

DIRECTORATE OF HIGHER AND TECHNICAL EDUCATION

CENTRAL SECTOR SCHEME OF SCHOLARSHIP FOR COLLEGE AND UNIVERSITY STUDENTS (CSS SCHOLARSHIP)

INSTRUCTIONS REGARDING SUBMISSION OF ONLINE APPLICATION

Registration in the website:

1. The website address for submission of online application for CSS scholarship is <http://scholarships.gov.in/>
2. Click on '**New User? Register**' in the Home Page.
3. Fill up the Student Registration Form by providing your basic details. In the Student Registration Form,
 - **Under Scholarship Category** - Select the option **Post Matric/Top Class/ MCM** to enroll for CSS Scholarship.
4. After successfully getting the registration done, Applicants will get their Student Registration ID and the password.

Filling up the Application Form:

1. In the home page, click on '**Login to Apply**'. Login to your account using Application Id and Password sent to the registered mobile number.
2. After successful login to the portal, Welcome Page Appears. Click on '**Application Form**' available at the left side of Welcome page.
3. Under the head Registration details, fill up details like Religion, Community/Category, Father's Name, Mother's Name, Annual Family Income, Day Scholar/ Hosteller.
4. Under the head Academic Details, fill up the following details (indicative and not exhaustive):

		Details to be filled
1	Select your Institute	Your present institute
2	Present Class/Course	B.Tech / B.A/ B.Sc etc
3	Present Class Year	I
4	Mode of Study	Regular/Full Time
5	Previous Board/ University	Directorate of Higher and Technical Education, Puducherry
6	12 th Class Board	Directorate of Higher and Technical Education, Puducherry
7	Previous Course	XII-Science / XII-Arts / XII-Commerce
8	Previous passing year	2017
9	Previous Class percentage	Higher Secondary percentage to be entered

5. Under the head Basic details, fill up details like Bank Account Number, IFSC code, marital status etc.
6. On Clicking "Save & Continue", next page appears. Enter your contact details.

7. Under Scheme details, select “CENTRAL SECTOR SCHEME OF SCHOLARSHIPS FOR COLLEGE AND UNIVERSITY STUDENTS”
8. If there is any discrepancy in the details entered / if the student is ineligible, the message “For Your submitted information there is no scheme available” will be displayed.
9. **The students need not upload any document in the portal for CSS Scholarship.** The students shall **submit** the **following to their College Office**
 - i. Print out of online application with photograph affixed.
 - ii. Photocopy of 12th Mark sheet
 - iii. Nationality / Nativity / Residence / Community / Income certificate obtained from the Tahsildar (or the Permanent Integrated Certificate PIC)
 - iv. Photocopy of Aadhar card
 - v. Photocopy of first page of Bank Passbook
 - vi. Institute verification form / Bonafide certificate given by the institute

Submission of the application:

On Clicking “Final Submit”, Application is finally submitted. Students are advised to take a print out of their application for submission to their College Office and for their future reference.

**INSTRUCTIONS REGARDING SUBMISSION OF RENEWAL APPLICATION
(2016-17 Batch students)**

The students who have been sanctioned fresh scholarship for the year 2016-17 need to submit their renewal applications on National scholarship portal <http://scholarships.gov.in/> on or before 30.09.2017.
