DO's AND DON'Ts

NEW APPLICATION - PMSS

Dos

1. Read Flow Chart, FAQ and Check List, carefully before applying online for Prime Minister Scholarship Scheme.

2. Before applying for PMSS, ESM register himself with Kendriya Sainik Board website **www.online.ksb.gov.in**.

3. ESM/ Student should be in possession of required information and soft copy of original documents before registering/ applying for PMSS.

4. Download format of Annexure 1, Annexure 2 and Annexure 3 from **www.online.ksb.gov.in**. under Tab PMSS - New Application – List of Documents to be uploaded.

5. Annexure-1 (ESM/Coast Guard Certificate) signed by ZSB/ Coast Guard HQ will be accepted.

6. Annexure-2 (Bonafide certificate signed by Vice Chancellor/ Principal/ Vice Principal/ Dean/ Associate Dean/ Registrar/ Deputy Registrar/ Director/ Assistant Director will be accepted.

7. Annexure-3 (Certificate to be signed by Bank Branch Manager)

8. Student must have saving bank account preferably in SBI/PNB. Please upload 1st page of bank pass book or cancelled cheque leaf if name and account number of student is printed.

9. Aadhaar Card of student to be uploaded instead of parent.

10. Ensure quality of documents scanned before uploading in term of legibility. All contents of the documents from top to bottom to be scanned and uploaded.

11. Legible and complete documents to be uploaded to avoid rejection of Application.

12. Check in your dash board your application should NOT show 'New' in status column. It means you have not click on 'save and forward button.

13. After filling complete application ensure save and forward button clicked.

DONTs

1. Don't upload ineligible/ incomplete document.

2. Don't add extra zero (0) **BEFORE AND AFTER** Bank A/c No.

3. Don't upload parent's Aadhaar Card.

4. Don't upload Bank Pass Book of parent.

5. Bonafide certificate signed by other than Vice Chancellor/ Principal/ Vice Principal/ Dean/ Associate Dean/ Registrar/ Deputy Registrar/ Director/ Assistant Director will be rejected.

6. Don't change your Mobile Number and mail ID till completion of course.

7.   Don't upload computer generated documents/mark sheets.

8.   Incomplete documents will not be accepted.

9.   Don't upload cancelled cheque leaf if name and account number of student is not printed.

10.   Don't provide a bank account number which is not KYC compliance and non functional.

11.   Please provide bank account number which do not have any restriction on depositing the money.