

## Frequently Asked Question of scholarshipsathi.in

- 1) **What is Offline form (Revised Basic Data Entry Form) for Pre-Matric scholarship and where it is available?**

**Ans:** To ensure cent percent coverage of all eligible Pre-Matric applicants at National Scholarship Portal 2.0, the Govt. has devised Offline application form (Revised Basic Data Entry Form) for Pre-Matric Application for class I-X, because ,the Internet facility at the remote villages are very poor and also some areas are totally out of internet coverage at the state .

**The offline application form** is available at school/institute level/Block level and at our website [www.wbmdfc.org](http://www.wbmdfc.org) .

- 2) **What is Scholarshipsathi.in?**

**Ans:** To upload the offline Pre-Matric applications in correct manner at NSP 2.0 , the Government has devised an online software namely “scholarshipsathi.in“ where all the details of offline application form (Revised Basic Data Entry Form) of Pre-Matric application will be entered at scholarshipsathi.in portal through online system.The BDOs will make necessary arrangement of data entry of Offline application form (Revised Basic Data Entry Form) for Pre-Matric Application for class I-X through scholarshipsathi.in, **under the direction and supervision of the concerned DOMA.**

- 3) **If someone had applied as online for Pre-Matric Scholarship will he has to again apply by offline form?**

**Ans:** No, those students who have already applied in **online mode** need not apply AGAIN.

- 4) **Is Aadhaar Mandatory for doing Pre-Matric application?**

**Ans:** Aadhaar is not mandatory for both offline and online mode for all types of Scholarship. Student can apply by giving his/her account number.

- 5) **Is online mode still operational?**

**Ans:** Yes, It is still operational but the Government has decided to go for offline mode for only Pre-Matric Application since ,time line of scholarship application is very short and the accessibility of internet is poor in some of the areas and non-availability of sufficient infrastructure of computer/Internet at the village level.

- 6) **What are the documents required along with the Offline form (Revised Basic Data Entry Form)?**

**Ans:** The following documents are required to submit to respective institutions/schools along with the offline form:

- i) Xerox copy of 1<sup>st</sup> page of Bank Pass book containing bank account number & IFS Code.
- ii) Annual Income certificate issued by councillor/Pradhan/MLA/MP/Gazetted officer.

- 7) **Where to submit the offline form?**

**Ans:** Offline application forms should be submitted to the respective institutes where the student is studying.

- 8) **What is the role of school/Institute after receiving the offline form (Revised Basic Data Entry Form)?**

**Ans:** **Role of schools/institutes:**

- i) After receiving the offline form school/Institute should verify the Authenticity of the form with the record of the institution & the documents submitted by the student and if it is found correct, the Nodal teacher of the institutes will sign on the application along with the stamp & seal of the Institute.
- ii) Nodal teacher of the Institute should preserve the supporting documents of the students atleast for 1(one) year and the Nodal Teacher should submit the offline application form only to their concerned Block for necessary data entry in scholarshipsathi.in portal.

- 9) **Who will do the entry of the offline form and what steps to be followed by the data entry operator?**

**Ans:** Data entry work will be carried by data entry operator nominated by BDOs. After successful data entry of an individual application a unique number would be generated and it should be written on the top right corner of the application form and then it has to be scanned for future reference.

10) What steps to be taken to retrieve of the application Id of last year 2015-16 for doing data entry of Renewal candidates in scholarshipsathi.in?

Ans: Steps to retrieve application Id are as follows:

**Step-1** : By finding the account numbers of the awarded students from the paid list(sent to DOMA) of year 2015-16. If failed to get the application Id from the paid list 2015-16 since it is not exhaustive, please follow the step-2

**Step-2** : [www.scholarships.gov.in](http://www.scholarships.gov.in) → Apply For Renewal → Forget Application Id → Search by Bank A/C No.

11) What steps to be taken by Data Entry Operator for inclusion of the names of new institution at scholarshipsathi.in?

Ans:

- i) For each case prior approval of DOMA is required.
- ii) Supporting documents of the affiliation of institutions of school education department is also required.

12) What steps to be followed by the data entry operator?

Ans: Following steps to be made by the data entry operator:

- i) Data Entry Operator should ensure the Renewal of the application by finding the detail of the student from the paid list of the year 2015-16 and /or web portal and should put the application Id in scholarshipsathi.in with registration details.
- ii) Data Entry Operator should be very cautious for each entry especially **academic** and **Bank A/c details** of the students and after final submission he/she should write the system generated unique Id at the top right corner of the every form and then **scan** and preserve the soft copy of scanned basic data form in a separate folder (school-wise).
- iii) Bi-weekly backup system should be followed to avoid any dislocation of Basic data for applications.

NB: - [For any issue about scholarshipsathi portal please contact with 033-6535-0025(technical support).]