

CHECK LIST FOR STUDENTS

<u>REGISTRATION : CHECK LIST FOR ESM/WIDOW/ORPHAN WHILE REGISTRATION</u>	
1.	Important : Only Ex-Serviceman's data/information be filled up in Part-1 & 2 of Registration.
2.	ESM to register himself with KSB website www.online.ksb.gov.in to get the benefit of PMSS.
3.	Before registering, ESM/Widow/Orphan should be in possession of the following information/documents :- (a) Photograph of ESM / Widow / Orphan (Soft Copy - Only jpeg/jpg/gif/png format & maximum 1MB allowed) (b) PPO Number (c) Bank Account Number (SBI/PNB) (d) ESM I/Card Number (e) Aadhaar Card Number (f) Mobile Number (g) Email Id (h) Date of birth, date of enrollment & date of discharge. (i) Date of death of ESM (If applicable) (j) Details of Bank Account i.e. Bank Account Number, Branch Name, IFSC Code etc.
4.	Photograph of ESM/Widow (If ESM died)/Orphan (If both parents died and son/daughter registering) will be uploaded
5.	Details of ESM will be filled up in Registration Part-1 & 2.
6.	After registration, login ID, password and a link will be automatically generated by system and sent an email provided by ESM during registration.
7.	Login to email ID which you have registered and click on the link which have been sent by KSB. Now you will be taken to login page of KSB. Now you have to login to KSB account. Always remember your username (email ID) and password for all future purposes. Please make a separate note of it so that you do not forget and do not share your password with anyone.
<u>CHECK LIST FOR STUDENT/ESM WHILE APPLYING FOR PMSS FIRST TIME (APPLICATION)</u>	
8.	Visit KSB Website www.online.ksb.gov.in and click on PMSS tab under which three drop downs will be displayed as under:- General Instructions, New Application Renewal application. Click on New Application under which further three drop downs will be displayed as under:- How to apply for Scholarship List of documents to be uploaded Apply on line. Under link List of documents to be uploaded , please download the following annexure:- Annexure - 1 (EX-SERVICEMAN / EX-COAST GUARD CERTIFICATE signed by ZSB/Coast Guard HQ) Annexure - 2 (Bonafide Certificate duly signed by Vice Chancellor / Principal/ Vice Principal/Dean/Associate Dean/Registrar/Dy Registrar/Director/Dy Director) Annexure - 3 (CERTIFICATE TO BE SIGNED BY BANK BRANCH MANAGER) Complete these three annexure in all respects & scan in original and save it in pen drive / phone /digi locker.
9.	Visit www.online.ksb.gov.in and press login. New page will open, enter username, password and verification code and login, you are taken to your dashboard. Please select PMSS New Application from drop down window https://online.ksb.gov.in/list-of-documents.htm

10.	<p>Before filling up fresh application for PMSS, all original documents should be scanned (avoid photocopy scanning) and Quality of scanning should be legible. Student should be in possession of the following information & documents :-</p> <p>(a) Information</p> <p><u>Details of ESM</u></p> <p>(i) Army No, Rank & Name (ii) PPO Number (iii) Category</p> <p><u>Details of Student</u></p> <p>(i) Aadhaar Number (ii) Mobile Number (iii) Email Id (iv) MEQ, Marks & percentage (All subjects, ensure no best five are to be chosen) (v) Course, duration, name & address of college, course approved by regulatory body/council. (vi) Bank account number(SBI/PNB), bank branch & IFSC code.</p>
	<p>(b) Documents to be scanned from original only (soft copy - only pdf / jpeg / jpg format)</p> <p>(i) Digital Photograph of Student (soft copy - only jpeg/ jpg/ gif/ png format & maximum 1MB allowed). (ii) ESM/Ex Coast Guard Personnel Certificate signed by ZSB/CG HQ (Annexure-1). (iii) Bonafide Certificate duly signed by Vice Chancellor/Principal/Vice Principal/Dean/ Associate Dean/Registrar/Dy Registrar/Director/Dy Director (Annexure-2). (iv) Certificate from Bank Manager stating that Aadhaar Card of student Seeded with Bank A/c No of student (Annexure-3). (v) Mark Sheet of 10th Class to verify date of birth. (vi) Complete Mark Sheets of MEQ e.g.10+2 / Graduation (3 Years/all semesters) / Diploma (6 semesters) as applicable. (vii) First Page of Bank Pass Book of Student or Cancelled Cheque Leaf of student (if Name & Account Number of Student and IFS code of the bank is printed on cheque). (viii) Certificate Supporting the Category one / two / three / four / five. For category SIX, copy of PPO or ESM Identity Card to be scanned and uploaded. (ix) Aadhaar Card of Student. (x) Affidavit / Self Certificate of ESM (if ward born after retirement of ESM).</p> <p>Note :- Students are advised to download Annexure-1 to 3 from the KSB web link https://online.ksb.gov.in/list-of-documents.htm List of Documents to be filled up correctly and got signed from concerned authorities before scanning & uploading.</p>
11	Student should fill up information in Part 1, 2 & 3 of fresh application correctly and upload requisite documents
12	<p>(a) Part 1 of PMSS Application. The following precautions to be taken by the student/ESM while applying for Scholarship:-</p> <p>(i) Ensure student is studying in first year (except Lateral Entry Course)</p> <p>(ii) Upload photograph of student</p> <p>(iii) Fill up the correct Aadhaar Number of student only at serial No 1(d). (Don't fill up Aadhaar Number of parents or anyone else)</p> <p>(iv) Select the CORRECT GENDER of student as applicable at serial No 2</p> <p>(v) Fill up correct Date of Birth of student as per 10th class certificate at serial No 3</p>

	(vi) Select the correct Marital Status of student as applicable at serial No 4
	(vii) Select correct Rajya Sainik Board & Zila Sainik Board where ESM has registered his name and obtained identity card at serial No 5(c) & (d) otherwise your application will reach to different ZSB and subsequently rejected as not being registered at that ZSB.
	(viii) Provide correct functional telephone number, mobile number and email Id at serial No 7. More than one mobile number, email ID can be filled up.
	(b) <u>Part 2 of PMSS Application</u>
	(i) Select the appropriate category and provide the relevant documents commensurating your category at serial No 8. (If category 1 to 5 selected and no document is provided than application will be rejected. For category-6, upload copy of PPO/ESM Identity Card.
	(ii) Fill up correct Service Number with prefix and suffix letters at serial No 9(b).
	(iii) Fill up correct PPO Number at serial No 9 (e).
	(iv) Select the last qualification or last exam which you have passed ie 10+2/ Diploma / Graduate at serial No 10(a).
	(v) Fill up year in which exam /MEQ passed which you have selected at serial No 10(a).
	(vi) Marks of all subjects of last exam/MEQ of all semesters/academic year to be filled up at serial No 10(c). All subjects mean all visible in mark sheet and not out of best subjects.
	(vii) Fill up marks obtained in all subjects of MEQ/last exam at serial No 10(d). (Not out of BEST SUBJECTS)
	(viii) Amount to be filled up other than scholarship to be awarded by KSB ie. Rs 30000/- for Boys & Rs 36000/- for Girls at 11(b). Important Not to mention the Scholarship amount of PMSS (KSB).
	(ix) Select the appropriate course name as mentioned in 'Bonafide Certificate' at serial No 12. If applying for Lateral Entry, select the relevant option.
	(x) Only those students are eligible to apply who has taken admission in FIRST YEAR between 01 Apr to 15 Nov (except lateral entry / integrated courses). Fill up Column 14(a) in application accordingly, dates should be same as mentioned in bonafide certificate (Annexure-1).
	(c) <u>Part 3 of PMSS Application</u>
	(i) Fill up correct name of Regulatory Body / Council such as AICTE – for BE/B.Tech/Management, NMC- for Medical courses, DCI – for Dental courses etc.
	(ii) Is your bank account number linked with Aadhaar Card Number? Please upload the certificate as provided at "Documents to be uploaded" as Annexure-3 duly signed by bank officials.
	(iii) Fill up name of student as bank account holder at serial No 17(a). Ensure your Bank A/c is KYC compliance and 'New Balance Exceeds all Maximum limit, if any, is removed Important Name of joint account holder / father / mother not to be filled up.
	(iv) Select bank as SBI/PNB at serial 17(b) otherwise it may delay or lead to failure payment in transaction of scholarship. It is suggested to open the account in PNB/SBI if you do not have one.
	(v) Important Fill up correct account number at serial No 17(d). Don't add any additional digit to complete the boxes. Only provide the account number as per given in Bank Pass Book.
	(d) <u>Upload Scanned Document</u>
	Upload the documents as asked. Please do not use your own format or any other format. Download required documents from website www.online.ksb.gov.in as suggested. Upload correct documents at correct place.
	(i) ESM / Ex Coast Guard Personnel Certificate signed by ZSB/RSB (Annexure-1).
	(ii) Bonafide Certificate duly signed by Vice Chancellor/Principal/Vice Principal/ Dean/ Associate Dean/Registrar/Dy Registrar/Director/Dy Director (Annexure-2).
	(iii) Certificate from Bank Manager stating that Aadhaar Card of student is seeded with students Bank A/c number (Annexure-3).

	(iv) Mark Sheet of 10th Class to verify date of birth.
	(v) Complete Mark Sheets of MEQ e.g.10+2 / Graduation (3 Years/all semesters)/ Diploma (6 semesters) as applicable. (NO INTERNET GENERATED MARK SHEETS WILL BE ENTERTAINED) . If MEQ marks awarded in CGPA/Grade points etc, in such cases student is required to upload the University issued percentage conversion formula along with marks sheet, preferably in pdf file format.
	(vi) First Page of Bank Pass Book of Student or Cancelled Cheque Leaf of student (if Name & A/c of Student and IFS code of the bank is printed on cheque).
	(vii) Certificate Supporting the Category one / two / three / four /five. For Category 6, copy of PPO or ESM Identity Card to be scanned and uploaded. (Ensure certificate/document uploaded according to category filled up at Serial No 8 of Part II of application).
	(viii) Aadhaar Card of Student.
	(ix) Affidavit / Self Certificate of ESM (if ward born after retirement of ESM)
13.	Click on Save and Forward . (If application is not saved & forwarded, the onus lies with student/ESM. Please check with your ZSB about your application available on their Portal (if required). If you save & do not forward, the application will be kept pending in your dashboard & will not be considered since it is not received by the ZSB.