User Manual for

Online Application Process in

Swami Vivekananda Merit cum Means Scholarship (V2.0)

Government of West Bengal

https://svmcm.wbhed.gov.in

Steps to be followed to apply online for Swami Vivekananda Merit Cum Means Scholarship:

Step 1: Open the home page of e-Governance portal for Swami Vivekananda Merit Cum Means Scholarship (https://svmcm.wbhed.gov.in) in any browser and click on **Registration** option on the right side of the menu. [Shown in Fig:01]

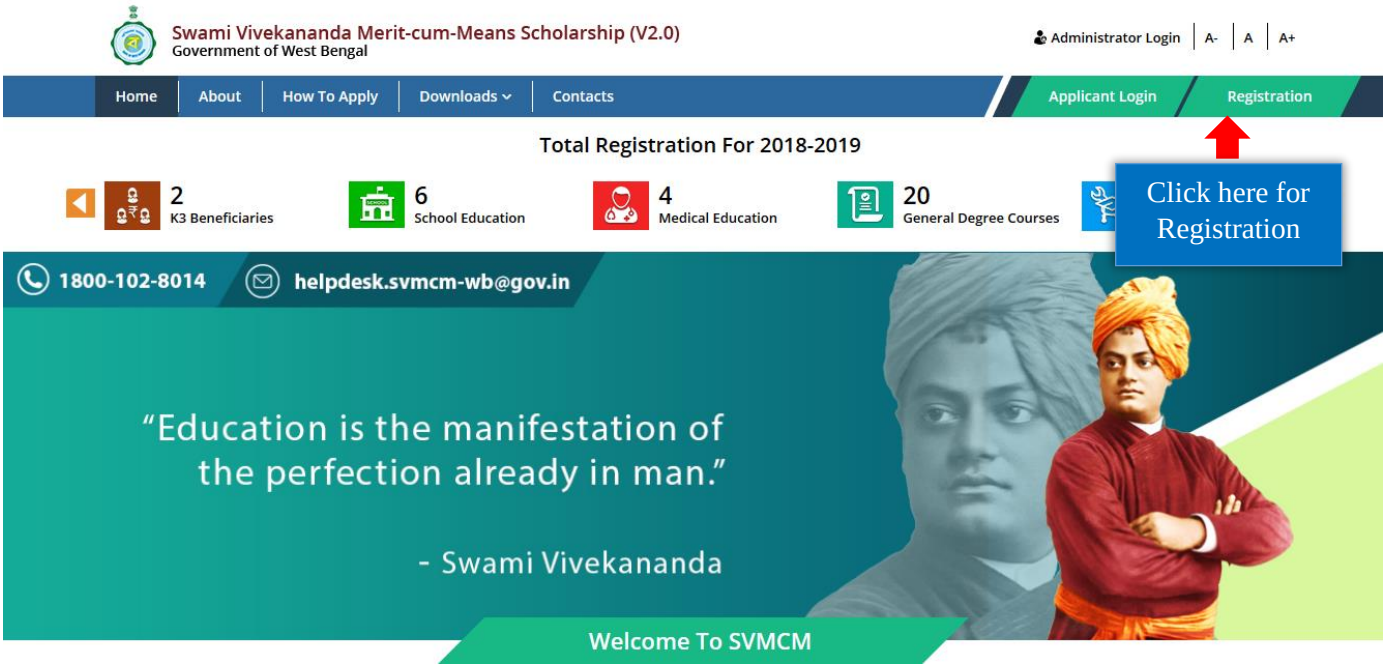

Fig: 01

Step 2: Please download the operation manual before proceeding for registration, by clicking on **Download User Manual** button and also read the **Instructions** given in the page. After that click on the checkbox to agree terms and then **Proceed for Registration**. [Shown in Fig: 02]

Instructions for submission of Online Application of Swami Vivekananda Merit Cum Means Scholarship

Please download and go through the **Guidelines** of Swami Vivekananda Merit Cum Means Scholarship carefully before you start filling the Online Application Form.

Schedule for Online Application

Application Type	Opening Date	Closing Date
Fresh Application 2018	10.09.2018	30.11.2018
Renewal Application 2017	10.09.2018	----
Kanyashree (K3) Application 2018	10.09.2018	30.11.2018

Application Procedure: Steps to be followed to apply online

Step 1

Online Registration: At first applicants need to fill up and submit the online registration form. On successful submission of the Registration Form, an Applicant ID of 15 characters will be generated and it will be used to login and complete the remaining Steps of the Application Form. The Applicant Id also required for all future correspondences.Please maintain the Password Policy, for choosing the Password in the Registration Form, as instructed. Please download the Registration Slip or note down the system generated Applicant ID for future use. The Applicant ID will also be sent to the mail id, entered at the time of registration.

Applicants, willing to apply for K3 are required to fill up the authentication form to verify their existence in Kanyashree(K2) with the input fields **Kanyashee(K2) Year of Application, Kanyashree ID, Applicant's Name, Applicant's Date of Birth, Father's Name, Mother's Name**. On successful completion of K2 authentication applicants will be forwarded to registration form. The rest of the process is same as fresh application procedure.

For Renewal of existing beneficiaries, Online registration is not needed, rather they can login with their previous Applicant ID and Password to apply for renewal.

Note: Eligibility criteria for application in Swami Vivekananda Merit cum Means Scholarship 2018 are mentioned in detail advertisement, available under Downloads menu.

If Applicants forget their Applicant ID or Password, they can retrieve the same using Forgot Applicant ID/Password option from Applicant Login option.

Step 2

Online Application: Login with the generated Applicant ID, Password (which was set during Registration Process) and Captcha (Security Code). After successful login, fill up rest of the application forms. While uploading Scanned Copy of Image and Signature, please maintain **File Format and File Size** as mentioned. Image and Signature format should be **JPG/JPEG** and size should be in between **20KB-50KB** and **10KB-20KB** respectively.

Step 3

Upload Documents: After successful submission of application forms, **Scanned Supporting Document Upload** form will be appeared. Upload all necessary documents as mentioned in the form. While uploading, please maintain the **File format and File size**, as mentioned. Files should be in **PDF** format and size should not exceed **400KB**.

Documents to be uploaded for Fresh and Kanyashree Application:

i. Admit Card of Madhyamik Examination or its equivalent

ii. Mark sheet of Madhyamik Examination or its equivalent (Both sides)

iii. Admit Card of last Board/Council/University/College examination

iv. Mark sheet of last Board/Council/University/College examination (Both sides)

v. Income certificate of family (**Not Applicable for Kanyashree**)

vi. Domicile certificate as Aadhaar ID/Voter ID/Ration card/Certificate Issued by concerned authority

vii. Scanned copy of Bank Passbook (1st Page, containing A/C No. and IFSC)

Documents to be uploaded for Renewal Application:

i. Copy of the Marksheet of the last examination in the present course of study. (Both sides and in case of semester examination system, year wise semester Marksheets).

ii. Admission receipt for the promotion to the next higher class

Format for Income Certificate is available under Downloads option in the Top menu in all pages.

...r successful upload, **Finalize** the application.

...e: Please note that once an application is finalized, that application cannot be edited anymore.

Check to Agree the Declaration

Step 4

Final Submission: After finalizing the application, download the **Verification Certificate** which contains two pages. First page is the Applicant Copy and second page is the HOI(Head of the Institution) Copy.
After verification and signed by HOI, applicant will scan the Applicant Copy and upload the same in the application portal to complete the application process. HOI will retain the HOI Copy.

☐ This is to declare that I have read the instructions properly and I agree to abide by them.

Click here to proceed for Registration

Proceed for Registration | Download User Manual

Click here to download the User Manual

Fig:02

Step 3: Choose appropriate **Directorate** and then click on **Apply for Fresh application**. [Shown in Fig:03]

Fig:03

Click on **Apply For Fresh Application**

Step 4: Online Registration:

Fresh Application Process:

For Fresh Application, fill up the Registration form and then Click on **Register** button.

Obtained Marks, Total Marks and Obtained Percentage of applicants from Qualifying Examination Board of **WBBSE** or **WBCHSE** or **WBSCT&VE&SD (for Lateral)** will be filled up automatically.
[Shown in Fig:04, Fig:05 and Fg:06]

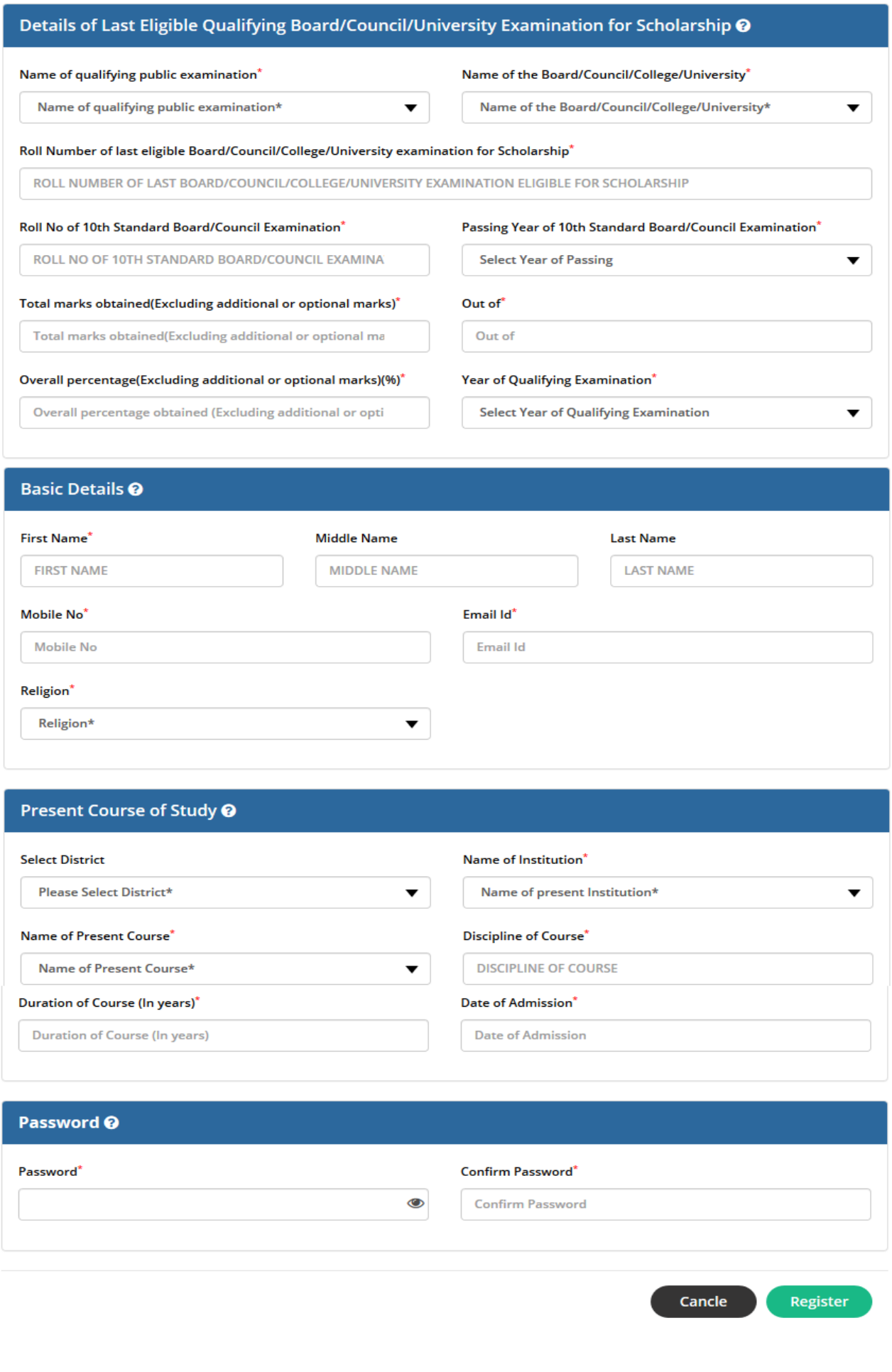
Details of Last Eligible Qualifying Board/Council/University Examination for Scholarship
Name of qualifying public examination*
Name of qualifying public examination*
Name of the Board/Council/College/University*
Name of the Board/Council/College/University*
Roll Number of last eligible Board/Council/College/University examination for Scholarship*
ROLL NUMBER OF LAST BOARD/COUNCIL/COLLEGE/UNIVERSITY EXAMINATION ELIGIBLE FOR SCHOLARSHIP
Roll No of 10th Standard Board/Council Examination*
ROLL NO OF 10TH STANDARD BOARD/COUNCIL EXAMINA
Passing Year of 10th Standard Board/Council Examination*
Select Year of Passing
Total marks obtained(Excluding additional or optional marks)*
Total marks obtained(Excluding additional or optional ma
Out of*
Out of
Overall percentage(Excluding additional or optional marks)(%)*
Overall percentage obtained (Excluding additional or opti
Year of Qualifying Examination*
Select Year of Qualifying Examination
Basic Details
First Name*
FIRST NAME
Middle Name
MIDDLE NAME
Last Name
LAST NAME
Mobile No*
Mobile No
Email Id*
Email Id
Religion*
Religion*
Present Course of Study
Select District
Please Select District*
Name of Institution*
Name of present Institution*
Name of Present Course*
Name of Present Course*
Discipline of Course*
DISCIPLINE OF COURSE
Duration of Course (In years)*
Duration of Course (In years)
Date of Admission*
Date of Admission
Password
Password*
Confirm Password*
Confirm Password
Cancle
Register

Fig:04

Details of Last Eligible Qualifying Board/Council/University Examination for Scholarship

Name of qualifying public examination*: HIGHER SECONDARY/EQUIVALENT

Name of the Board/Council/College/University*: West Bengal Council of Higher Secondary Education

Roll Number of last eligible Board/Council/College/University examination for Scholarship*: 1001111889

Roll No of 10th Standard Board/Council Examination*: 11254E02147

Passing Year of 10th Standard Board/Council Examination*: 2016

Total marks obtained(Excluding additional or optional marks)*: 376

Out of*: 500

Overall percentage(Excluding additional or optional marks)(%)*: 75.20

Year of Qualifying Examination*: 2018

Basic Details

First Name*: TEST

Middle Name: MIDDLE NAME

Last Name: APPLICANT

Mobile No*: 9134012111

Email Id*: testapplicant2018@yahoo.in

Religion*: HINDUISM

Fig:05

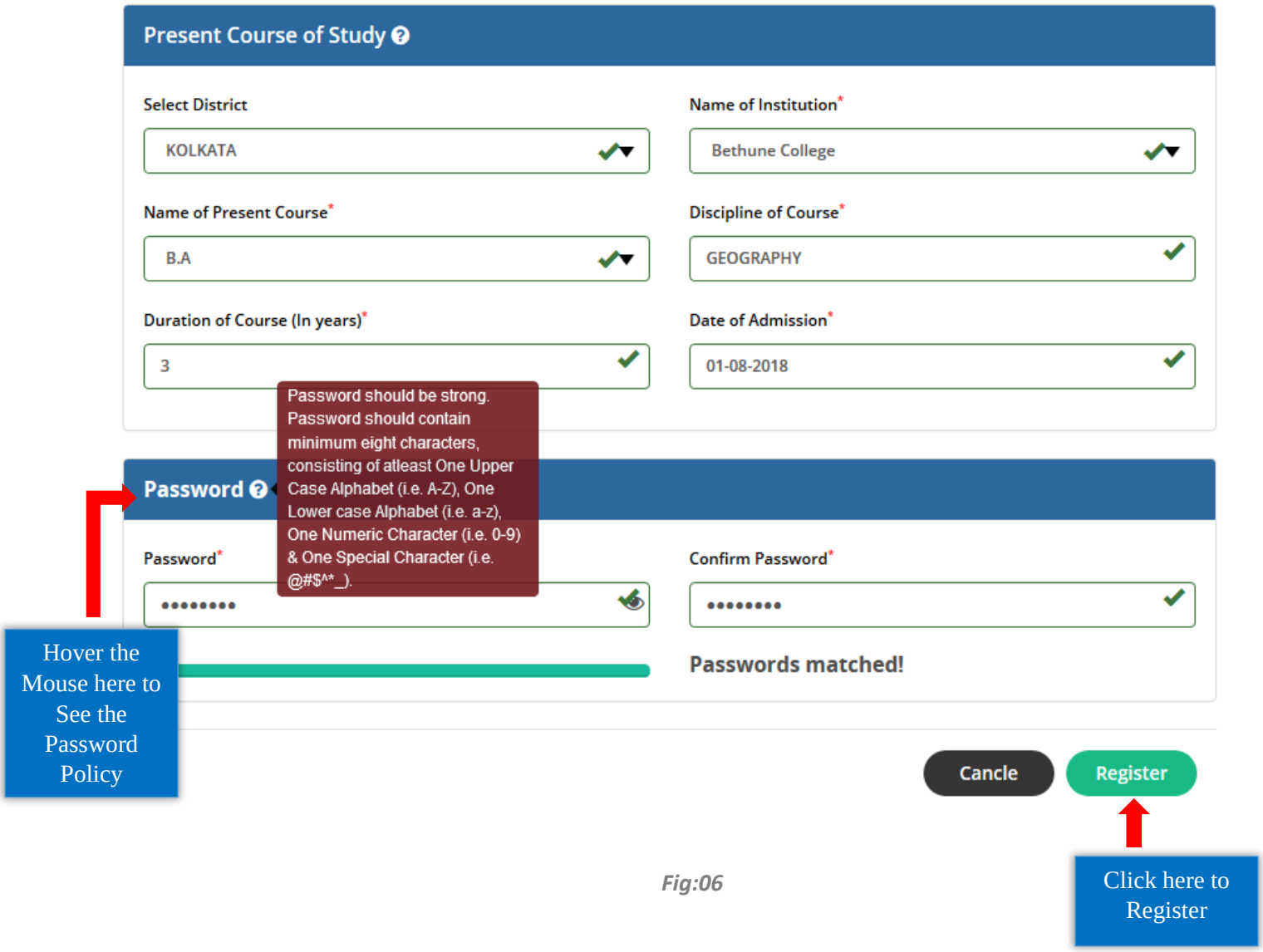
Present Course of Study
Select District
KOLKATA
Name of Institution*
Bethune College
Name of Present Course*
B.A
Discipline of Course*
GEOGRAPHY
Duration of Course (In years)*
3
Date of Admission*
01-08-2018
Password should be strong. Password should contain minimum eight characters, consisting of atleast One Upper Case Alphabet (i.e. A-Z), One Lower case Alphabet (i.e. a-z), One Numeric Character (i.e. 0-9) & One Special Character (i.e. @#$^*_).
Password
Password*
Confirm Password*
Passwords matched!
Hover the Mouse here to See the Password Policy
Cancle
Register
Click here to Register

Fig:06

Kanyashree (K3) Application Process:

Applicants are required to **Authenticate** their previous Kanyashree Details for registration under Kanyashree(K3) application. [Shown in Fig:07, Fig:08 and Fig:09]

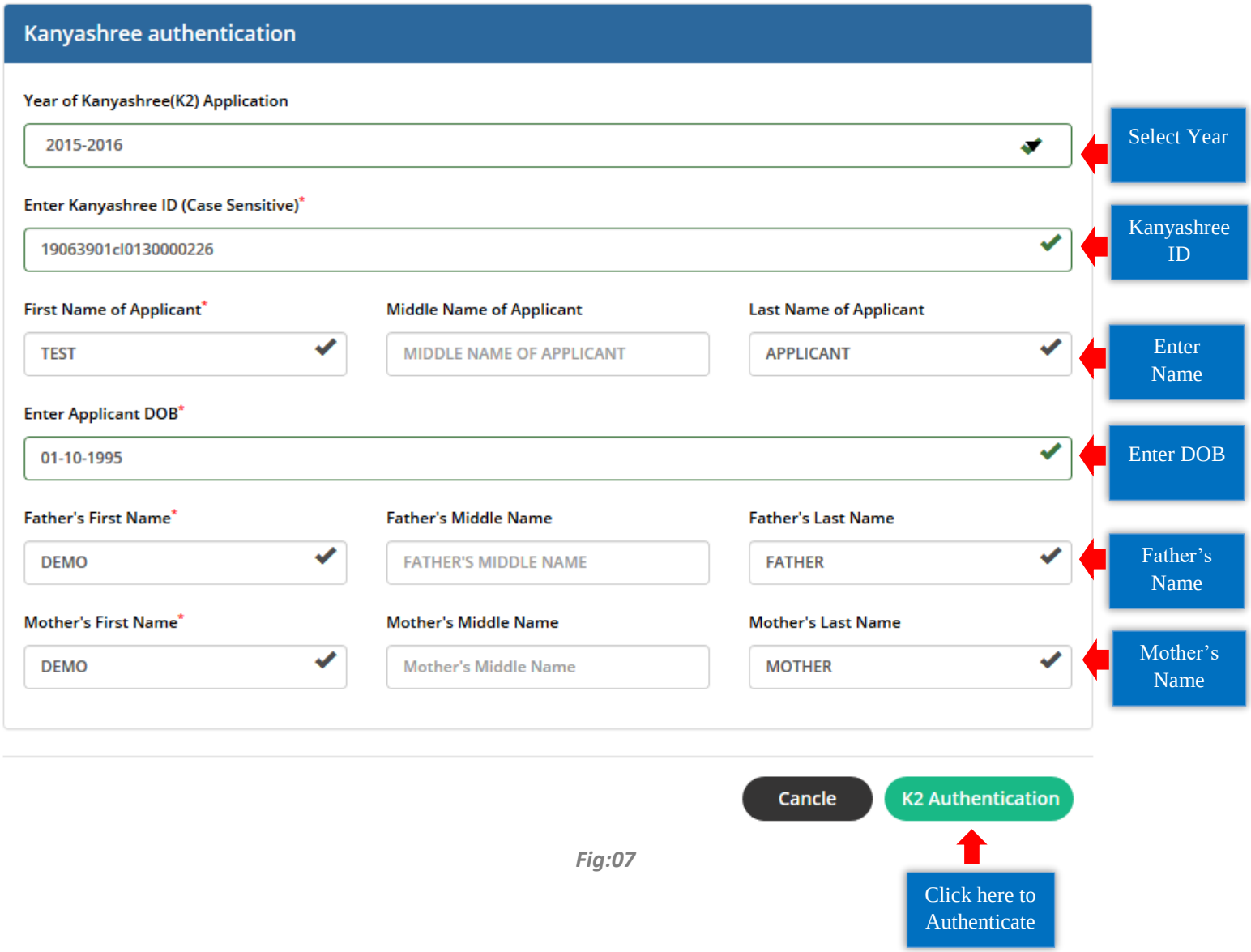

Fig:07

Successful Authentication Message

Kanyashree applicant's authentication has been done successfully

Basic Details

Year of Kanyashree(K2) Application: 2013-2014

Enter Kanyashree ID (Case Sensitive)*: 19063901cl0130000226

First Name of Applicant*: TEST

Middle Name of Applicant: Middle Name of Applicant

Last Name of Applicant: APPLICANT

Mobile No*: 8777025144

Email Id*: testapplicant2018@yahoo.in

Roll No of 10th Standard Board/Council Examination*: 11205E22658

Passing Year of 10th Standard Board/Council Examination*: 2013

Details of Last Qualifying Board/Council/University Examination Eligible for Scholarship

Name of qualifying public examination*: B.SC

Name of the Board/Council/College/University*: Kalyani University

Roll Number Of Last Eligible Board/Council/College/University Examination for Scholarship*: 22145ABC

Total marks obtained(Excluding additional or optional marks)*: 800

Out of*: 1000

Overall percentage(Excluding additional or optional marks)(%)*: 80

Year of Qualifying Examination*: 2018

Fig:08

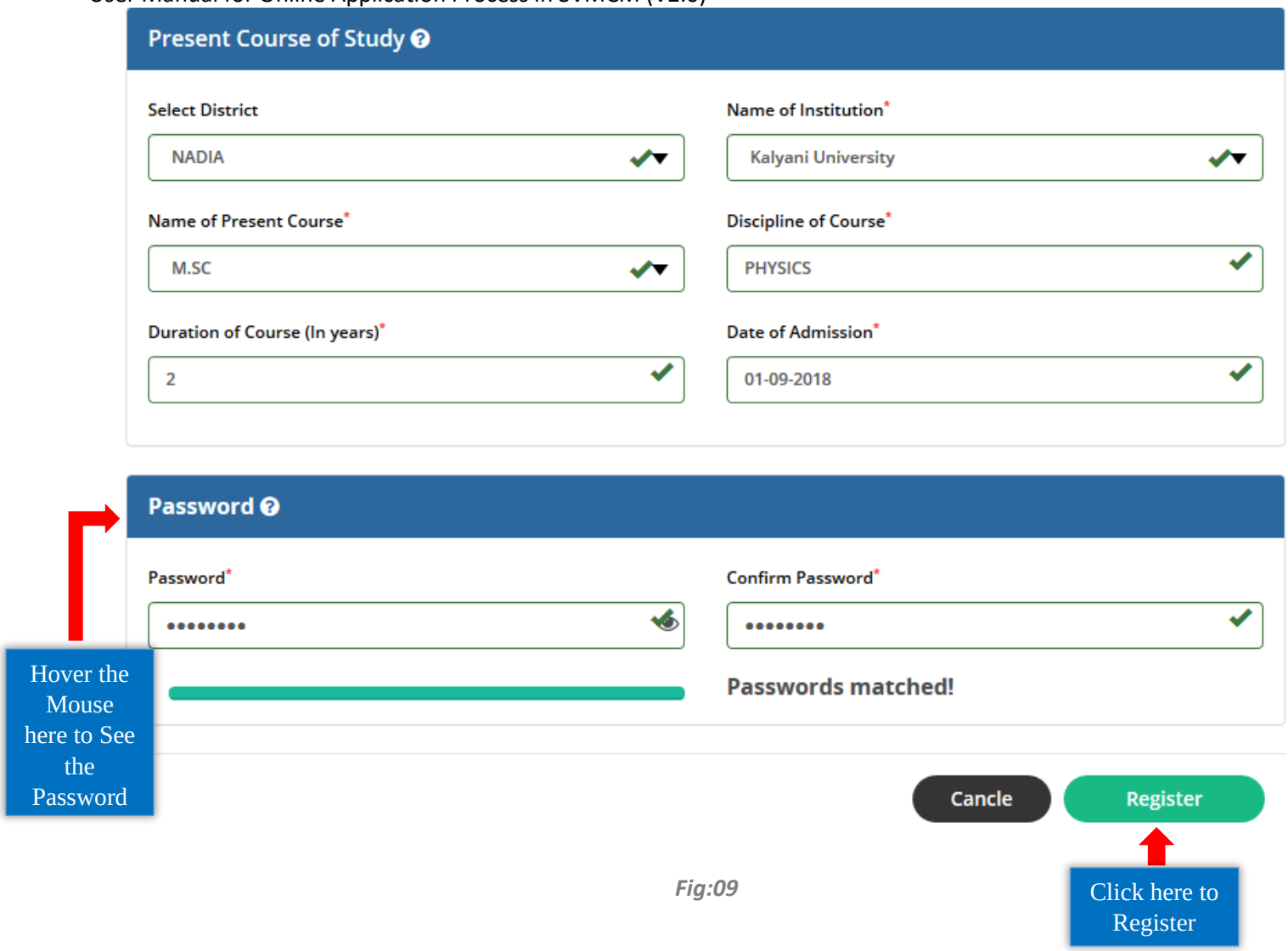

Fig:09

Renewal Application Process:

Renewal Applicants are not required to register, rather they will login directly with their previous SVMCM Applicant Id and Password and complete the application process.

(Please scroll down to see the login process). [Shown from fig:11]

Step 5: After successful registration, an **Applicant Id** will be generated and the same will be sent to the registered email id. **Note down the Id** for subsequent login to complete rest of the Application Process and also for future use. [Shown in Fig:10]

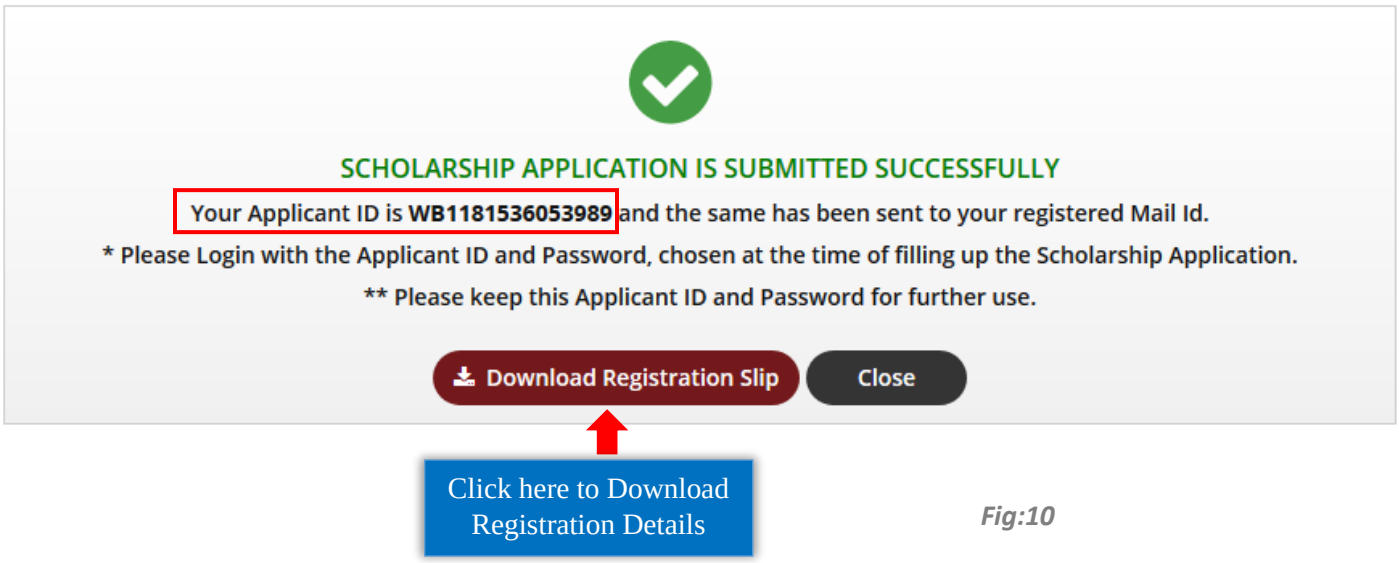

Fig:10

Step 6: Now click on **Applicant Login** option from any of the pages. Enter the **Applicant Id**, **Password** (Which was set during registration process) and **Security Code** in the appeared pop-up. Then click on the **Login** button. [Shown in Fig:11 and Fig:12]

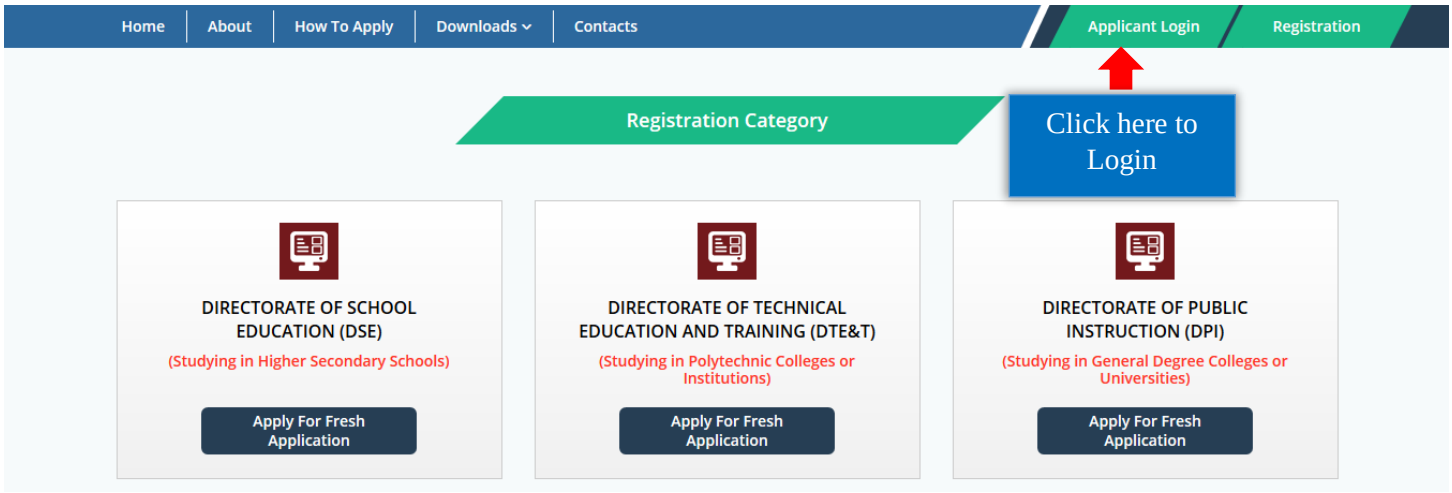

Fig:11

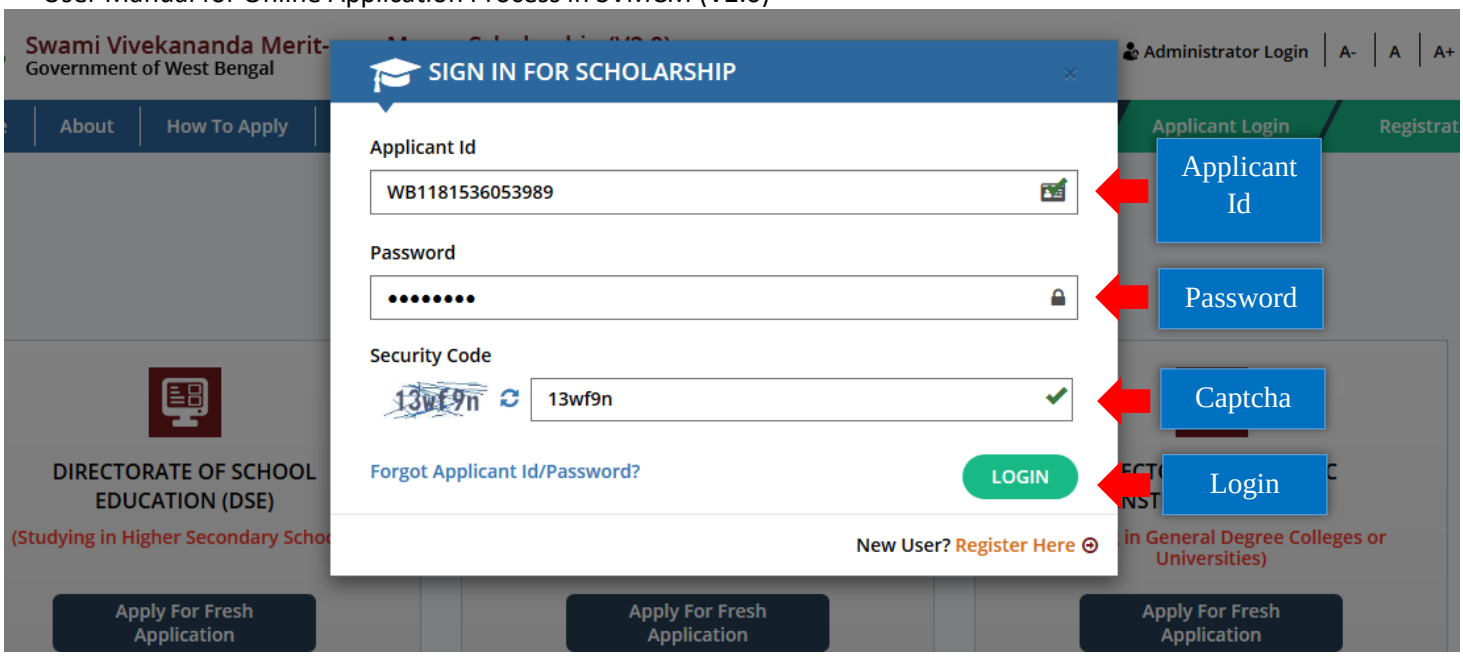

Fig:12

Step 7: After successful login, **Dashboard** of the concerned applicant will be appeared. Click on **Edit Profile** or **Edit Application** to continue the application process. Application process for Fresh and Kanyashree are same. [Shown in Fig:13]

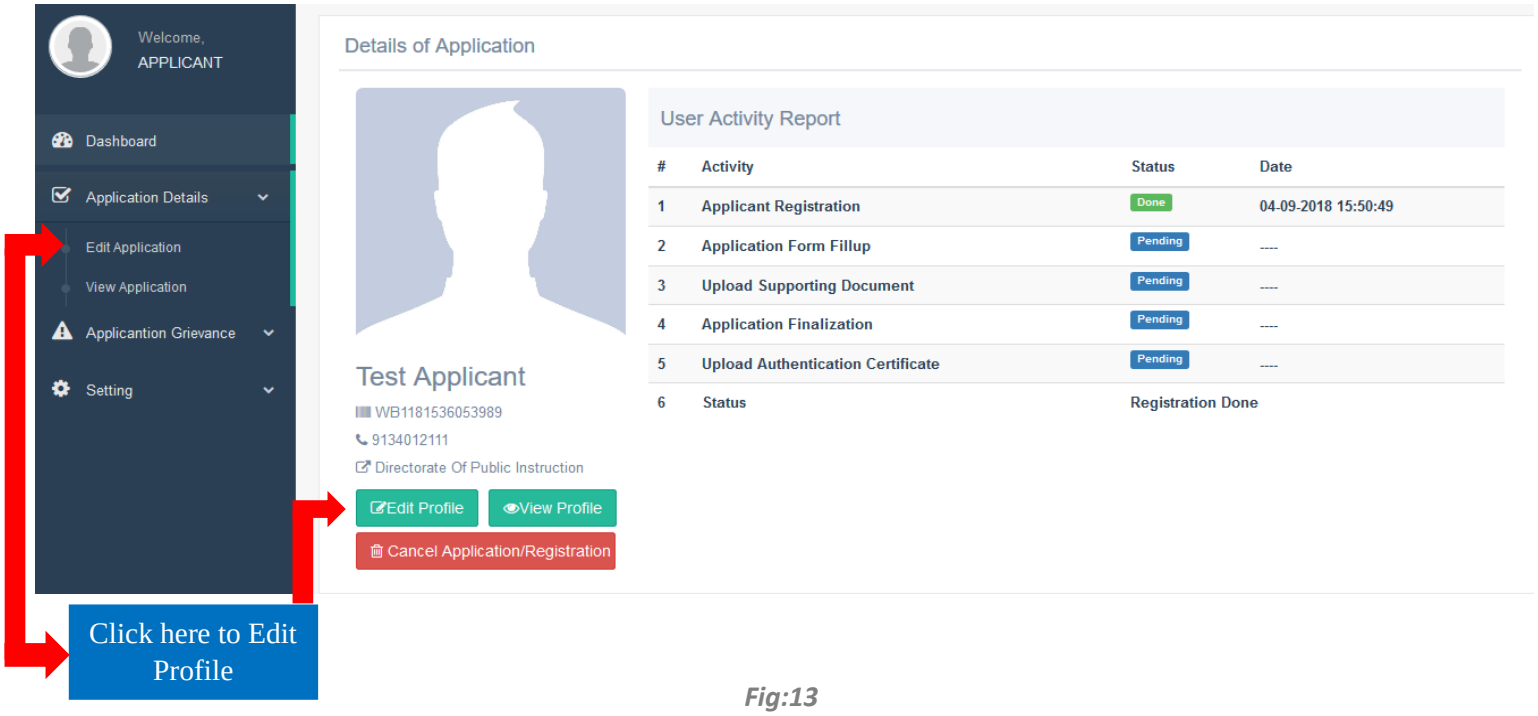

Fig:13

Step 8: First fill up the **Basic Details** form and then click on **Save & Continue** button. Star marked fields are mandatory fields. While uploading Image and Signature please maintain the **File Format** and **File Size** as mentioned in the form. In the Basic Details form, applicants only have to upload the image and signature as the other fields are already filled up during the time of the registration. [Shown in Fig:14]

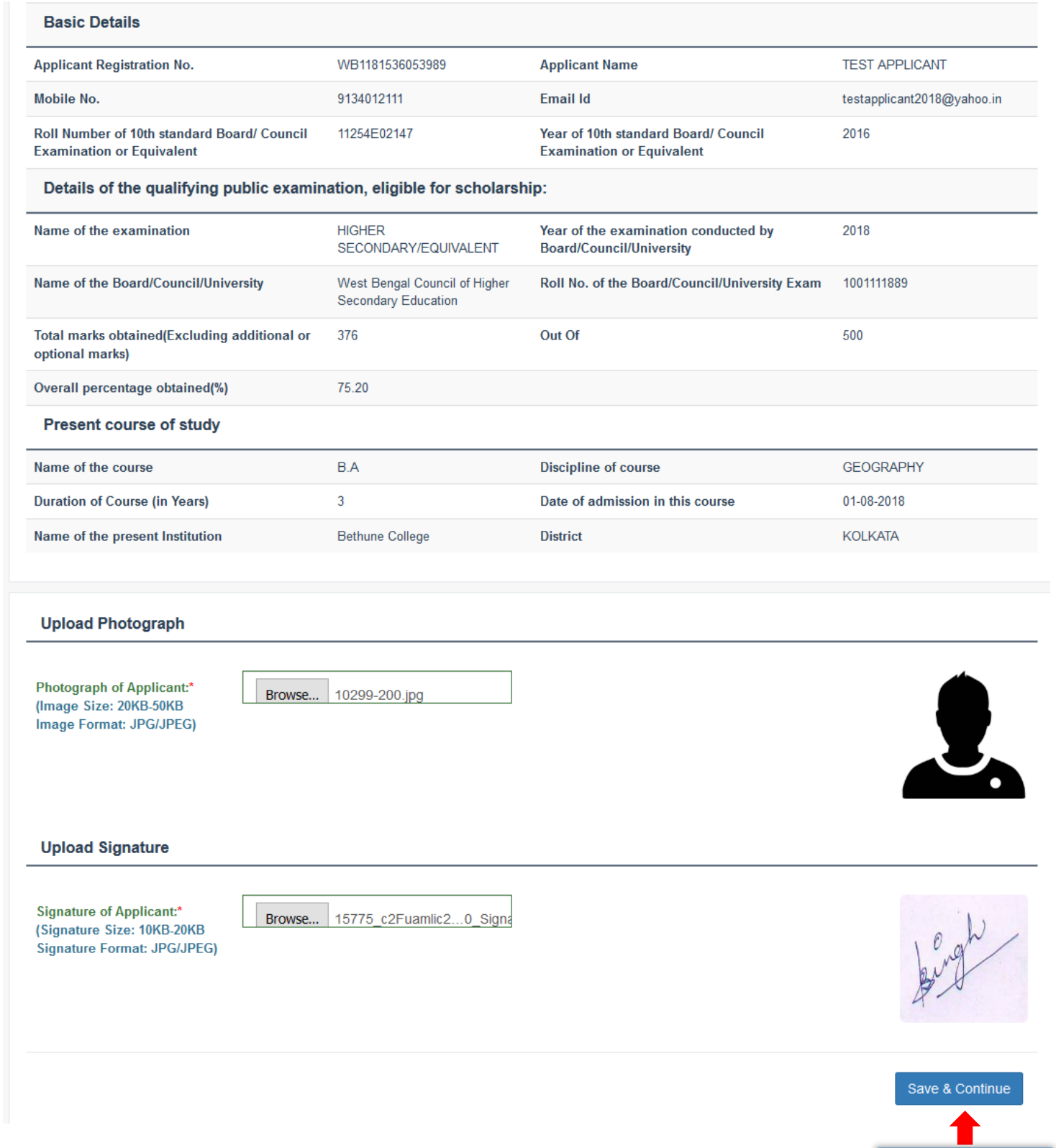

Fig:14

Step 9: After successful submission of Basic Details form, **Personal Details** form will be appeared. Fill up the form and then click on **Save & Continue** button. Star marked fields are mandatory fields. [Shown in Fig:15]

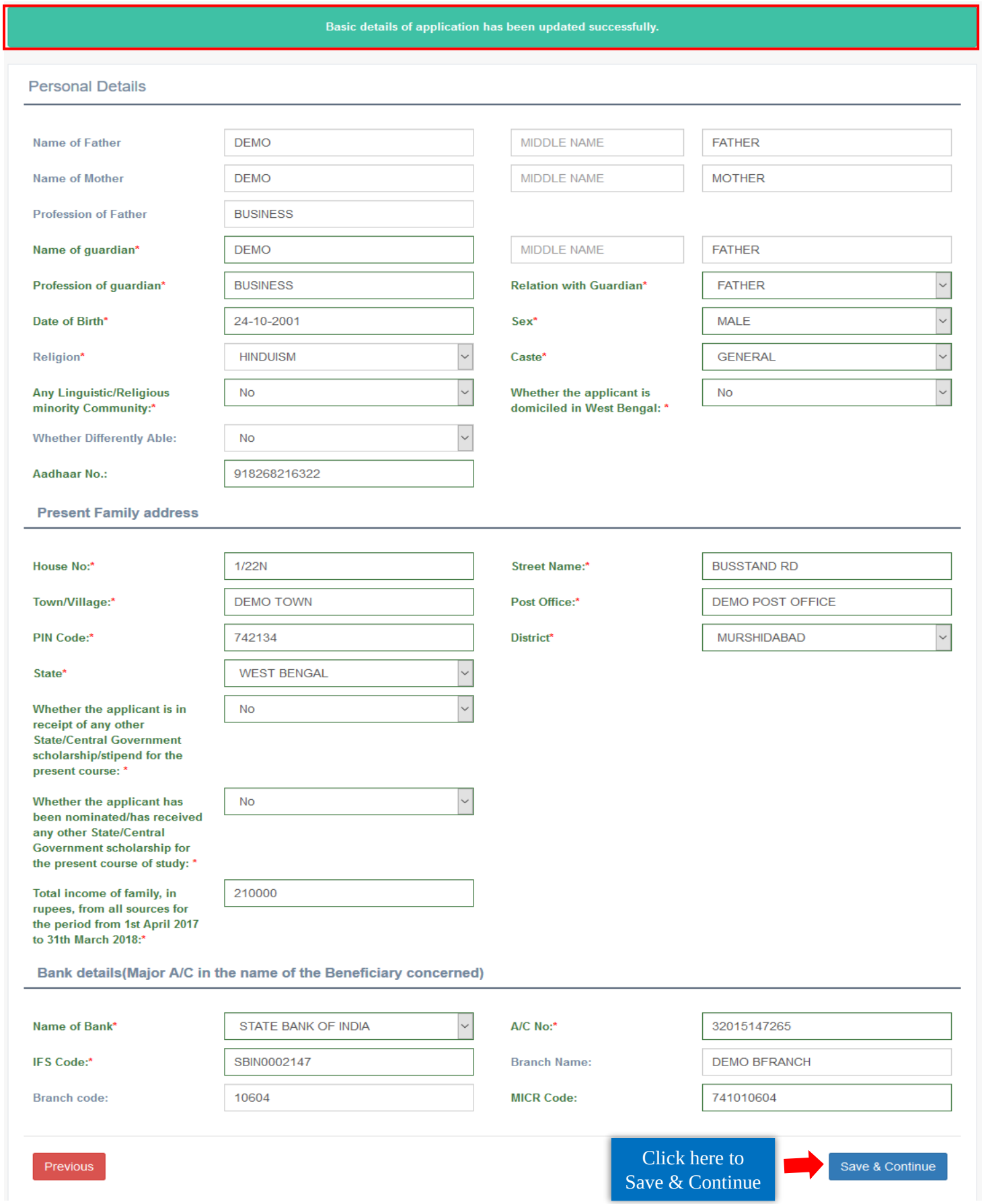

Fig:15

For Kanyashree:

Kanyashree applicants may change their bank details as required. In that case, they have to select a reason for the change from the given list. If they select 'Others', then they have to mention the reason by themselves. [Shown in Fig:16]

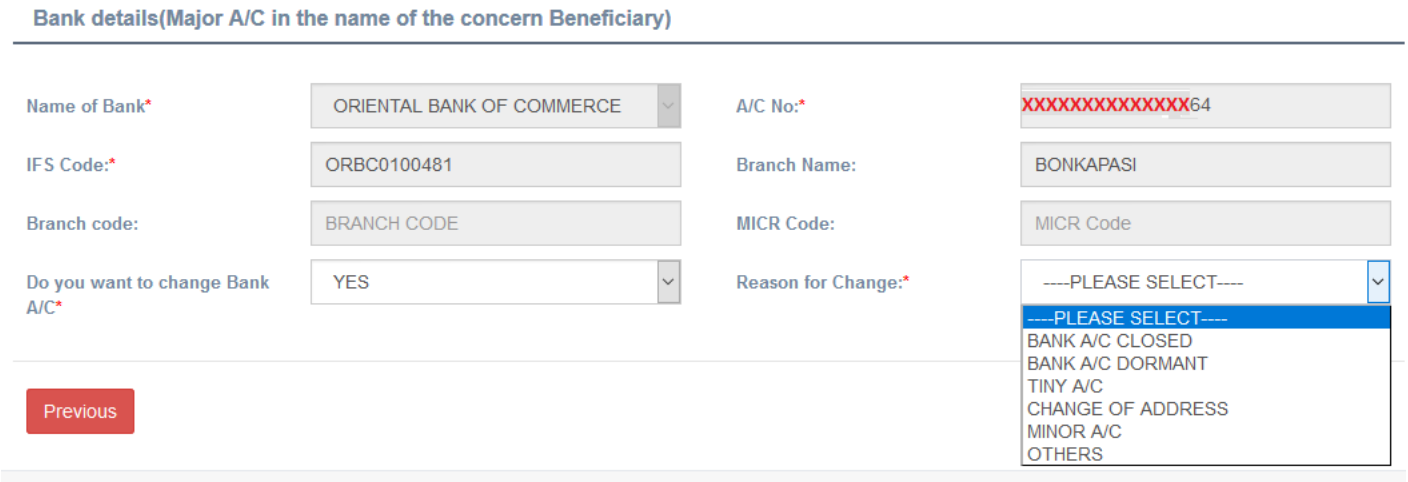

Fig:16

Step 10: After successful submission of Personal Details form, **Scanned Supporting Documents** form will be appeared. Upload all the necessary documents as required and then click on **Submit Application** button. While uploading the documents, please maintain the **File Format** and **File Size** as instructed in the form. [Shown in Fig:17 and Fig:18]

For Fresh:

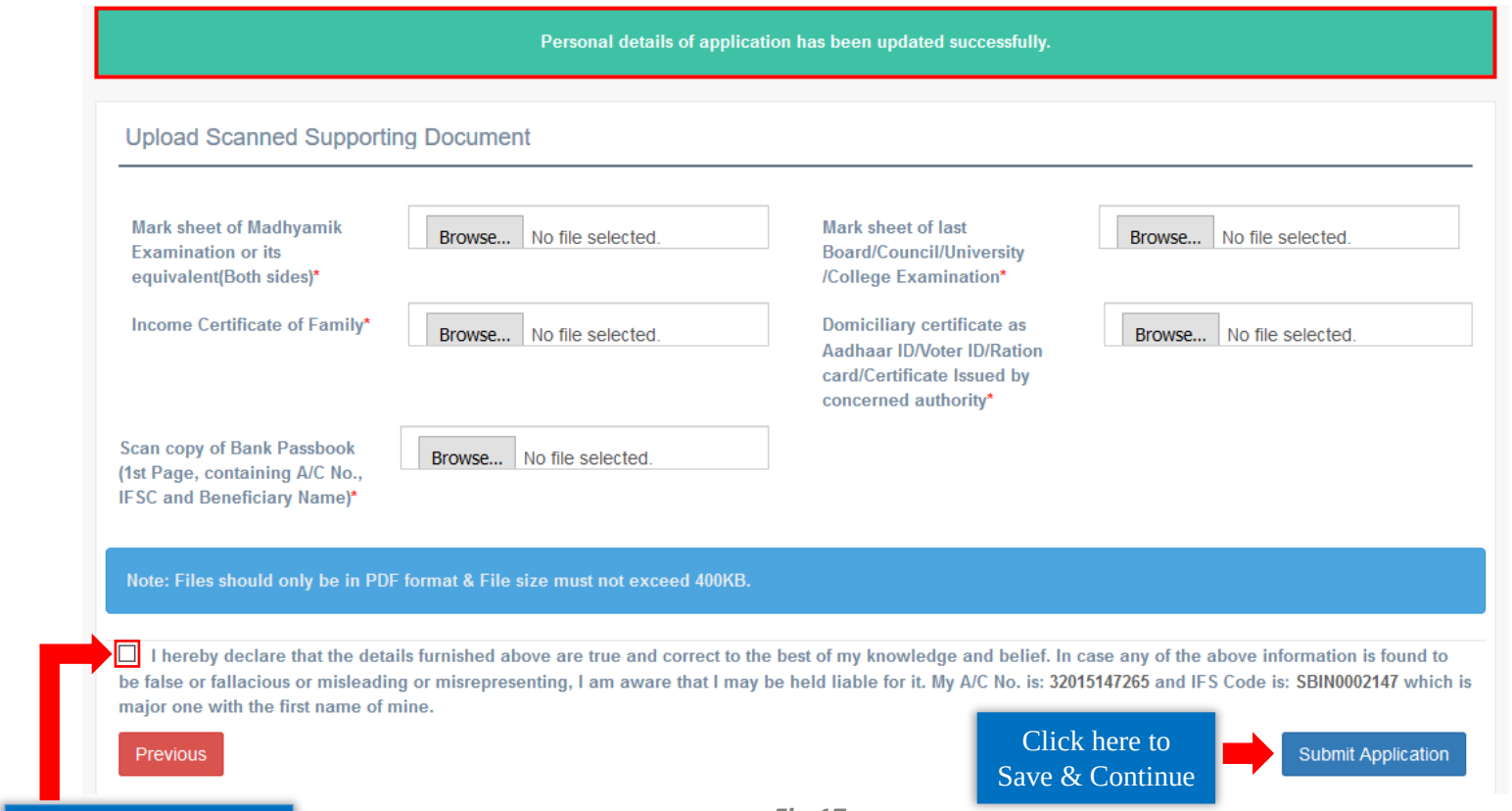

Fig:17

- **The uploading of Income Certificate is not needed for K3 applicants.**

For Renewal:

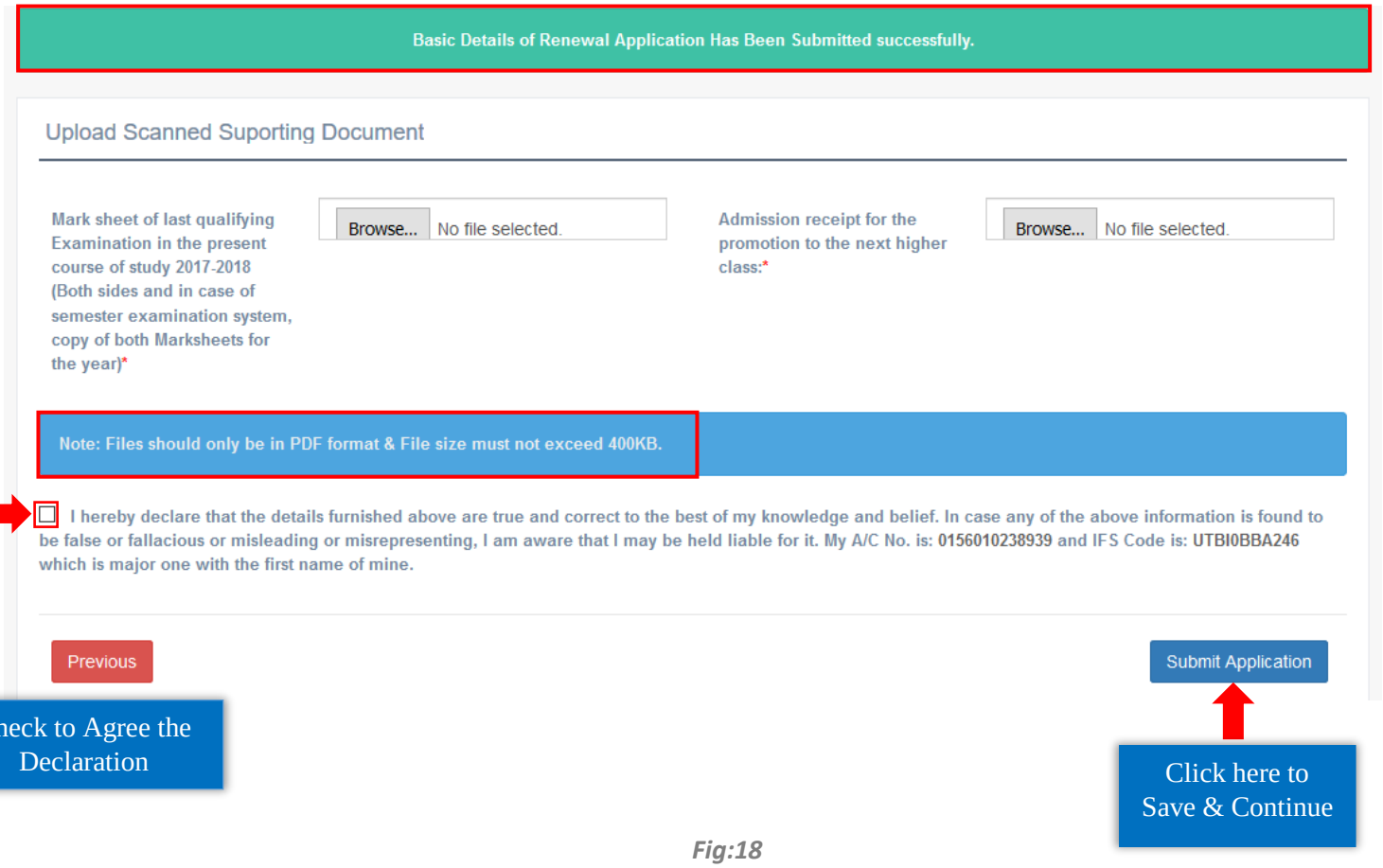

Fig:18

Step 11: After successful submission of the Application, a success message regarding the submission will be displayed. Applicants may download the Application details by clicking on the **Download Application Details** button. Click on **Finalize Application** button to finalize the application. [Shown in Fig:19]

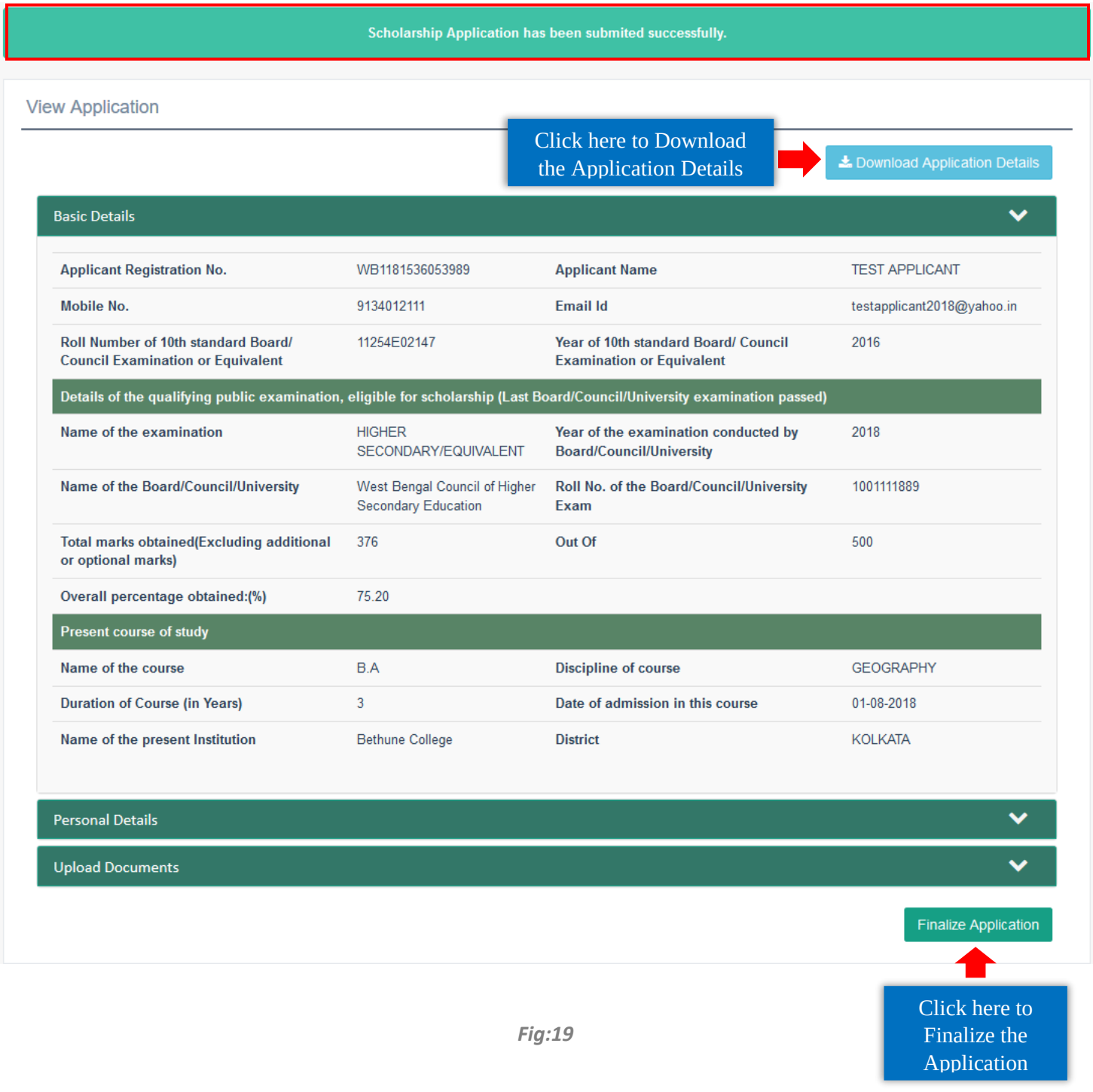

Fig:19

- ***Note that, once an application is finalized, it cannot be edited anymore.***

Step 12: After finalization, a page will be appeared for uploading the Verification Certificate of Head of Institution. At first, click on **Download Head of the Institution Verification Certificate** button to download the certificate. Then **get the certificate attested** with Signature and Official Seal of Head of the Institution concerned. After that upload the scanned copy of the attested certificate and click on **Final Submission of Scholarship Application** button for final submission of the application. [Shown in Fig:20]

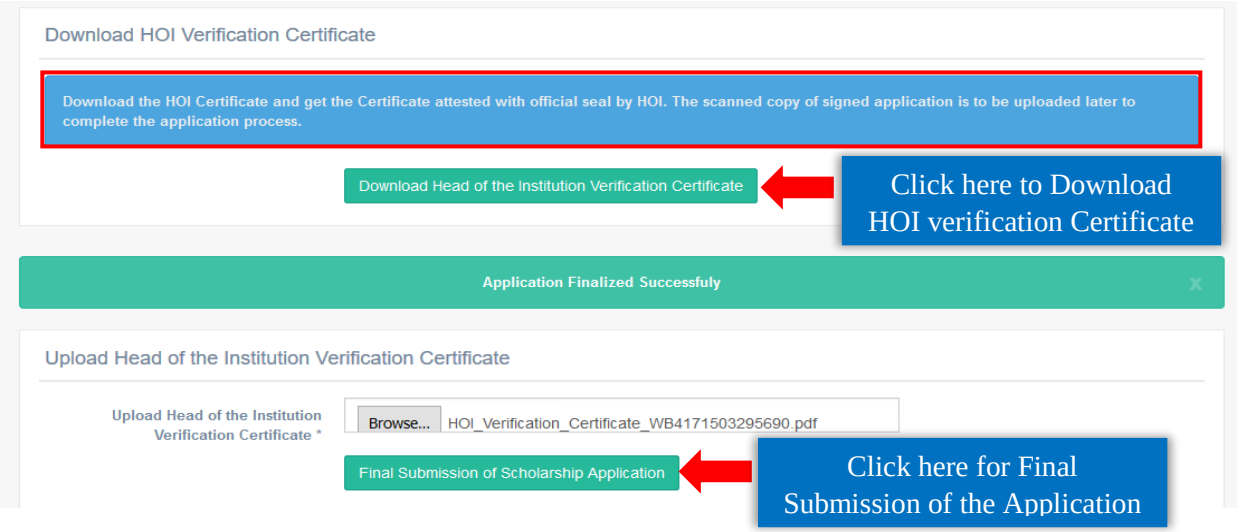

Fig:20

- After final submission, a success message regarding successful submission of the application will be displayed. [Shown in Fig:21]

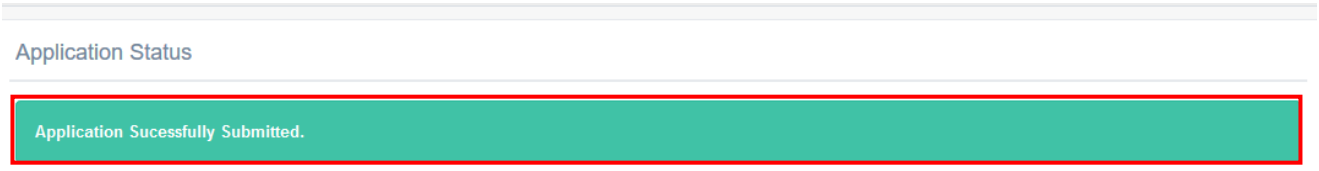

Fig:21

- To view the Profile/Application, click on **View Profile** option in Dashboard or click on **View Application** option under **Application Details** tab in Menu area. [Shown in Fig:22]

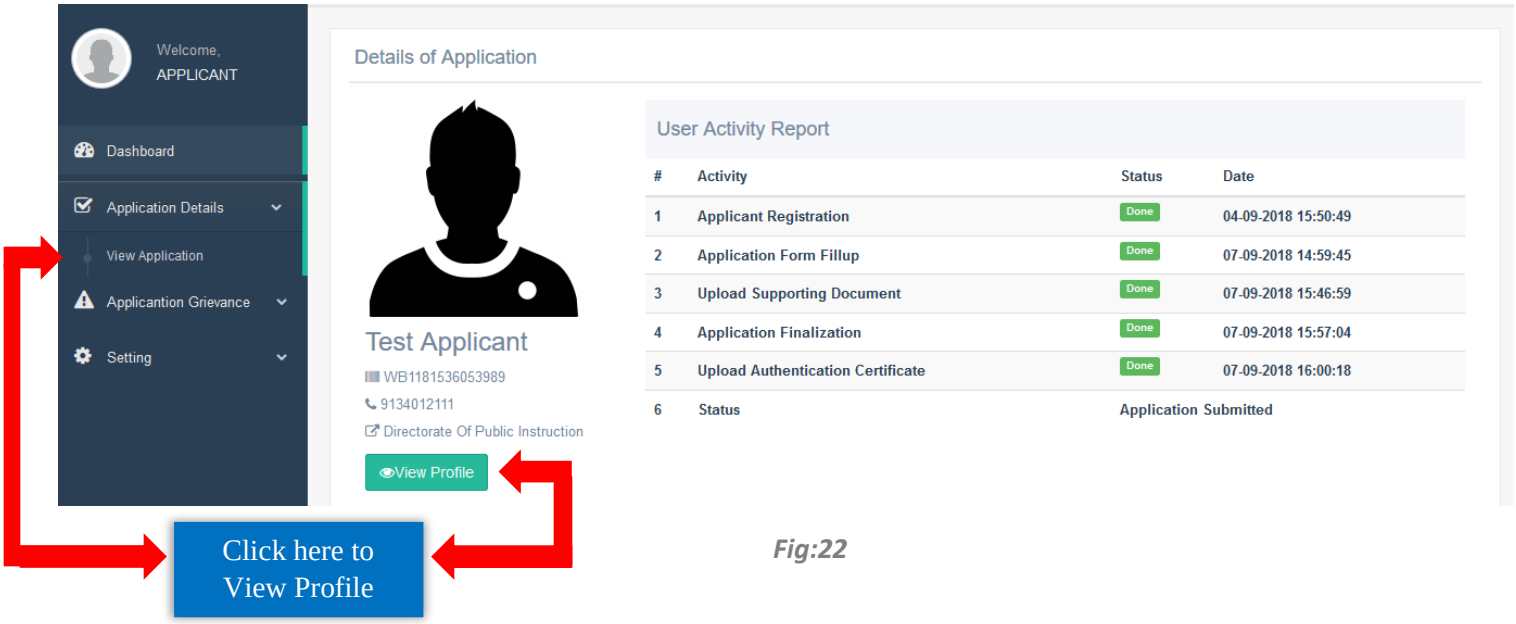

Fig:22

Forgot Applicant Id/Password:

- To retrieve Applicant Id/Password click on **Forgot Applicant Id/Password** option on the Login pop-up from the **Applicant login** option. [Shown in Fig:23]

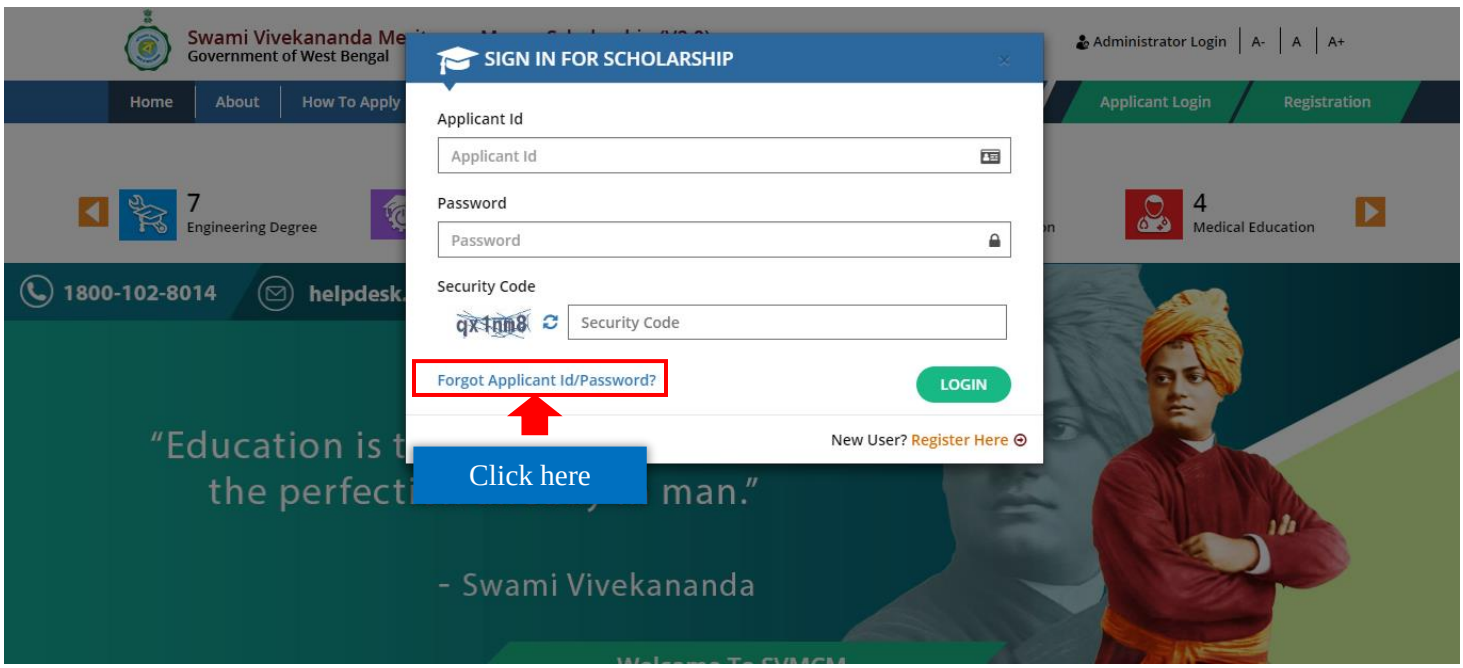

Fig:23

- Select what is to retrieve from the given option and then click on the **Proceed** button. After selecting a option the relevant form will be appeared. [Shown in Fig:24]

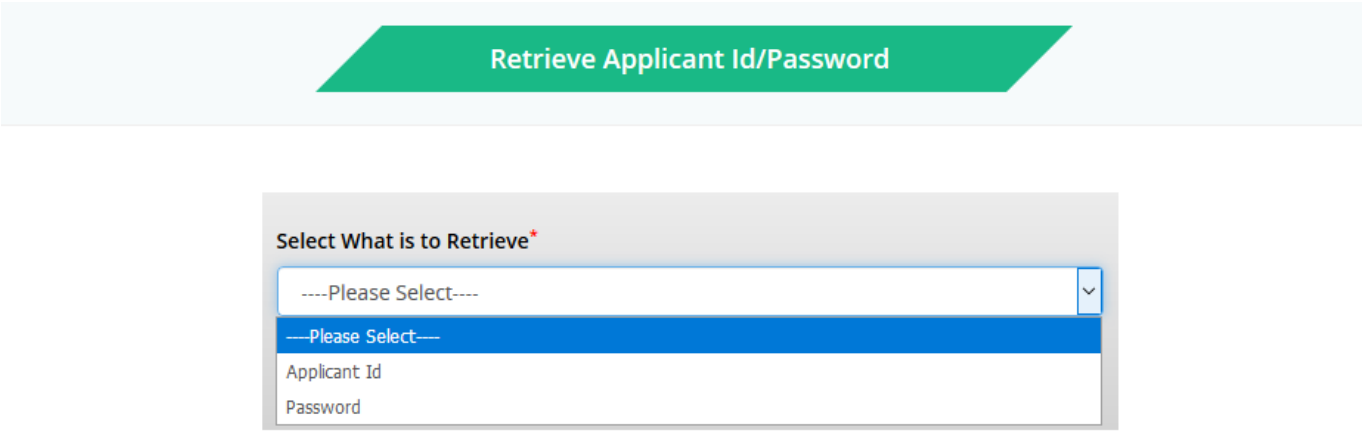

Fig:24

For Applicant Id:

- Enter the required details as **First Name**, **Middle Name** (if any), **Last Name**, **Date of Birth**, **Email Id** and **Security Code** and click the **Proceed** button. [Shown in Fig:25]

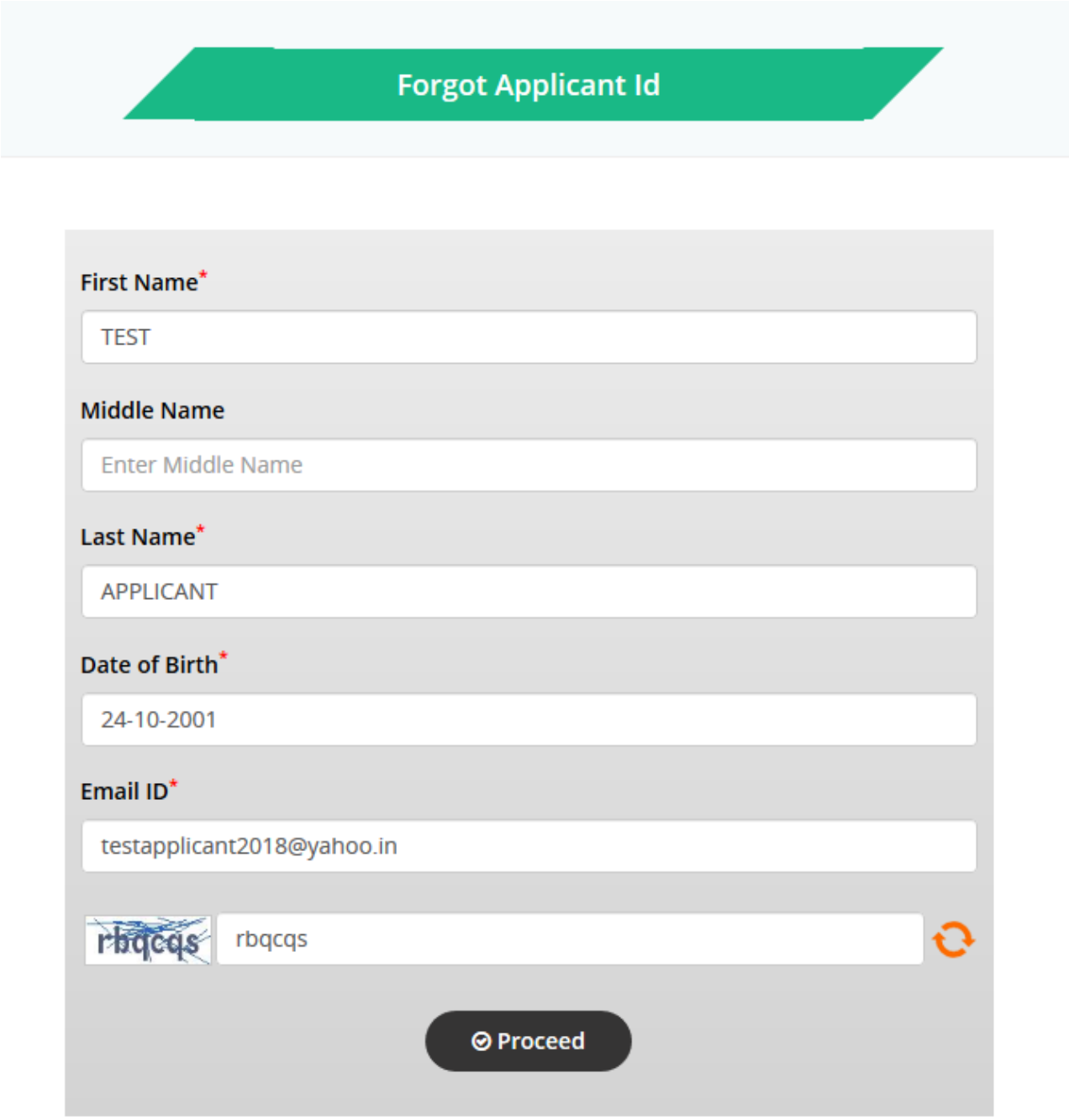

Fig:25

- After successful authentication your Applicant Id will be sent to your registered email id. Kindly check the Spam/Junk folder as well if the email is not received in Inbox. [Shown in Fig:26]

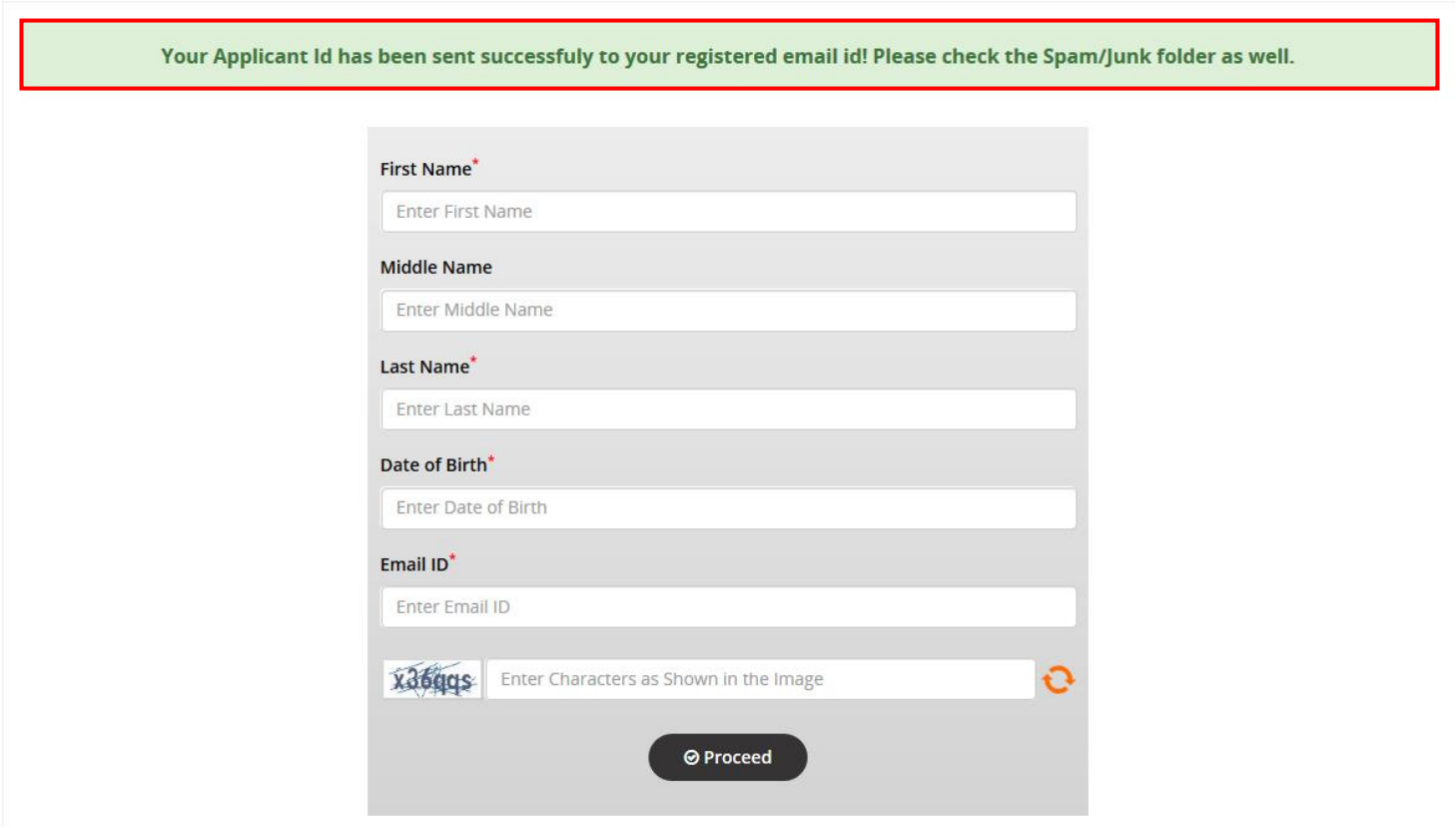

Fig:26

For Password:

- Enter the required details, i.e. **Applicant Id**, **Email Id** and **Security Code** and hit the **Proceed** button. [Shown in Fig:27]

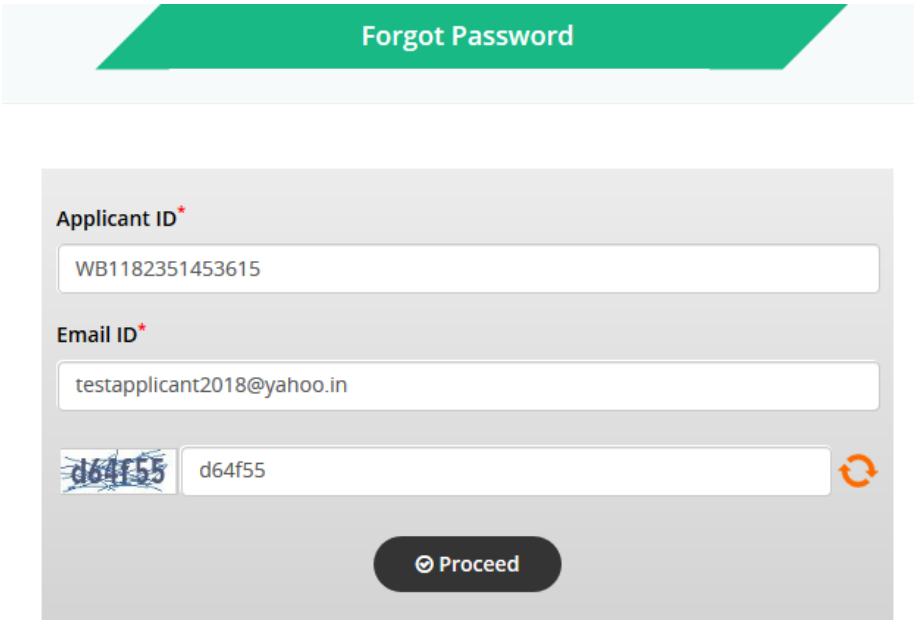

Fig:27

- After successful authentication an email containing the link to Reset the Password will be sent to your registered email id. Kindly check the Spam/Junk folder if the email is not received in Inbox. [Shown in Fig:28]

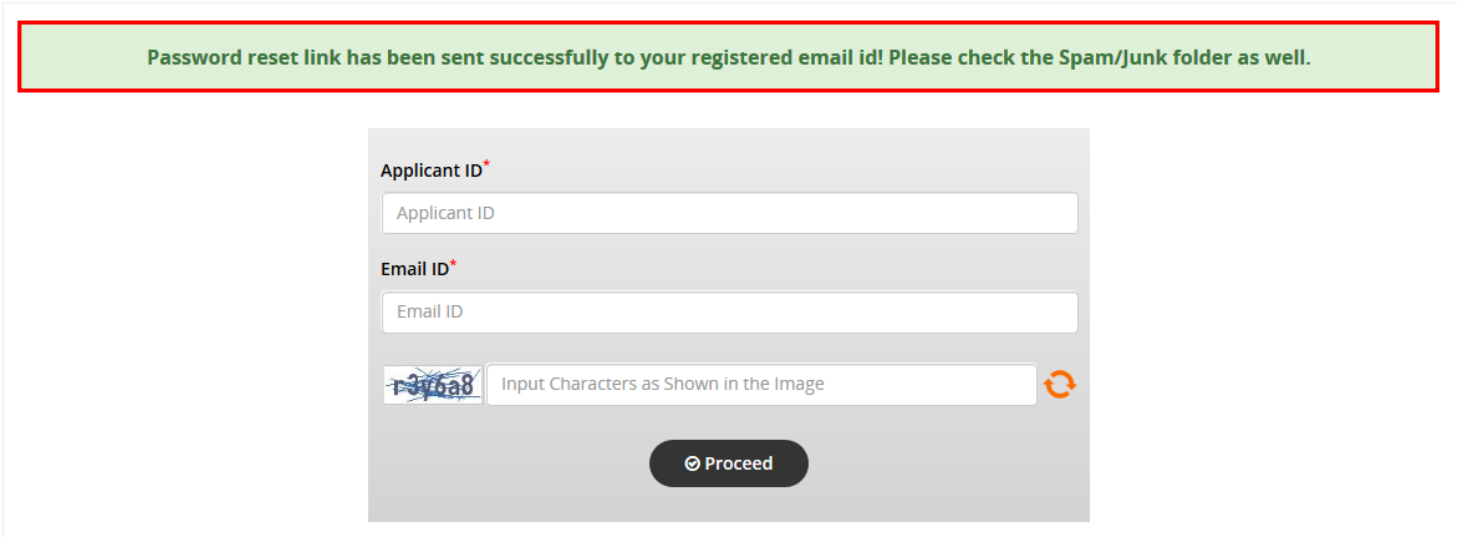

Fig:28

Change Password:

- To change Profile Password, Click on **Reset Password** option under **Setting** tab in Menu area. First enter the Existing Password, then New Password for confirmation and Captcha. Click on **Update Password** button. [Shown in Fig:29]

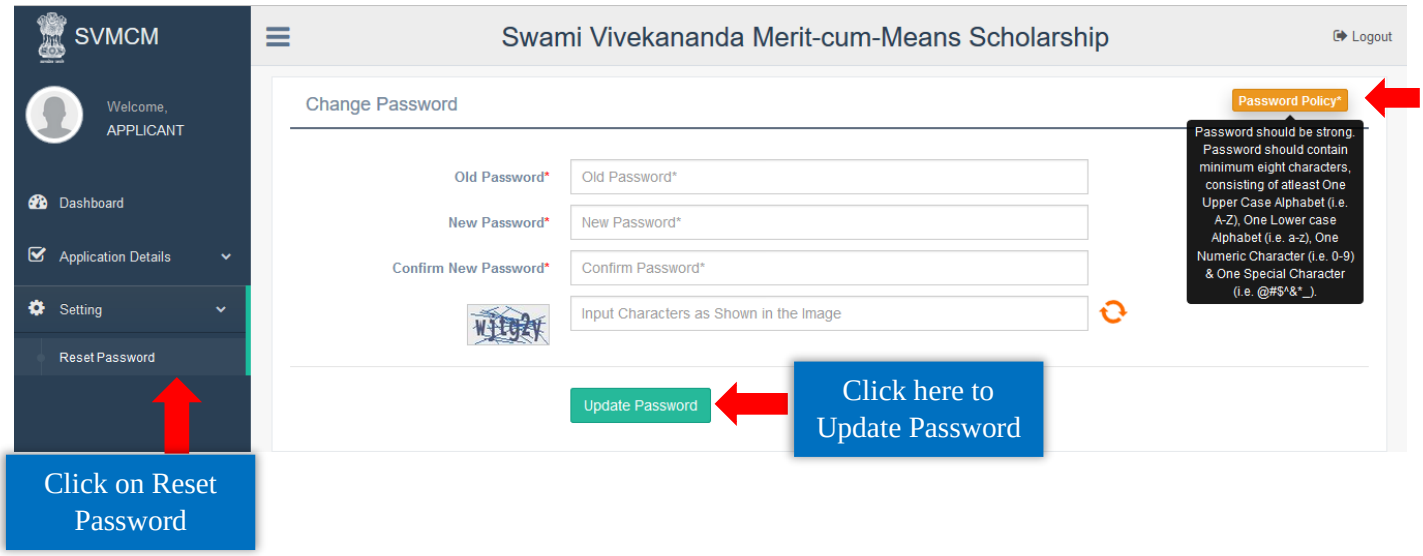

Fig:29

Technical Helpdesk:

Please contact us for further queries and consequent operational support via Helpdesk for user support.

- **Support mail id:** **helpdesk.svmcm-wb@gov.in**
- **Toll free help line no:** **1800 102 8014** (10 AM to 6 PM except Sundays)