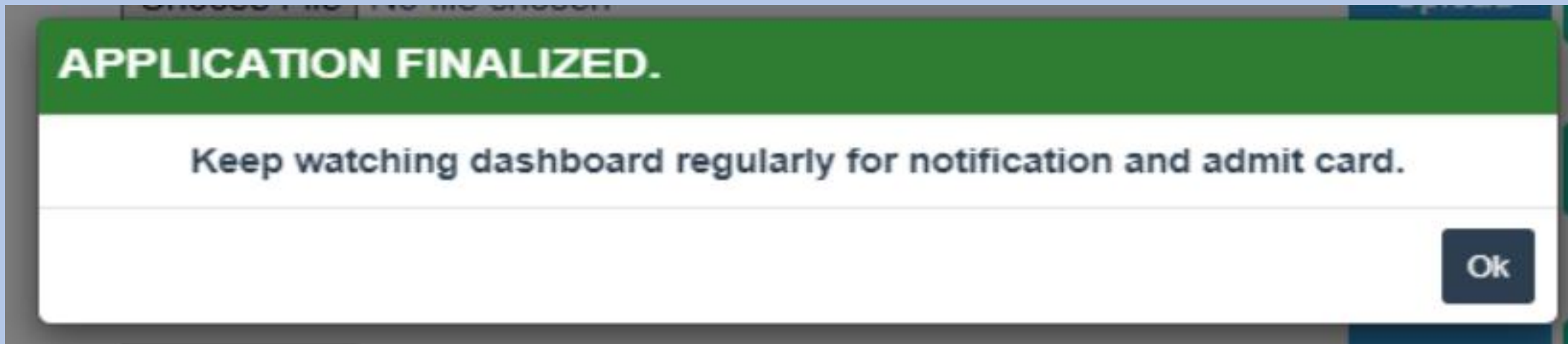
**ARE YOU SURE TO FINALIZE YOUR APPLICATION!**

This is your last Step of Application submission for Scholarship.

Click here to continue the process

No file chosen

**STEP 15 :** Your application form has been finalized and 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 16.



**STEP 16 :** In case you have done some mistake while filling up application form or in document uploading, your application may be unlocked for some reason mentioned in the dashboard. You may receive an email regarding the same. Follow from Step 9 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-

The screenshot displays a user dashboard for NMMSE 2024. On the left, a 'TEST USER' profile is shown for 'ADARSH HINDI HIGH SCHOOL(HS)'. The profile includes a photo placeholder, a 'Registration Details' button, and a table with the following information:

Class	VIII (Eight)
DOB	31-12-2012
ID	WB2HVT1721030511

On the right, the 'Current Status' section contains three messages:

- A red warning message: **YOUR APPLICATION HAS BEEN UNLOCKED DUE TO INVALID INFORMATION. PLEASE RECTIFY AND RE-FINALIZE YOUR APPLICATION BEFORE THE LAST DATE OF SUBMISSION.** A red arrow points to this message from the text 'Rectify your details and re-finalize the application' above it.
- A blue message: **REGISTRATION DONE. REGISTRATION NO- WB2HVT1721030511**
- A light blue message: **APPLICATION SAVED.**

**STEP 17 :** After completing the whole process, your Dashboard will look like this. After successful verification, candidate will receive sms and email regarding approval of the application. Keep checking the site from time to time for upcoming updates (Admit Card download)

The screenshot shows the Scholarships Portal dashboard for a user named 'TEST USER' from 'ADARSH HINDI HIGH SCHOOL(HS)'. The user's details are: Class VIII (Eight), DOB 31-12-2012, and ID WB2HVT1721030511. The dashboard features a navigation bar with 'Dashboard', 'Application', and 'TEST' options. The 'Current Status' section displays four messages: 'REGISTRATION DONE. REGISTRATION NO- WB2HVT1721030511', 'APPLICATION SAVED & LOCKED.', 'DOCUMENTS NOT UPLOADED YET.', and 'APPLICATION FINALIZED.'. Below this, there is an 'Instructions' section with a 'Next Step' message: 'Dear Test User, you have successfully completed application process. Your application has been sent for verification purposes.' The 'More info' section shows a date '15-Jul-2024' and a 'Father's Name' field containing 'TEST USER'. There are also buttons for 'Registration Details' and 'Verification Certificate'.

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

Dashboard Application TEST

**TEST USER**  
ADARSH HINDI HIGH SCHOOL(HS)

Class **VIII (Eight)**  
DOB **31-12-2012**  
ID **WB2HVT1721030511**

Registration Details  
Verification Certificate

**Current Status**

- REGISTRATION DONE. REGISTRATION NO- WB2HVT1721030511
- APPLICATION SAVED & LOCKED.
- DOCUMENTS NOT UPLOADED YET.
- APPLICATION FINALIZED.

**Instructions**

**Next Step:** Dear Test User, you have successfully completed application process. Your application has been sent for verification purposes.

**More info**

15-Jul-2024

Father's Name  
TEST USER

**THANK  
YOU**