USER MANUAL

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

(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.

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.

Click here to Register

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

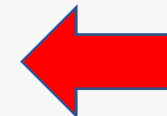**Name and address of state agency:**

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

- 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 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

Name of Candidate (Do not write Miss/Mister) *

FIRST NAM | MIDDLE N | LAST NAM

Father's Name (Do not write Mr./Dr./Prof.) *

FIRST NAM | MIDDLE N | LAST NAM

Gender of Candidate *   Select Gender

Security Question 1 *

Select Security Question   Answer

Security Question 2 *

Select Security Question   Answer

Date of Birth *   dd-mm-yyyy

Banglarshiksha Student ID *   BANGLARSHIKSHA STUDENT

Email *   email

Mobile *   MOBILE NO

Password *

Password Policy

Retype Password *

Register

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

REGISTRATION

Applicant's Details

Name of Candidate (Do not write Miss/Mister)*

| TEST | MIDDLE N₁ | TEST |

Father's Name (Do not write Mr./Dr./Prof.)*

| TEST | MIDDLE N₁ | TEST |

Gender of Candidate*

MALE

Security Question 1*

| What is your birth place | test |

Security Question 2*

| What is your grand father's first nar | test |

Date of Birth* 31-12-2011

Banglarshiksha Student ID* 19000000000001

Email* test@gmail.com

Mobile* 9870000000

Password* •••••••••

Password Policy

Retype Password* •••••••••

[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██████0511**. Kindly note down and use the Registration Number for login in the system.

| Print / Download Registration Details | Download | Login to your account and complete your profile to submit the application | Click Here |

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).

STEP 9: 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 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

Click here to fill up application form

WELCOME! (NMMSE 2024 APPLICANT)

TEST USER

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

Registration Details

ℹ 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.

For application current status

▦ 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*].

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):

- 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

Institution Details (in which candidate presently studying at Class VIII)

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:

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*   Chang

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.

Click here to Upload documents

Re-download the details

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 — ❶ Pending

Income Certificate* — Choose File | No file chosen — Upload — ❶ 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)*   Choose File No file chosen   [Upload] [View] ☑ Uploaded

Income Certificate*   Choose File No file chosen   [Upload] [View] ☑ Uploaded

[Finalize Application]

Click here to View the uploaded document

Click here to Finalize the application
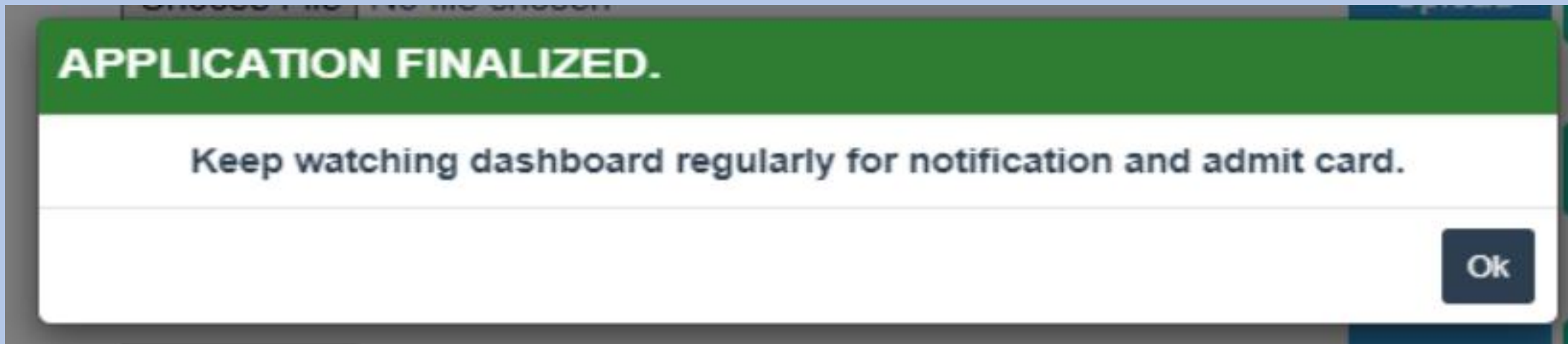
Choose File No file chosen   [Upload] [View]

ARE YOU SURE TO FINALIZE YOUR APPLICATION!

This is your last Step of Application submission for Scholarship.

Click here to continue the process   [Finalize My Application] [Cancel]

Choose File No file chosen   [Upload] [View]

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.

APPLICATION FINALIZED.

Keep watching dashboard regularly for notification and admit card.

Ok

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-

Rectify your details and re-finalize the application

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)

THANK YOU