This Document consists of two parts. First part gives the detailed view of Post Matric online eScholarship Process and the second one gives the step by step procedure from registration to final application submission. **By: National Informatics Centre, State Unit, Dehradun**
## Table of Contents

**PART –A**  
---------------------------------------------------------------------------------------------------------------------------- 3

- **Home**  
---------------------------------------------------------------------------------------------------------------------------- 3

- **Student Section**  
  - **Student Registration**  
    ------------------------------------------------------------------------------------------------------------------------------------------------- 3
  - **Submission of online Application for Scholarship**  
    ------------------------------------------------------------------------------------------------------------------------------------------------- 5
  - **Scholarship Application Renewal**  
    ------------------------------------------------------------------------------------------------------------------------------------------------- 6
  - **Editing of scholarship application**  
    ------------------------------------------------------------------------------------------------------------------------------------------------- 10
  - **Upload documents/Photo**  
    ------------------------------------------------------------------------------------------------------------------------------------------------- 11
  - **Print Application**  
    ------------------------------------------------------------------------------------------------------------------------------------------------- 12
  - **Change Password**  
    ------------------------------------------------------------------------------------------------------------------------------------------------- 13
  - **Tracking of status of Application**  
    ------------------------------------------------------------------------------------------------------------------------------------------------- 13

**PART-B**  
---------------------------------------------------------------------------------------------------------------------------- 15

**PART-C**  
---------------------------------------------------------------------------------------------------------------------------- 17

**PART-D**  
---------------------------------------------------------------------------------------------------------------------------- 19

NIC,UKSU,Dehradun  
12/08/2015  
Page 2 of 20
PART-A

Home: Home or the URL of the application can be accessed at [http://escholarship.uk.gov.in](http://escholarship.uk.gov.in). When accessed the following screen will be displayed.

1. **Student Section:** This section covers the student related activities.
   2.1 **Student Registration:** Student Registration is a onetime process for students. Student Registration form creates login credentials by sending a verification link to the student’s email id. Student can check his/her email after successful registration. Once student gets the email, he/she has to visit or invoke the link by directly clicking on it to set his/her password. No explicit password will be sent to student. The student registration form can be directly accessed from the left side panel on home page or by visiting ‘Registration’ menu item available on home page. Fields marked with * are mandatory fields for data entry.
Student Registration form

On successful registration an email and SMS will be sent to students email account and registered mobile number. The one time password is also appears on screen on successful registration.

2.2 Submission of Online Application for Scholarship: The student can enter the e-scholarship application by providing login id and password in login form. The Login form can be accessed from left panel under ‘Student's Login’ in home page.
To apply for the scholarship, student needs to select the type of scholarship scheme for which he/she wants to apply. A screen of that is shown below:

![Scholarship Scheme Selection Screen]

After selecting the appropriate scholarship scheme, and clicking on Proceed button, student can moved to student home page.

To apply on line student needs to access the link “Apply for Scholarship->Fill Scholarship Application” module. The information furnished in the online application form should be correct & true and supported by required valid documents. On successful submission, e-scholarship application will generate an application number which is used by the system for entire life cycle of scholarship disbursement.
Online Application form for Scholarship

2.3 Scholarship Application Renewal: All those students of which scholarship applications not marked as duplicate or rejected permanently can renew their scholarship application. To renew online scholarship application, the following step needs to be taken.

2.3.1 Click on “Scholarship Application Renewal for Uttarakhand State’s Students” link available in Student Section
2.3.2 Login using your registered email id and password as shown below

![Student Login](image)

2.3.3 After successful login you will get a scholarship renewal screen as shown below:

![Scholarship Renewal Screen](image)

2.3.4 Click on "Click Here" link to renew your application. You have to read the instructions very carefully before renewing scholarship application. First if you want to update your email and mobile number, you can do this by clicking on

![Important Instructions](image)
the green label for the confirmation that you have read all instructions and want to renew online scholarship application. Click “Next” button for email and mobile number Updation.

If you want to update email and mobile number, click on “Yes” button otherwise “No” button to move in next step.

Once you update your email id, system will take you to login screen and your updated email will be your new user name to access the online scholarship application portal. Once you updated your email id and mobile number, you need to re-login into the system by using new email id as user name and follow the step 2.3.1 to step 2.3.4 and click on “No” button to renew the online scholarship application. There are three option to renew the scholarship application

Option 1:- If student wants to update his correspondence address, aadhar number, income, caste certificate details, bank details, last examination passed marks and tuition fee.

Option 2:- In addition to information in option 1 student can update his/her course branch using this option.

Option 3:- In addition to option 2 students can change his Institute and course. On changing institute, a new application number will be allotted to the student and his old application number will be locked from further activities. Student can do change his/her institute only once. Once the institute is changed, no request for further change in institute name will be considered and his/her application will be remain pending in that institute.
On choosing the option, the data of student will be appear in the following screen. Student needs to update only relevant information which he/she wants to update. The information required are labeled in different color and student has to provide that, failing to which application will not be considered at district social welfare officer’s level.
2.4 Editing of Online submitted Application: A student can edit his/her online application if it is rejected temporarily by the concerned District Social Welfare Officer. Student can access this module by the link under the menu item name “Apply for Scholarship->Edit Scholarship Application”. By entering his/her application number student gets his/her application and modify as per suggested by the DSWO and resubmit for processing. This time the application directly goes to concerned DSWO for sanction.
Edit Online Scholarship Application Module

2.5 Uploading Documents: The uploading documents form is used to upload various documents and photograph of student. An application cannot be considered complete until all concerned documents are uploaded by the student. Before applying for scholarship, the student must ensure the proper scanning of documents.

2.5.1 Upload Certificates: It is used to upload the following certificates:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Certificate Name</th>
<th>Maximum Size</th>
<th>File Type</th>
<th>For fresh Application</th>
<th>For Renewal of Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Last exam passed Certificate</td>
<td>80KB</td>
<td>PDF(Portable document)</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>2</td>
<td>Income Certificate</td>
<td>80KB</td>
<td>PDF(Portable document)</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>3</td>
<td>Caste Certificate</td>
<td>80KB</td>
<td>PDF(Portable document)</td>
<td>Required</td>
<td>Required(only for OBC students)</td>
</tr>
<tr>
<td>4</td>
<td>Residency (Domicile) Certificate</td>
<td>80KB</td>
<td>PDF(Portable document)</td>
<td>Required</td>
<td>No</td>
</tr>
<tr>
<td>5</td>
<td>Bona fide Document</td>
<td>80KB</td>
<td>PDF(Portable document)</td>
<td>Required</td>
<td>Yes</td>
</tr>
<tr>
<td>6</td>
<td>Passbook Copy(Main Page)</td>
<td>80KB</td>
<td>PDF(Portable document)</td>
<td>Required</td>
<td>No</td>
</tr>
<tr>
<td>7</td>
<td>Counseling Certificate</td>
<td>80KB</td>
<td>PDF(Portable document)</td>
<td>Required</td>
<td>No</td>
</tr>
<tr>
<td>8</td>
<td>High School Marksheet</td>
<td>80kb</td>
<td>PDF(Portable document)</td>
<td>Required</td>
<td>Required</td>
</tr>
</tbody>
</table>

Note: S.No 7 is required for OBC students taking admission in AICTE / MCI /NCTE and technical education council Uttarakhand approved institute.
Certificates upload form

2.5.2 Upload Photograph: The photograph upload form is used to upload latest photograph of student into the system. The required specification for uploading photograph is as follows:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Document Name</th>
<th>Maximum Size</th>
<th>File Type</th>
<th>For new application</th>
<th>For Renewal of Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student’s Latest Photograph</td>
<td>50KB</td>
<td>Jpeg/jpg/png</td>
<td>Required</td>
<td>Required</td>
</tr>
</tbody>
</table>

Note: It is advised that the photograph should be clear and in correct format. The photograph size required is of passport size.

Student Photo Upload form

2.6 Print Application: Once online application is submitted along with the desired documents uploaded successfully, students must take print out of their application and attach all six certificates and submit to their respective institute for further action.
2.6 Change Password: This module is used to change password for e-scholarship application.

Password Change form

Note: It is advised that one must change password regularly. New password should be as per password policy. Last three passwords cannot be used as new password.

Once all activities carried out successfully, student must click on logout link to terminate his/her session.
Note: Any open access can be used by the unauthorized person to update the data.

2.7 Track status of Application: The status of the student’s scholarship application may be tracked via the application number. It can be directly accessed from the home page under the link “Search for Application” and does not require any user credentials to access.

Search for application form
2.8 Email on acceptance of online application by Institute:-

```
Application accepted by the Institute

dd.swd.uk@nic.in
to me ( )

Dear Student,
Your application no 350500013 is accepted by your Institute.

Regards,
IT Cell, Social Welfare Department

**This is automated generated email by the scholarship portal. Don’t Reply to this email**
```

2.9 Email on acceptance and verification of online application forwarded by Institute to concerned District Social Welfare Officer (DSWO):-

```
Application verified and accepted by the District Welfare Officer for sanction.

dd.swd.uk@nic.in
to me ( )

Dear Student,
Your application no 350500013 is sanctioned by the district social welfare officer and pending for disbursement.

Regards,
IT Cell, Social Welfare Department

**This is automated generated email by the scholarship portal. Don’t Reply to this email**
```

2.10 Email on Disbursement of Scholarship of online application forwarded by Institute to concerned District Social Welfare Officer (DSWO):-

```
Scholarship disbursed by the district welfare officer.

dd.swd.uk@nic.in
to me ( )

Dear Student,
Scholarship amount is disbursed against your application no 350500013 and directly credited into your bank account. Please check your bank account.

Regards,
IT Cell, Social Welfare Department

**This is automated generated email by the scholarship portal. Don’t Reply to this email**
```
PART-B

Procedure for Applying For Online Scholarship- New

Post Matric scholarship System (eScholarship) of Social Welfare Department, Govt. Of Uttarakhand for Academic Session 2015-16

Go to eScholarship Portal [http://escholarship.uk.gov.in](http://escholarship.uk.gov.in) and click on Post-Matric Scholarship Scheme

Click on Student Registration

Fill Student Registration form and submit

On successful registration a email and SMS will be sent to student’s registered email id and mobile number. It is one time activity

Note down the password shown on your student registration form

Click on Student’s Login at Home Page

Enter registered email as login id and password

Enter your registered email id to get one time password on your registered mobile number

Go to Scholarship registration and Click on Fill Scholarship Application

Select Scheme (SC Scheme for SC category, ST Scheme for ST Category and OBC Scheme for OBC category students)

Keep ready the scanned copies of all mandatory documents * before this step.

Fill all necessary fields in application form and click on submit button for application submission. After successful submission of scholarship application no editing is allowed until application is temporarily rejected by Concerned District Welfare Officer

After successful application submission, an email and SMS will be send to student registered email and mobile number.
* List of Mandatory documents:-

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Certificate Name</th>
<th>Maximum Size</th>
<th>File Type</th>
<th>For new Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Last exam passed Certificate/Marksheet</td>
<td>80KB</td>
<td>PDF (Portable document)</td>
<td>Required</td>
</tr>
<tr>
<td>2</td>
<td>Income Certificate</td>
<td>80KB</td>
<td>PDF (Portable document)</td>
<td>Required</td>
</tr>
<tr>
<td>3</td>
<td>Caste Certificate</td>
<td>80KB</td>
<td>PDF (Portable document)</td>
<td>Required</td>
</tr>
<tr>
<td>4</td>
<td>Residency (Domicile) Certificate</td>
<td>80KB</td>
<td>PDF (Portable document)</td>
<td>Required</td>
</tr>
<tr>
<td>5</td>
<td>Bona fide Document</td>
<td>80KB</td>
<td>PDF (Portable document)</td>
<td>Required</td>
</tr>
<tr>
<td>6</td>
<td>Passbook Copy (Main Page)</td>
<td>80KB</td>
<td>PDF (Portable document)</td>
<td>Required</td>
</tr>
<tr>
<td>7</td>
<td>Counseling Certificate</td>
<td>80KB</td>
<td>PDF (Portable document)</td>
<td>Required</td>
</tr>
<tr>
<td>8</td>
<td>Student`s Latest Photo</td>
<td>50KB</td>
<td>Jpeg/jpg/png (800x600)</td>
<td>Required</td>
</tr>
<tr>
<td>9</td>
<td>High School Marksheet</td>
<td>50</td>
<td>PDF (Portable document)</td>
<td>Required</td>
</tr>
</tbody>
</table>

**Note:** S.No 7 is required for OBC students taking admission in AICTE/MCI/NCTE and technical education council Uttarakhand approved institute. Caste certificate (obc student) should not old more than 6-month on the date of application submission.
PART-C

Procedure for Applying For Online Scholarship- Renew

Post Matric scholarship System (eScholarship) of Social Welfare Department, Govt. Of Uttarakhand for Academic Session 2015-16

Go to eScholarship Portal [http://escholarship.uk.gov.in](http://escholarship.uk.gov.in)

Click on Post-Matric Scholarship Scheme

Move to Login section and click Student Login link

Enter Student email id as user name and password provided you earlier

Click on the “Click Here” link available on the student home page user the caption Application Status

Follow the instructions to update student’s email/mobile number

Choose any option as per student’s requirement and get last year online submitted details

Fill all necessary fields in application form and click on submit button for application submission. After successful submission of scholarship application no editing is allowed until application is temporarily rejected by Concerned District Welfare Officer

Student’s session will be expired and students will be redirected to login page

If student update his/her email id,

Keep ready the scanned copies of all mandatory documents * before this step.

After successful application submission, an email and SMS will be send to student registered email and mobile number
* List of Mandatory documents:

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Certificate Name</th>
<th>Maximum Size</th>
<th>File Type</th>
<th>For new Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Last exam passed Certificate/Marksheet</td>
<td>80KB</td>
<td>PDF(Portable document)</td>
<td>Required</td>
</tr>
<tr>
<td>2</td>
<td>Income Certificate</td>
<td>80KB</td>
<td>PDF(Portable document)</td>
<td>Required</td>
</tr>
<tr>
<td>3</td>
<td>Caste Certificate</td>
<td>80KB</td>
<td>PDF(Portable document)</td>
<td>Required (for OBC student only)</td>
</tr>
<tr>
<td>4</td>
<td>Residency (Domicile) Certificate</td>
<td>80KB</td>
<td>PDF(Portable document)</td>
<td>No</td>
</tr>
<tr>
<td>5</td>
<td>Bona fide Document</td>
<td>80KB</td>
<td>PDF(Portable document)</td>
<td>Required</td>
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<td>6</td>
<td>Passbook Copy(Main Page)</td>
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<td>No</td>
</tr>
<tr>
<td>7</td>
<td>Counseling Certificate</td>
<td>80KB</td>
<td>PDF(Portable document)</td>
<td>No</td>
</tr>
<tr>
<td>8</td>
<td>Student`s Latest Photo</td>
<td>50KB</td>
<td>Jpeg/jpg/png (800x600)</td>
<td>Required</td>
</tr>
<tr>
<td>9</td>
<td>High School Marksheet</td>
<td>50</td>
<td>PDF(Portable document)</td>
<td>Required</td>
</tr>
</tbody>
</table>

Note: S.No 7 is required for OBC students taking admission in AICTE/MCI/NCTE and technical education council Uttarakhand approved institute. Caste certificate (OBC student) should not old more than 6month on the date of application submission.
PART-D

General Instructions:

Students must read the following instructions carefully before applying for online scholarship.

Note: No application editing is allowed until the application is temporarily rejected by the concerned District Social Welfare Officer (DSWO). Students are advised not to submit duplicate applications otherwise both applications can be rejected permanently.

- Fill the online registration form carefully as it creates login details for you to access eScholarship application.
- After successful registration an email will be send to you to set your login password.
- Please ensure the scholarship scheme selected by you is correct and you are eligible for that i.e. if a student is of SC category he/she must select SC scholarship scheme.
- Only one application per scheme is to be filled by student.
- The student name, father name, mother name, date of birth and High school certificate details filled online should match the information provided in the High School Certificate. Any mismatch in this information will lead to rejection of application.
- Enter your personal email id and Mobile number for the email and SMS alert.
- Student’s permanent address must be same as the address mentioned in his/her domicile/Residential Certificate issued by the competent authority.
- Select your current institute name, Course name, course year, academic year, admission date and enrollment number carefully.
- If student’s opted course is not listed in course list, please ask institute (Nodal Officer for scholarship) to send request to IT Cell to add that course in e-scholarship application.
- Caste certificate details should be entered carefully as the error in caste certificate details will lead to permanent rejection of application. The caste certificate must be issued by a competent authority.
- Income details of parents should be entered carefully as the scholarship eligibility is decided on the basis of annual income of student’s parents.
- Student needs to open his/her bank account in any Core Banking System (CBS) bank’s branch. Please ensure the name in the bank passbook is same as of the name in HSC certificate. Those students, who have opened bank account in non-CBS based bank branch, will not get scholarship and no clarification will be accepted in this regard.
- The student name, address, bank branch name, IFSC code and bank account number must be clear in scanned page of bank passbook. No other page will be accepted as proof of bank account details of student.
- Upload self certified scanned documents as listed above* using the upload utility. Otherwise the application will remain unprocessed.
- It is the responsibility of the student to furnish the correct information and valid documents, failing to which the application will be permanently rejected and action can be taken against him/her.
**Income Band for Scholarship:-**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Scholarship Scheme Name</th>
<th>Approved Income bands</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Post Matric ST scholarship Scheme</td>
<td>0-250000 (Upto two lakhs fifty thousand only)</td>
</tr>
<tr>
<td>2</td>
<td>Post Matric SC scholarship Scheme</td>
<td>0-250000 (Upto two lakhs fifty thousand only)</td>
</tr>
<tr>
<td>3</td>
<td>Post Matric OBC scholarship Scheme</td>
<td>0-100000 (Upto one lakh only)</td>
</tr>
</tbody>
</table>