

## **IMPORTANT INSTRUCTIONS FOR PMSS**

1. The candidates are required to apply online to fill up the application and upload the relevant documents and certificates on KSB website [www.online.ksb.gov.in](http://www.online.ksb.gov.in) latest by **30 Nov (R) 30 Nov. PLEASE DO NOT WAIT TILL LAST DATE. APPLY AS SOON AS YOU TAKE ADMISSION.**

2. The concerned ZSBs/ Coast Guard HQ to carry out 100% check of requisite documents uploaded on the website by the candidates with their original documents **WITHIN FIVE WORKING DAYS** of receipt at their HQ and forward the same to RSB. Coast Guard HQ will recommend the applications online directly to KSB latest by 15 Dec. ZSBs to ensure that no ineligible applications are recommended and **timely forwarding of applications to RSB (Not Later Than 15 Dec).**

3. The concerned RSB to carry out 2<sup>nd</sup> stage check as and when they receive the applications and recommend the applications online to KSB if found eligible as per the laid down policy and guidelines **latest by 31 Dec.**

4. ZSBs/ RSBs to recommend the applications **ONLINE** to next higher formation as and when they receive the application from the wards/ widow of Ex-servicemen **WITHIN FIVE WORKING DAYS** (if found eligible as per policy). Application at no time should be kept pending more than five working days at their level/ end. However, if any application does not meet PMSS policy criteria, it should be put under observation by ZSBs/ RSBs/ CG HQ and clear reasons of observations to be given in remarks column so that student is able to rectify the observation. In case of observation, a phone call/ email should also be sent by ZSB/ RSB/ Coast Guard HQ to the concerned student to rectify the same. If student still does not rectify the observation and re-submits the application incomplete, the application is to be rejected by concerned ZSBs/SBs/G HQ.

5. The merit list will be finalized by nominated Board of Officers at KSB and will be forwarded to RSBs/ Coast Guard Headquarters. The merit list of selected candidates will also be uploaded on KSB website.

**NOTE : MERIT LIST WILL NOT BE DELAYED FOR APPLICATIONS PUT UNDER OBSERVATION AT LAST MOMENT BY ZSB/RSB/CG HQ. IT WILL BE THE RESPONSIBILITY OF ZSB/RSB/CG TO ADHERE TO THE TIMELINE. NO EXCUSE/ REQUEST WILL BE ENTERTAINED IN THIS REGARD.**

6. The scholarship is admissible only for **TWO WARDS** of ESM/ Ex-Coast Guard. Particulars of all children should be indicated in **Para 12 of Annexure 1**. This should be according to the Discharge Book/ Certificate of the Ex-servicemen/ Ex-Coast Guard. If the ward is born after retirement/ release, an affidavit/ self certificate to be prepared, scanned and uploaded by the Ex-serviceman.

7. The first year scholarship amount will be remitted in advance into the bank account after the selection of the candidate. The subsequent payments will be made on successful completion of the each academic year, uninterrupted with minimum 50% marks till completion of the course. If a student failed in any subject/ semester and/ or aggregates, his/ her scholarship will be closed forever and no correspondence whatsoever will be entertained in this regard.

8. The candidate must submit '**ONLINE**' Payment-cum-Renewal Form, Bonafide Certificate for subsequent Payment of PMSS and Mark Sheets of both semesters/ academic year & 1st page of bank pass book **WITHIN ONE YEAR** of completion of academic year/ course, thereafter the scholarship will be closed. **Formats of all these documents are available on KSB website [www.online.ksb.gov.in](http://www.online.ksb.gov.in) under PMSS Tab.**

9. Candidature of a student shall stand automatically rejected if, at any stage, it is discovered that he/ she has secured scholarship fraudulently by making false statement or misrepresentation/ misinterpretation of facts. Candidate shall have to refund the entire amount already paid and also will invite criminal police proceedings.

10. Erroneously paid scholarship, for which he/ she was never entitled, due to oversight will also be recovered from the student as and when detected. ESM/ student will not claim scholarship already paid as a matter of right that he/ she has been selected and shall have to refund the entire amount.

11. In case of changes in address, course, college, it is to be intimated immediately to Kendriya Sainik Board in writing. Always mention **Selection Number**, Name of Applicant and ESM/ Ex-Coast Guard particular for all correspondence with KSB after getting selected for PM scholarship.

12. The Ministry of Defence, Government of India can suitably modify these instructions to remove anomalies at any time, for successful implementation of the scheme, as may be necessary from time to time and will be applicable to all students under the scheme.

13. PM scholarship is eligible to the dependent wards of ESM ie. male ward upto 25 years of age at the time of admission in the said course and female ward till she gets married. No age limit for widow candidate till she gets remarried. If the date of birth of student is different in 10<sup>th</sup> class certificate and in discharge book of ESM, the variation of 366 days will be considered as minor variation and thus such case to be recommended.

14. **Acknowledgement of Scholarship Amount from Students**. On receipt of scholarship amount from KSB, student is required to update Column 14 of Renewal Application by logging into his/her KSB account using **Log ID & Password by entering 'DATE OF PAYMENT AND AMOUNT RECEIVED' (two separate columns)**. This is mandatory to meet audit requirement as well as to get benefit of PMSS otherwise scholarship will be cancelled and the money already paid will be recovered. SAVE BUTTON is provided at bottom of Column 14. This action has to be completed immediately on receipt of scholarship amount for each installment.

15. **Change of Course**. The cases for change of course by selected students will be considered as under :-

(a) Migration within University from one college to another college with same course or different stream in same course and academic year not changed. Such case will be permitted.

(b) Migration within University from one college to another college with another course and academic year changed. Such case will not be permitted.

(c) Migration from one University to another University with same course and academic year not changed. Such case will be permitted.

(d) Migration from one University to another University with another course / programme and academic year changed, such cases will not be permitted.

16. **Preparation of Merit List when Marks are Equal.** The board will consider the following points in order of preference while preparing the merit of list of students those have equal marks/ percentage:-
- (a) **Orphan.** Preference will be given to Orphan.
  - (b) **Ward of Widow of ESM.** If ESM dies after retirement.
  - (c) **Preference to Junior Rank.** Ward of junior rank to be selected if all other criteria are same.
  - (d) **Duration of Course.** Longer duration of course to be selected.
  - (e) **Length of Service.** Maximum length of service of ESM to be selected. Preference will be given who has served longer.
  - (f) **Age of Student** Oldest student to be selected.
17. **Scholarship for Integrated Courses.** Selection of candidates seeking PMSS for pursuing integrated courses will be governed by under mentioned parameters:-
- (a) Minimum Educational Qualification (MEQ) will be 10+2.
  - (b) For Integrated courses scholarship will be paid for the full duration of the course except internship period as per the PMSS approved list of courses.
18. It is mandatory for all students to clear their exams in FIRST ATTEMPT to continue PM Scholarship benefits. Subsequent attempts/ reappears/ fails will lead to closure of PMSS benefits.
19. **Responsibilities Of RSB/ZSB Relating to PMSS.**
- (a) Disseminating information regarding Prime Minister Scholarship Scheme among ESM under your jurisdiction by placing NOTICE at nearby ECHS, URC, CSC Centre and Village Panchayat.
  - (b) Scrutinizing online applications for Prime Minister Scholarship and making suitable recommendations in remarks column on the applications as per existing policy.
  - (c) Checking all columns of applications thoroughly and taking all remedial measures to rectify the mistakes in applications by constants liaison with students.
  - (d) NOT TO RECOMMEND INCOMPLETE/ WRONG APPLICATIONS.
  - (e) Applications of following students will not to be recommended by ZSBs/ RSBs :-
    - (i) Students already availed the benefit of PMSS earlier.
    - (ii) Students got less than 60% marks in MEQ. Marks obtained in all subjects /all semesters /academic years to be taken into consideration and re-calculated.
    - (iii) Students pursuing in 2<sup>nd</sup> or subsequent year of course (except Lateral Entry).

(iv) Students are already getting scholarship/ concession from other source which is more than the amount given by PMSS.

(v) Students pursuing academic course and courses which are not included in List of Courses for PMSS.

(iv) Student studying abroad/ distance learning/vocational course.

20. **Contact Details of KSB.**

<b>Ser</b>	<b>Appointment</b>	<b>Contact No/Email ID</b>	<b>Matter</b>
(a)	KSB Helpline	011- 20862449 <a href="mailto:ksbwebsitehelpline@gmail.com">ksbwebsitehelpline@gmail.com</a>	(i) Issue related to various schemes, latest status of application.
(b)	Website/ Technical Team	011- 20862449 Extension 215 ksbwebsitehelpline@gmail.com  <b>JD(Automation)</b> <b>(only for officers of ZSB/RSB)</b> 011- 20867132 <a href="mailto:jdautomationksb-mod@gov.in">jdautomationksb-mod@gov.in</a>	(ii) Change of Password. (iii) Re-set of Password. (iii) Unable to login. (iv) Website functionality & technical issues. (v) Online Registration related issue.
(c)	Team PMSS	011-20862447 Extension 223 /224 <a href="mailto:jdpmssksb-mod@gov.in">jdpmssksb-mod@gov.in</a>	(i) Policy matters on PMSS. (ii) Information related to PMSS.