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Maharashtra State Benefits and Services (MahaDBT)

The MahaDBT is an initiative taken by the Government of Maharashtra, which is a unique and simplified platform created for Citizens to help them to avail benefits through the schemes.

The main objective of Maharashtra State Benefits and Services (MahaDBT) is to provide Automation, Streamlining & Effective Management of processes related to Application receipt, Processing, Sanction and Disbursement of benefits to the beneficiary account.

1. MahaDBT Features

The main feature of MahaDBT includes:

- Citizens can Register and submit their application form online (For applying state sponsored scholarship schemes) from anywhere, anytime.
- Citizens can View/Track the status of their own application by entering the Application Id in the Application Tracking module.
- Uploading of supporting documents (such as Mark sheets, TC Certificate, Caste certificate, Income certificate...etc.,) for easy verification and transparency.
- Applicants will receive SMS and email alerts at various stages of application processing.
- Direct disbursal of benefits to the registered applicants Aadhaar linked Bank Account.
- Easy sanctioning of application process for Sanctioning Authority
- Creation of Role Based Unique Login Id and Password
- Transparency in monitoring of Scholarship by Department / State Government or both.

2. Guidelines for filling the Online Application form on the MahaDBT Portal for Students

- Aadhaar Number is needed from the Academic Session 2017-18 onwards. Students not having Aadhaar number can also register on DBT Portal.
- Applicants are advised to go through the Information Bulletin carefully and acquaint themselves with all requirements to fill-up the scholarship form on MahaDBT Portal.
- It will be the sole responsibility of the applicant to make sure that he/she is eligible to apply (Refer Check eligibility module) and fulfils all the conditions prescribed for the scholarship.
- In case of in-eligibility of the applicant, which detected during any stage by verification by authorities, his/her scholarship will be rejected / cancelled with remarks.
- Applicant must check that all details provided by him/her are correct before final submission, as there will be no provision to edit details thereafter.
- Mode of submission of application for scholarship will be through online only. No other mode will be entertained.
- Titles / Labels which carrying star marked (* required!) are compulsory fields in Application form.

3. MahaDBT Online Portal Access:

Use any of the installed Browser of your system(Desktop or Laptop). The Supporting browsers are as follows:

Browsers			
	Internet Explorer (IE)	Google Chrome	Mozilla Firefox
Recommended Version	10+	55+	54+

Enter the valid URL of MahaDBT http://www.mahadbt.gov.in & press Enter key to view the MahaDBT Home Page.

4. Home Page/Portal Landing Page:



Following are the features displayed in the Home page/Landing page - MahaDBT Portal:

- About Us
- RTI
- Grievance
- Knowledge Bank
- Help
- FAQ
- Flipbook
- Notice Board
- Important Links
- Departments
- Schemes
- Login
- Registration
- Success Story
- Help Desk
- Funds Disbursed
- Registered Users
- Schemes Applied

About us:

The aim of reforming the Government delivery system of benefits by re-engineering the existing process in welfare schemes for simpler and faster flow of information/funds and to ensure accurate targeting of the beneficiaries, avoid duplication and reducing leakages in the existing system.

MahaDBT is the highest priority and focus area of the Government of Maharashtra.

RTI:

An act to provide for delivery of transparent, efficient and timely public services to the eligible persons in the State of Maharashtra and for matters connected therewith or incidental thereto.

Fund Disbursed

Total number of funds disbursed for various schemes shown here.

Registered Applicants

Total number of users registered in MahaDBT Portal for different schemes shown here.

Applied to Schemes

Total numbers of schemes applied by the registered user shown here.



Notice Board

Notice board displays latest Government schemes and announcements of various updated schemes.

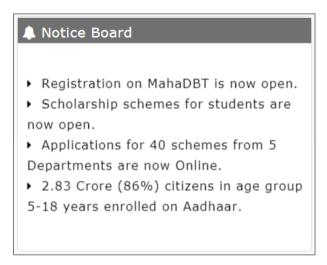


Fig: Notice Board

Important Links:

The external important links are listed under this section, one can access these links by clicking the approporiate link.



Fig: Important Links

Schemes:

The various citizen benefits or the schemes, which are announced by the government listed under the heading "Schemes", which is visible on the Home page of the portal.



Fig: Schemes

Departments:

The various schemes of different departments displayed under this heading "Departments", which is visible in the home page or landing page.

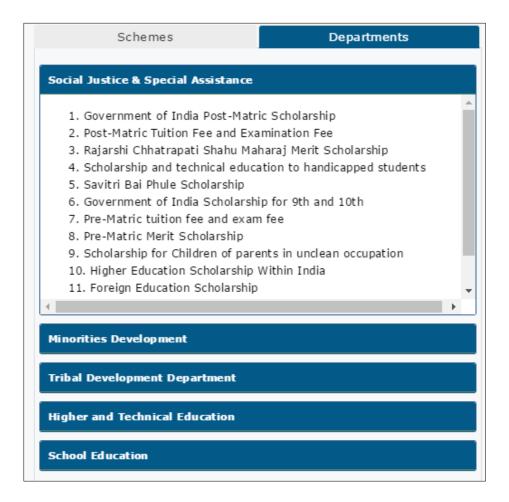


Fig: Departments

Help Desk:

Help desk offers a single point of contact/Helping hand for citizens to get assistance to find solutions to common queries, Schemes announced by the government, Registration and so on.

You can find the Helpdesk number and Email Id to know more information with respect to your queries related to MahaDBT

The timings are from Monday to Saturday 9:00 am to 6:00 pm



Fig: Help Desk

Success Story:

Success stories of various benefits availed by the citizens are displayed under the heading "Success Story", also one can write their testimony in this section.



Fig: Success Story

5. Online Registration for MahaDBT:

Applicants will be able to register themselves through online registration process.

- Online Registration done through the website http://www.mahadbt.gov.in from any of the internet access point.
- The new user to Register into the portal, click on "New Registration" button in login section.



A new web page requesting to enter the preliminary data as required for the registration.

5.1. Registration using Aadhaar Number

Registration process explained below.

Step 1- Do You Have Aadhaar Card?

Please select "Yes" and click on Continue button to continue with Registration process.

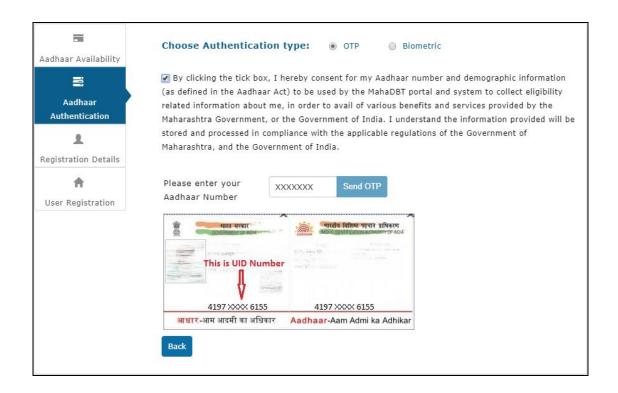


Step 2- Choose Authentication Type - There are two types of authentications available.

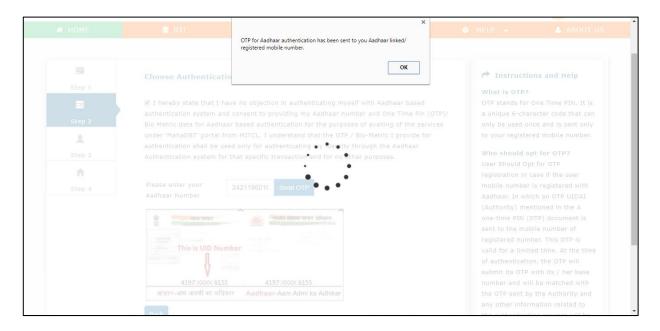
- OTP If the mobile number registered with Aadhaar, then the user can select the authentication type "OTP"
- Biometric If the mobile no not registered with Aadhaar, then the user can select the authentication type as Biometric.

If your Mobile Number registered with Aadhaar, then choose the authentication type as "OTP".

Tick on the consent check box to agree to share your information with Maharashtra government for DBT purpose.

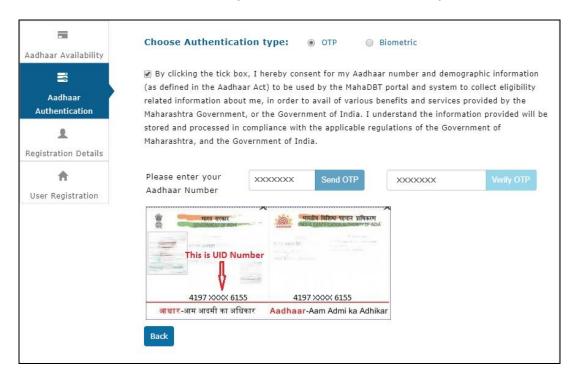


Enter the Aadhaar number and click on "Send OTP" button. The system validates the Aadhaar number and sends the system generated "OTP" to registered Mobile number

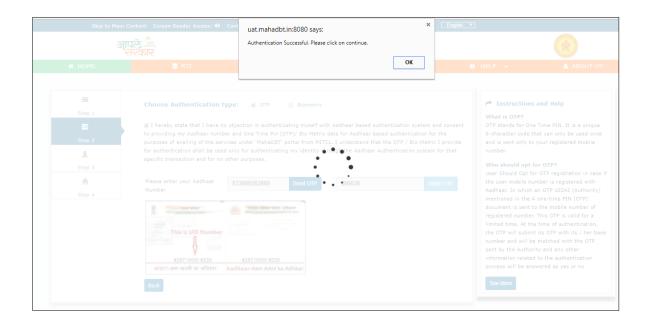


An alert message displayed saying that – OTP for Aadhaar authentication has been sent to your Aadhaar linked registered Mobile number. Click on OK button.

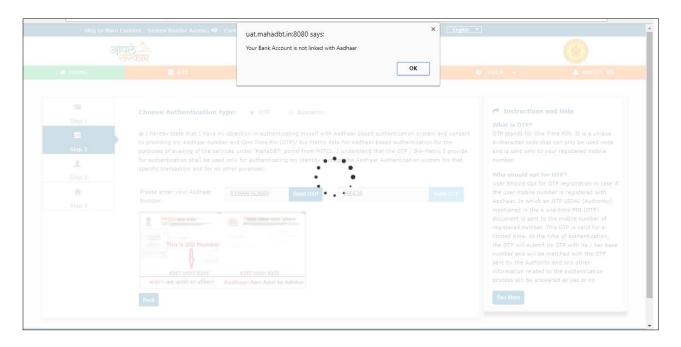
Enter the received OTP in the system and click on "Verify OTP" button



Post successful OTP verification an alert message "Authentication Successful! Please click on Continue" will be displayed on the screen. Click on OK button to continue with registration



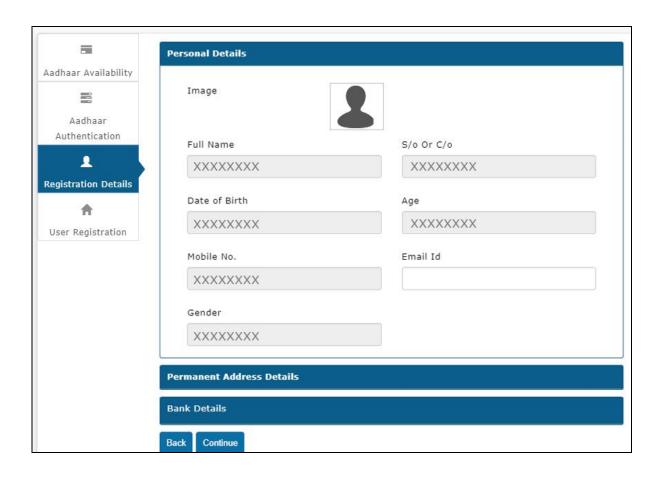
If the Bank details not linked with Aadhaar, the alert message will be displayed – "Your Bank Account is not linked with Aadhaar."

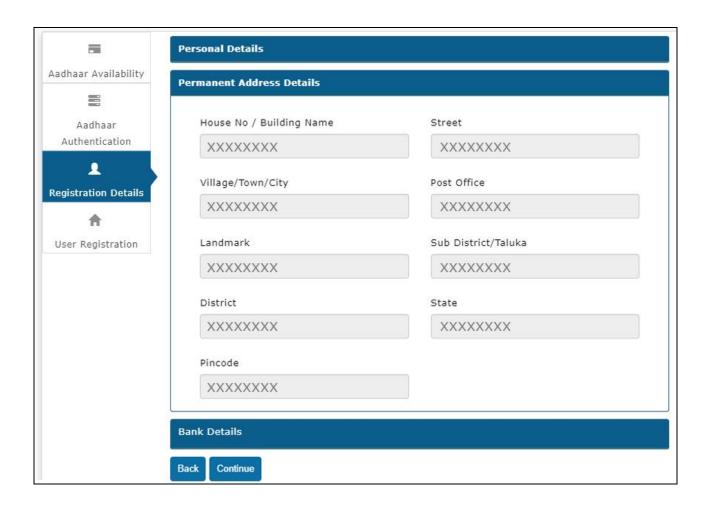


Click on "OK" button to continue with registration.

Step 3: Post Successful OTP verification the Applicant details fetched from UIDAI will be auto populated in the Personal details fields Personal Details, Address Details, Bank Details.

If there is any change in the details, the applicant should contact UIDAI to update the relevant information

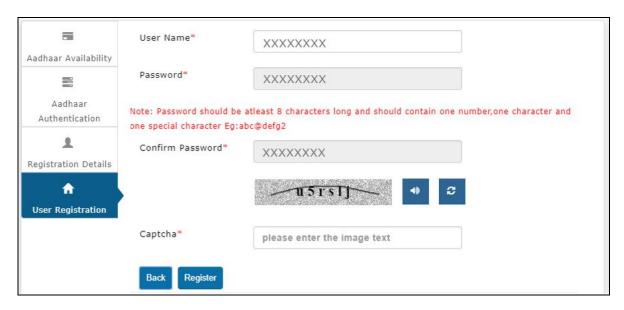




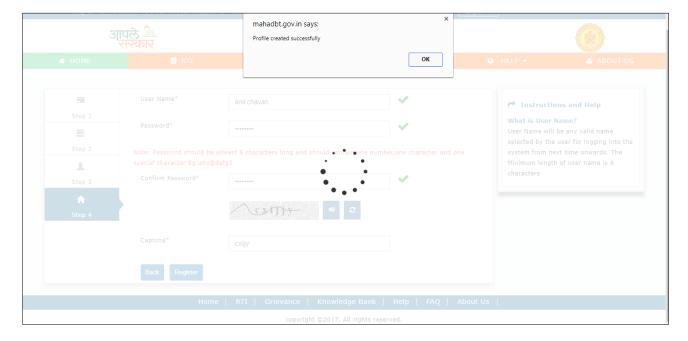


Step 4- Creation of Applicant's Username and Password - Applicant will need to create the User Name and Password to access the system in this step.

Applicant will enter the User Name, Password, Confirm Password and Captcha and click the Register button.



On clicking the **Register button,** the system validates entered details and display's the alert message saying that "Profile created successfully."

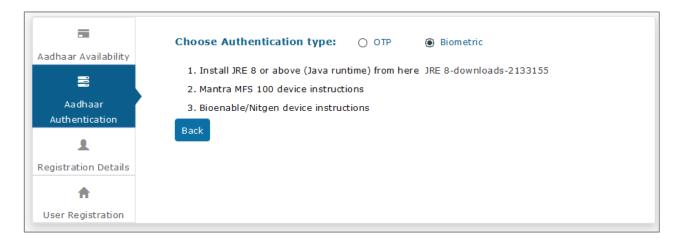


User can use the registered User Name and Password to login into the DBT portal.

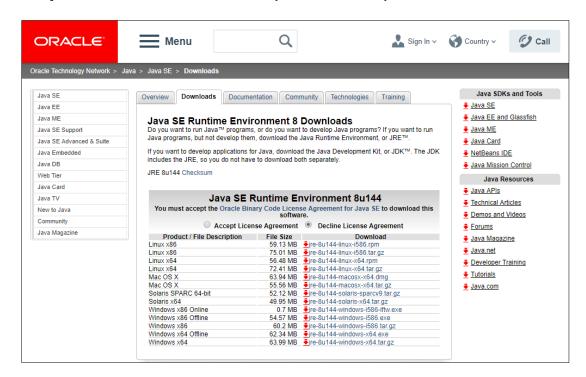
5.2. Registration using Biometric

Step 1- If Mobile Number not registered with Aadhaar, the User can select the authentication type as **Biometric**

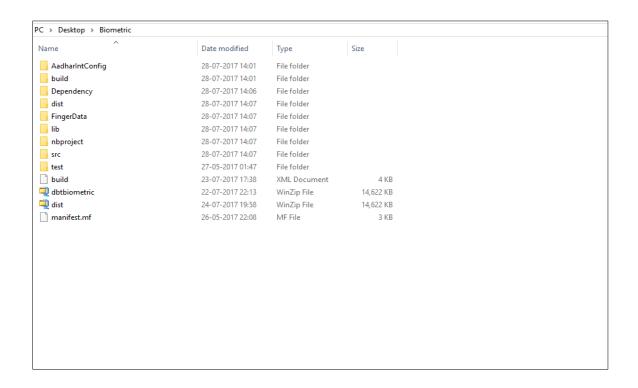
Make sure that a functional biometric device is attached to the system, which the user using for registration.

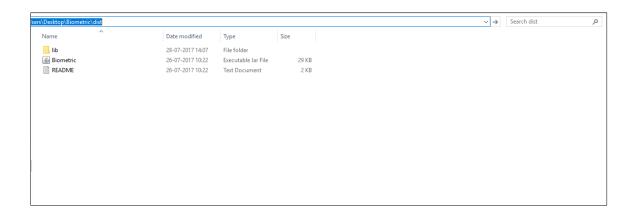


Step 2- Install JRE 8 or above (Java runtime)



Step 3- Unzip Biometric Application zip file to suitable directory



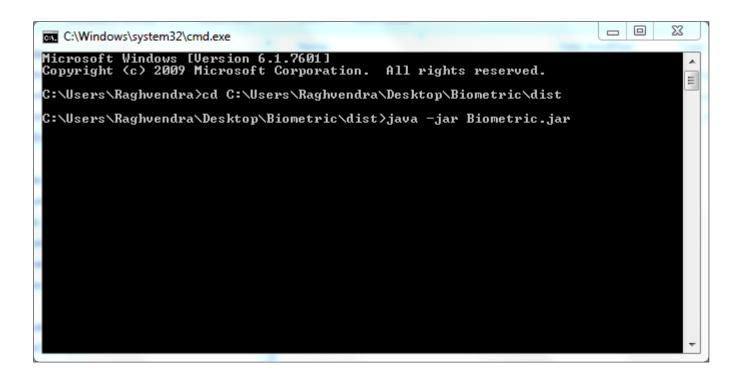


Step 4- Start the application by giving following command from console **java -jar biometric.jar**

```
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\Raghvendra\cd C:\Users\Raghvendra\Desktop\Biometric\dist

C:\Users\Raghvendra\Desktop\Biometric\dist
```



Then the user can view the Biometric authentication form - Enter Aadhaar number, User ID, Pass word and confirm password.

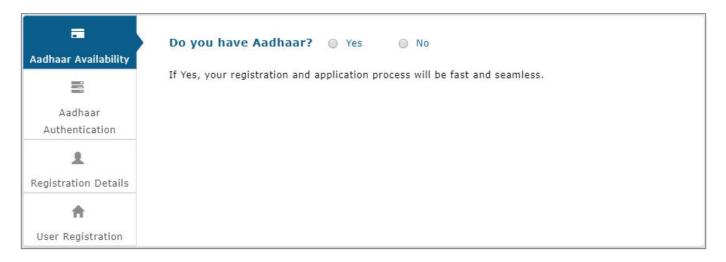
The User has to put the finger on Biometric device for to get scan and verify.

AADHAAR Number:	5xxxxxxxxx9	
UserId:	abcdefg	
		1
Password:	XXXXXXXXXXX	
		1
Confirm Password	XXXXXXXXXXX	
		Verify
Mobile Number	9xxxxxxxx0	•
	JAMAAAAO	
Email Id:	abc@gmail.com	

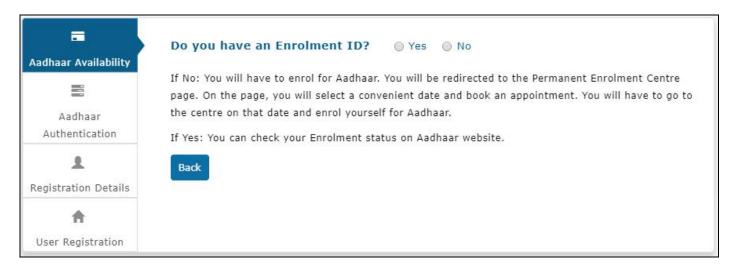
After successful verification, the User can login with created User ID and Password.

5.3. Registration using Non-Aadhaar

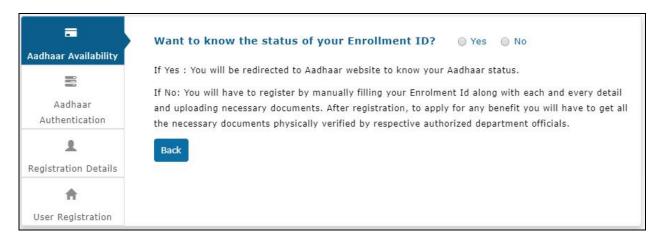
Step 1: Select "No" option and continue



Enrollment ID Check – The system will ask, "Do you have an Enrolment ID?" Click on "Yes" Button

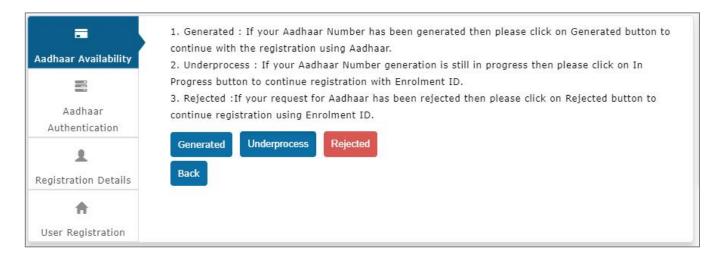


a) Verification of Enrollment ID Status—Click on 'Yes'- button

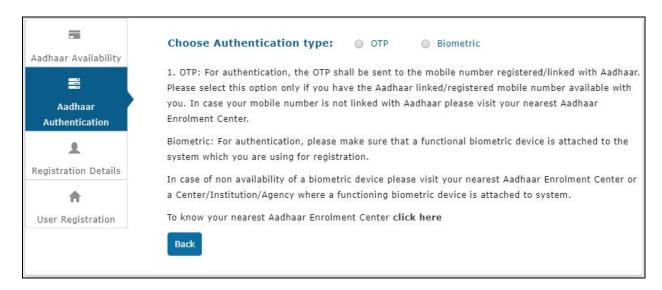


The site will redirect the Applicant/User to Aadhaar site for Enrollment Status check. Link here.

Enter the Verified Enrollment Status -



If the Enrollment ID (EID) is Generated, then the user will be redirected to step 2 of Aadhaar registration flow



If the Enrollment ID (EID) is Rejected, the user should start registering on DBT Portal without Aadhaar.

User should know the reason of rejection of the Enrolment ID and should search for Aadhaar Permanent Enrolment Center (PEC) and re-enroll for getting the Aadhaar.

If the Enrollment Id (EID) is Under process, the user has to Enter the enrolment number (Enrolment Id +Date Timestamp) and click on "Continue" button to proceed with Registration process on DBT Portal.

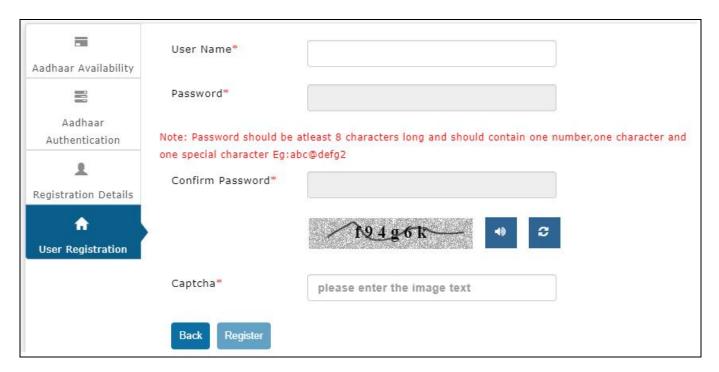


Step 3: Fill all the mandatory fields in the Registration form

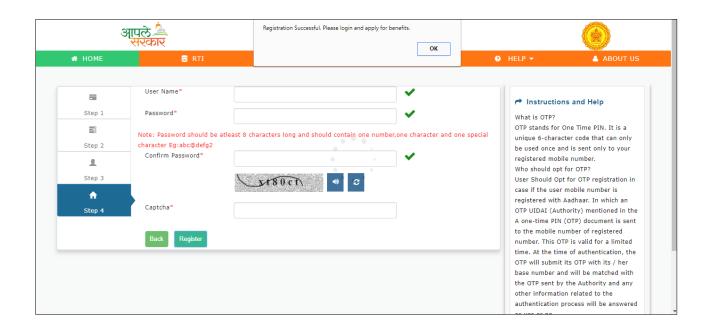


Step 4: Creation of Applicant's Username and Password-

Fill the User Name & Password and confirm the password then only you can see the "Register" button.



On clicking the **Register button,** the system validates entered details and display's the alert message saying that "Registration Successful. Please login and apply for benefits."

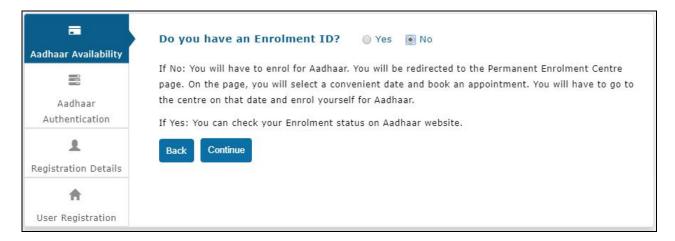


5.4. Registration using Non - Aadhaar Number

Step 1: Select "No" option on "Do you have Aadhaar Card "- if you do not have Aadhaar



If you do not have Enrollment ID either – Click on ${\bf No}.$



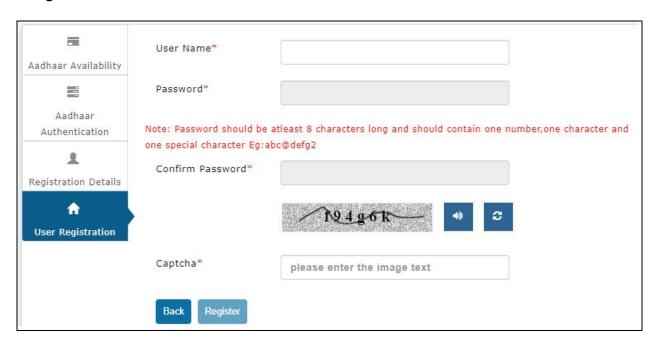
Click on "Continue" button to proceed with filling the details in the registration form and to get Register on MahaDBT Portal.

Step 3: Fill all the mandatory fields in the Registration form

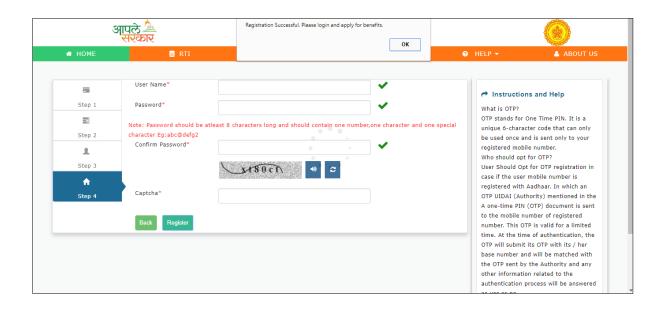


Step 4: Creation of Applicant's Username and Password-

Fill the User Name & Password and confirm the password then only you can see the "Register" button.



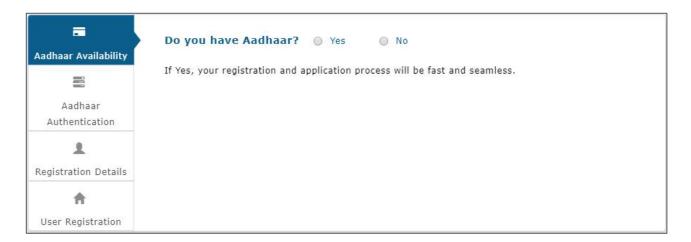
On clicking the **Register button,** the system validates entered details and display's the alert message saying that "Registration Successful. Please login and apply for benefits."



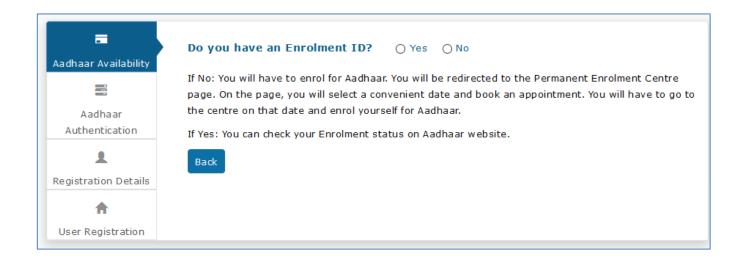
User can use the registered User Name and Password to login into the DBT portal.

5.5. Registration using Non - Aadhaar Number Having Enrolment Id (EID)

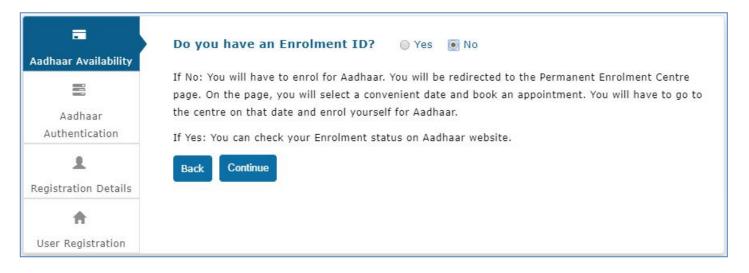
Step 1: Select "No" option and continue



If the User has Enrolment ID, then click on Yes.



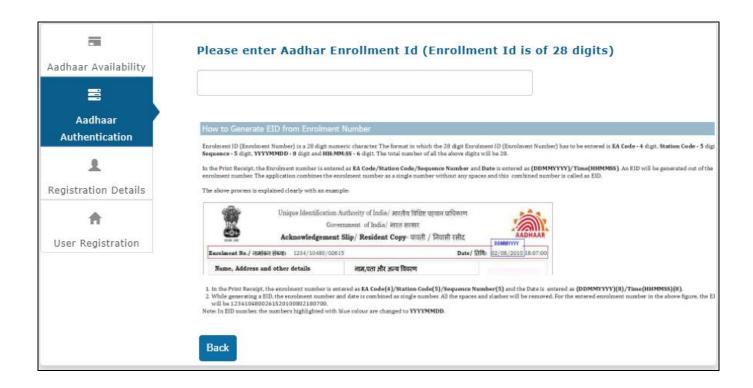
If the User does not want to check the status of enrolment ID, then Click on **No** and **Continue** button.



Click on "Continue" button to proceed registration form.

Step 2: The user advised to enter the Aadhaar Enrolment ID - How to generate EID from enrolment number.

The user has to enter the enrolment number (Enrolment Id +Date Timestamp) and click on continue button to proceed with Registration process.



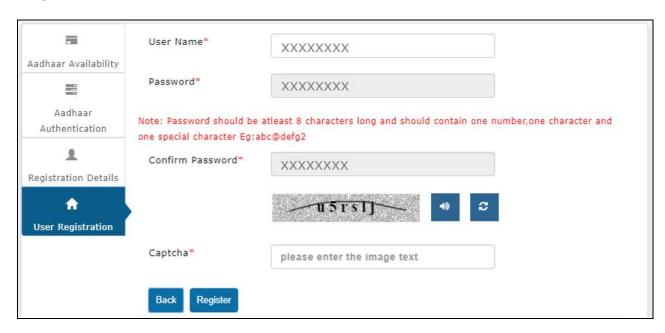
Enter the 28-digit Aadhaar Enrolment ID and click on continue button

Step3: Fill all the mandatory fields in the Registration form

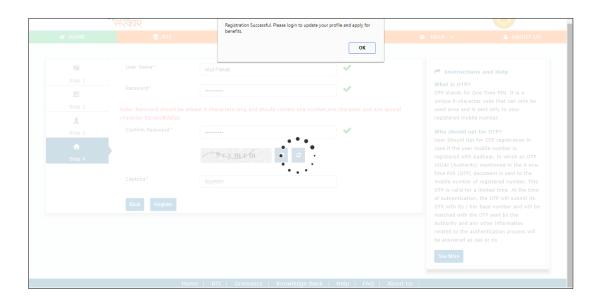


Step 4- Creation of Applicant's Username and Password-

Enter the User Name & Password and confirm the password then only you can see the "Register" button.



On clicking the **Register button,** the system validates entered details and display's the alert message saying that "Registration Successful. Please login and apply for benefits."



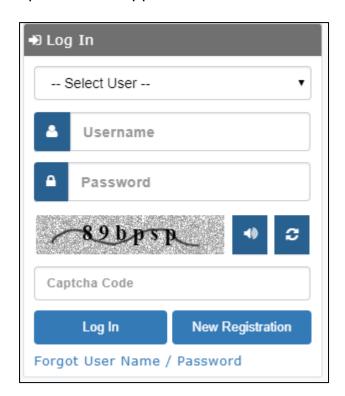
User can use the registered User Name and Password to login into the DBT portal.

6. User Login

To login into MahaDBT portal, Applicant has to perform following steps.

Select User Type from Dropdown:

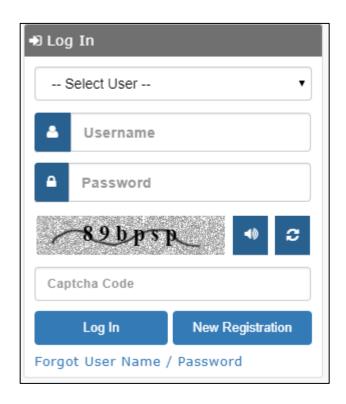
- e.g. Resident: Student or Farmer or any resident
- e.g. Institute: School or College approval authorities.
- e.g. Department: Departmental approval authorities.



- b. Username & Password Login using created/registered Username and Password.
- C. Captcha Enter the valid Captcha and Click on Login

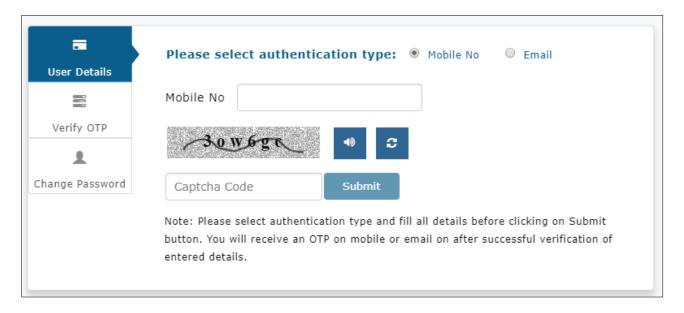
Forgot User Name / Password:

If the User Forgot User Name / password then Click on <u>Forgot User Name / Password</u> section on the Home DBT page. Then the User has to select Authentication type Mobile number or Email id.



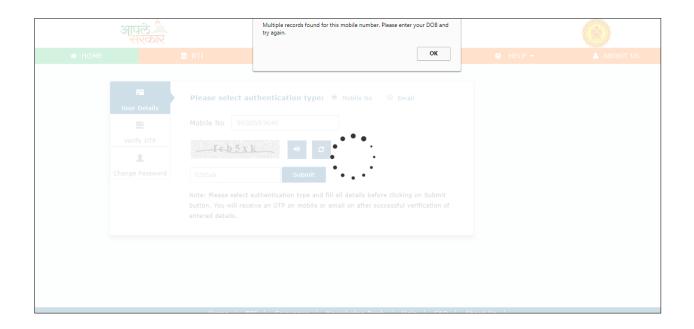
Select Authentication type: Mobile Number / Email

Step1: Enter registered mobile number or email and correct captcha code and click on submit button to get the OTP.

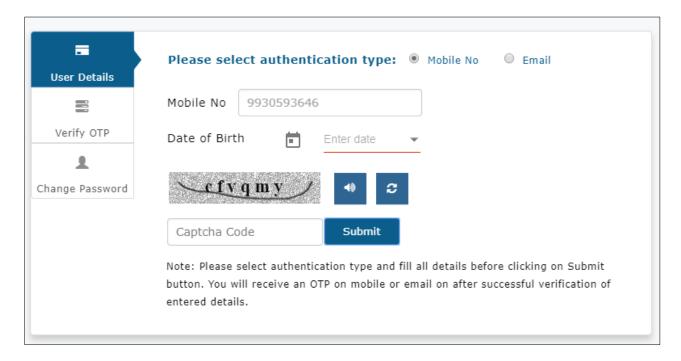


The User will receive an OTP on registered mobile or email on after successful verification of entered details.

Incase, Multiple records found for the registered mobile number. System checks for DOB.

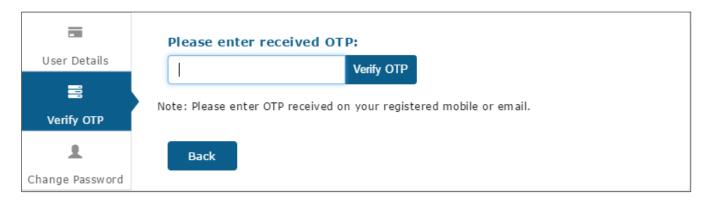


Click on Ok button to continue with the process.



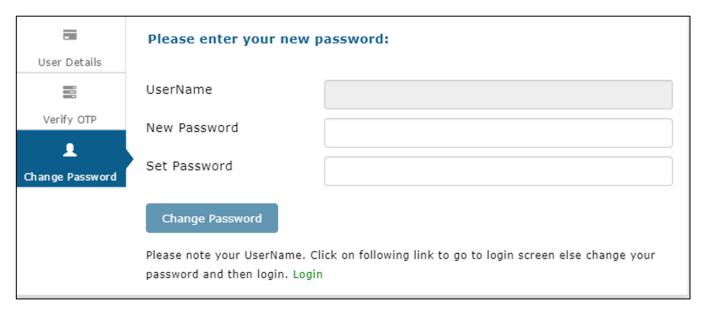
Step 2: Verify OTP

Enter the system generated OTP which has been send to regstered mobile number or email.



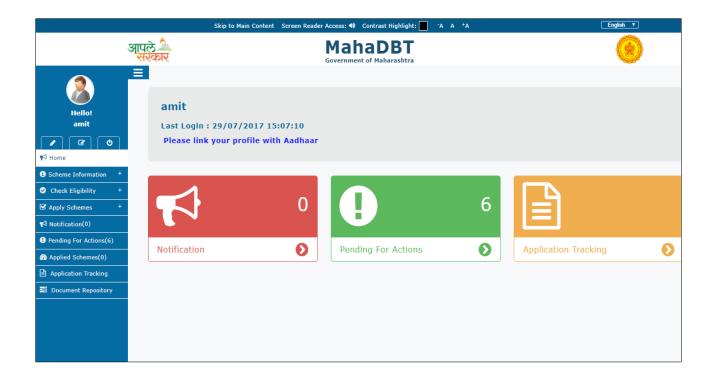
System validates the OTP, which has been send to registered mobile number or email.

Step 3: Enter the New Password & Confirm Password and click on change Password.



7. User Dashboard:

After Successful Login to the Portal, the user will see Welcome page by default.



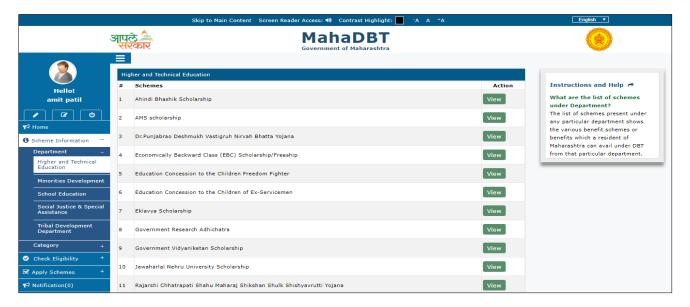
7.1. Left panel – Scheme Information

The following items shown on the Left panel of the Applicant dashboard

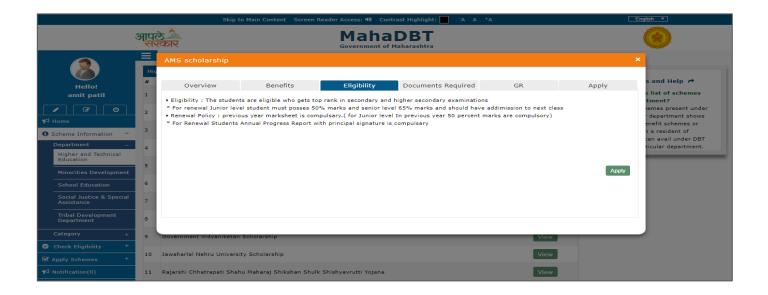
1. SCHEME INFORMATION

DEPARTMENT: The applicant can View, select the respective scheme to apply.

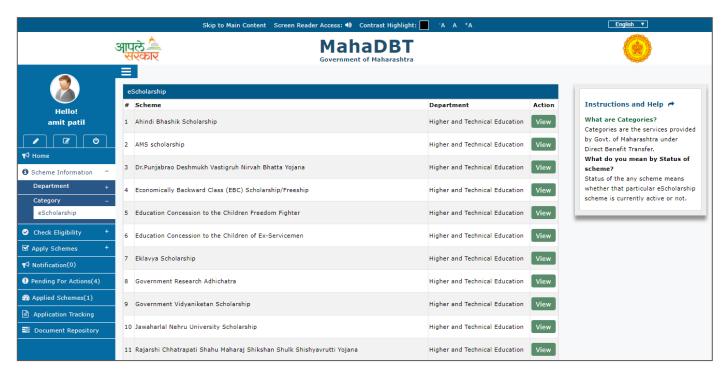
1 Department Schemes Information: The applicant can view, select and apply for the Department schemes from here.



- 2. Click on **View** button, the respective scheme information will be displayed and the applicant can apply directly to that scheme.
 - Overview
 - Benefits
 - Eligibility
 - Required Documents
 - GR
 - Apply

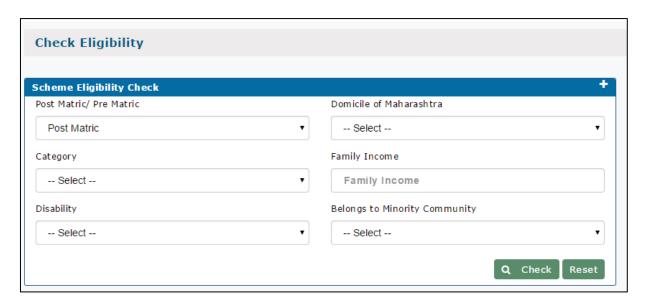


CATEGORY: All available 40-scheme information displayed here.



CHECK ELIGIBILITY

The User to fetch relevant schemes that are applicable to the applicant purely based on Eligibility check. The input parameters that parsed through the Eligibility Business Rules defined in the system.

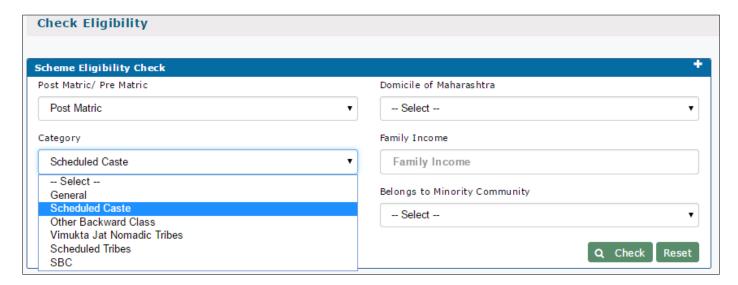


Input parameters for Scheme Eligibility Check as follows:

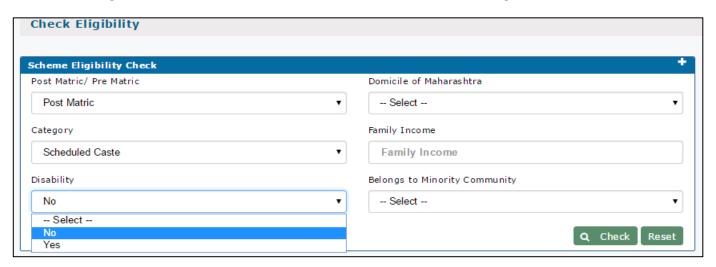
- 1. Post Matric / Pre Matric: (Mandatory field)
 - Pre Matric indicates- Std. 1 to Std. 10
 - Post Matric Indicates-Std. 11th onwards

2. Category:

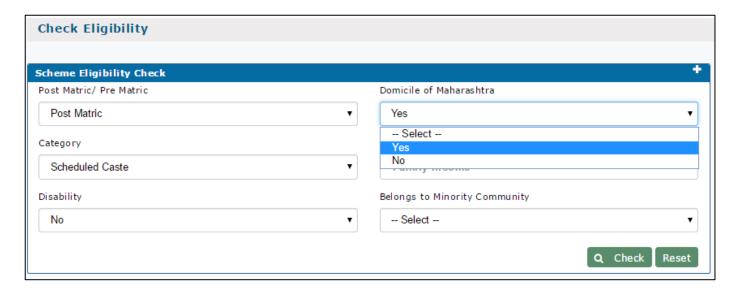
User should select Caste category from the Drop-down:



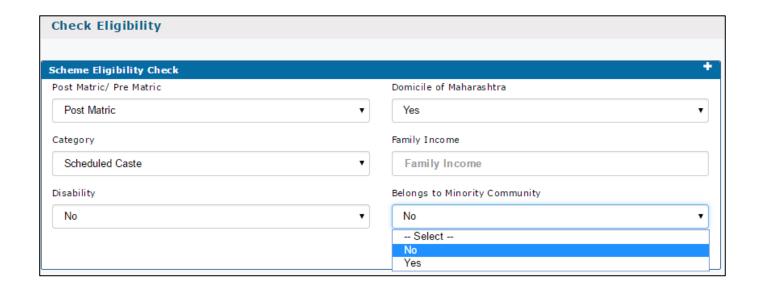
3. Disability: User has to select "Yes" or "No" from dropdown.



4. Domicile of Maharashtra: User has to select "YES" or "NO" for field Domicile of Maharashtra State.



- 5. Family Income: User has to mention the family Annual Income from all the sources.
- 6. Belong to minority Community: User has to select "YES" or "NO" whether user belongs to Minority Community or not.

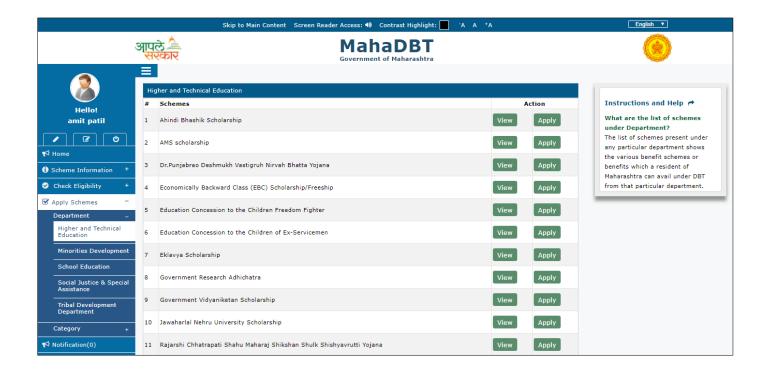


On clicking on the check button, List of eligible schemes displayed with benefits against each scheme. The User can apply for specific schemes.

APPLY SCHEMES DEPARTMENT:

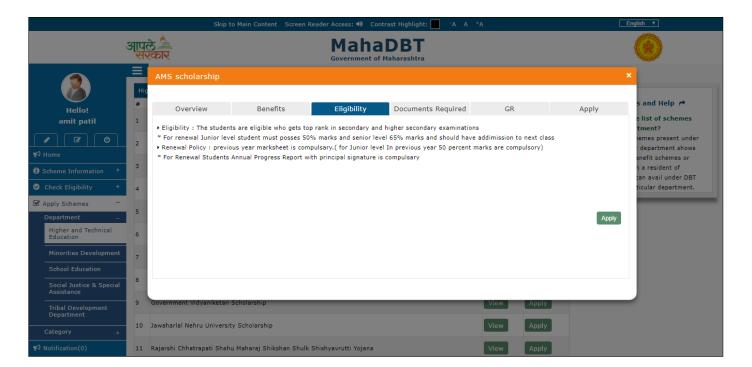
The applicant can view the respective department schemes information and apply by clicking the Apply button against the scheme.

Department: The applicant can view, select and apply the Higher and Technical Department schemes from here.



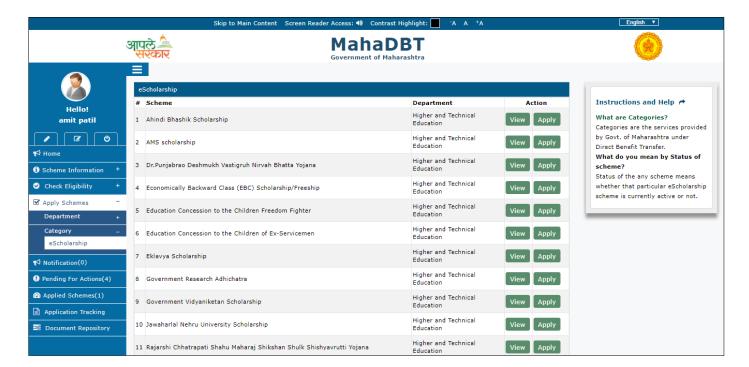
Click on **View** button, the applicant can view the chosen following scheme information and can **Apply** from here.

- Overview
- Benefits
- Eligibility
- Required Documents
- GR
- Apply



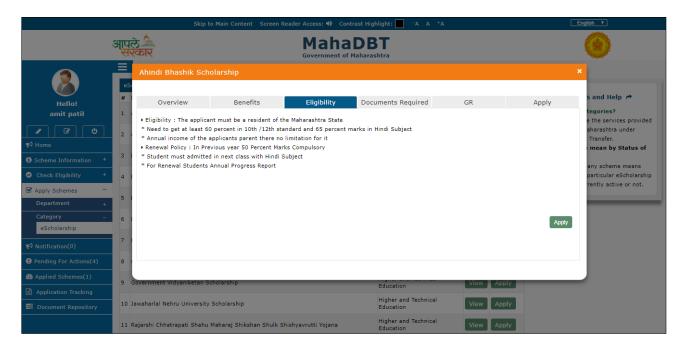
Click on **Apply** button, the applicant directed to fill the application form.

CATEGORY: All available 40 schemes displayed here. The Applicant can view, select and apply scheme from here too.



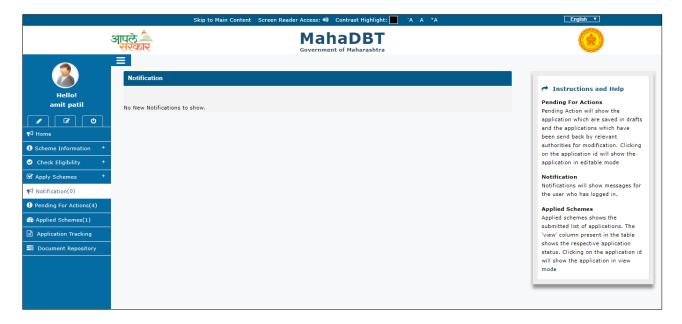
Click on **View** button, the applicant can view the chosen following scheme information and can **Apply** from here.

- Overview
- Benefits
- Eligibility
- Required Documents
- GR
- Apply

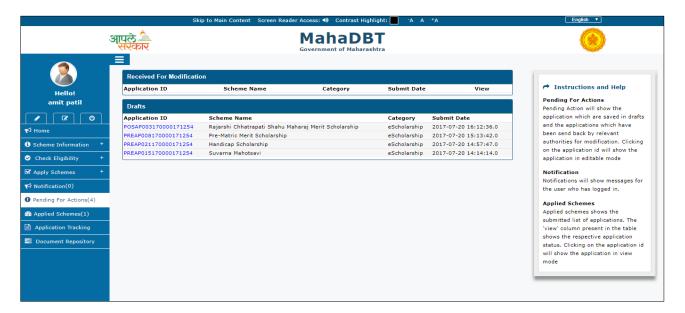


Click on **Apply** button, the applicant directed to fill the application form.

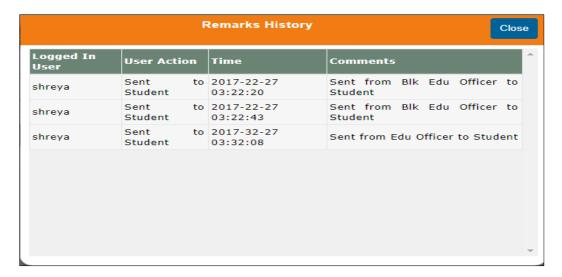
NOTIFICATION: Show the messages for the user who has logged in.



PENDING FOR ACTIONS(S) – This section will show the applications, which are saved in drafts, and the applications, which have been send back by relevant authorities for modification. The comments for the relevant authorities viewed in Remarks section.



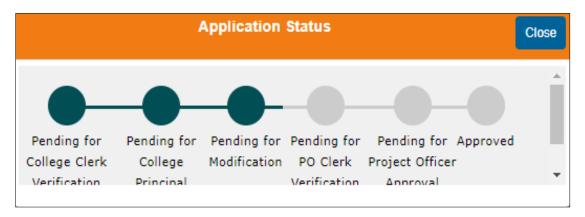
REMARKS: Comments from approval authorities and application history viewed here.



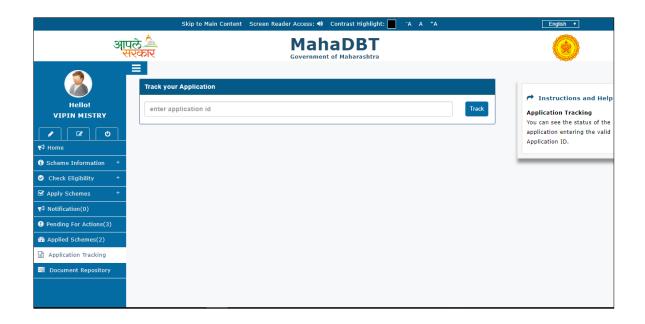
APPLIED SCHEME(S) – Shows the submitted list of applications. The 'view' column present in the table shows the respective application status.



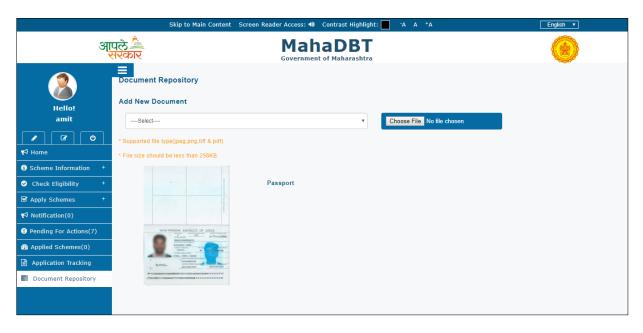
View: The applicant can view application status (Approved/Rejected/Modifications required) here.



APPLICATION TRACKING – The User can track application ID from this section.



DOMUMENT REPOSITORY: The documents can be stored here.



7.2. Pre-Matric Application Form:

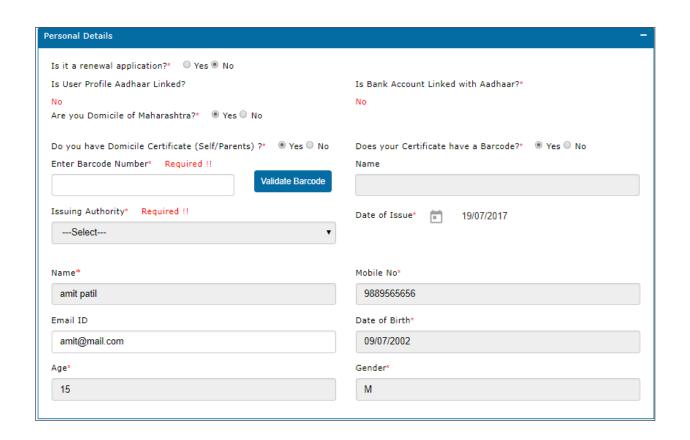
Personal Details:

Applicants have to fill all mandatory fields in the form.

- Is it a renewal application?
- Previous Scholarship Application
- Is User Profile Aadhaar Linked?
- Is Bank Account Linked with Aadhaar?
- Do you possess Domicile of Maharashtra? (Select Yes/No from dropdown)
- Name
- Mobile No.
- Email ID
- Date of Birth
- Age
- Gender
- Name
- Issuing Authority
- Date of Issue

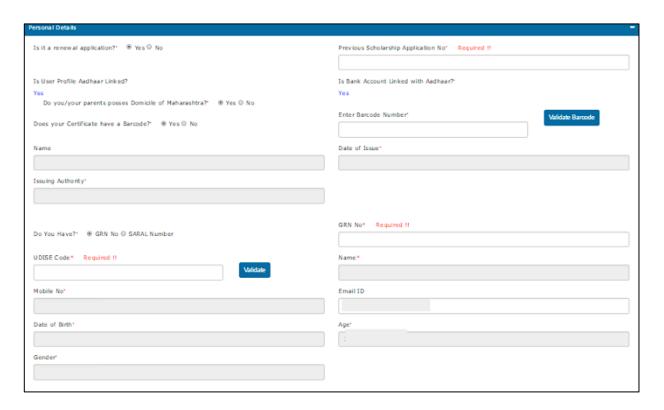
FRESH APPLICATION:

The Applicant possess Domicile certificate and the certificate has **Barcode number**, the applicant has to enter Barcode number then the system validates the Barcode.



RENEWAL APPLICATION: The User has to select Yes for is it a renewal application? Enter the Previous Scholarship Application No.

The Applicant possess Domicile certificate and the certificate has **Barcode number**, the applicant has to enter Barcode number then the system validates the Barcode.

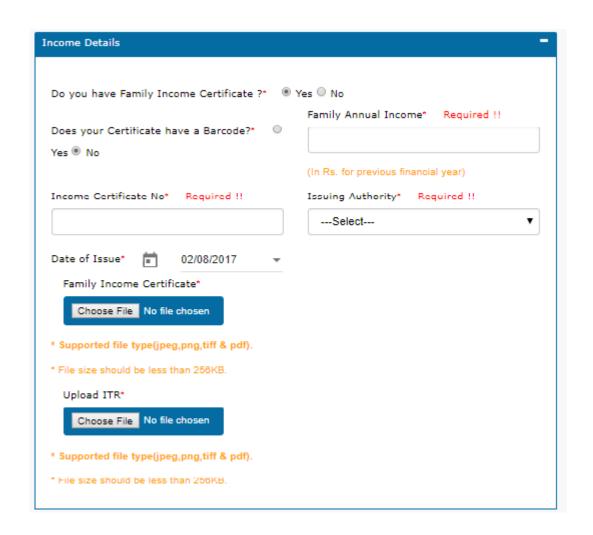


The Applicant possess Domicile certificate and the certificate has **No Barcode number**, the applicant has to enter Domicile Certificate Number &year and upload the Domicile certificate.

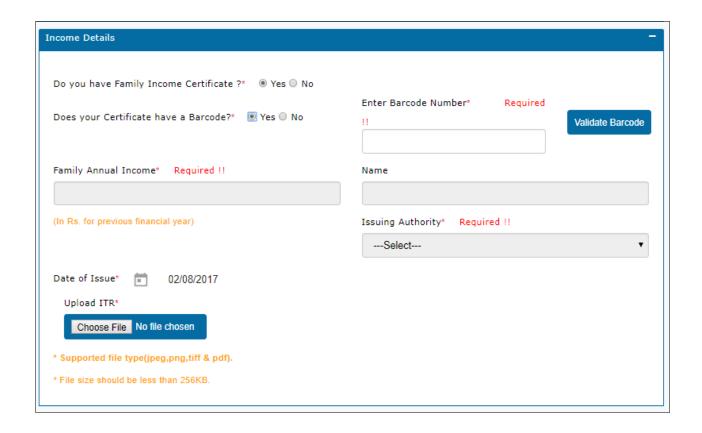
Income Details:

- Annual Family Income
- Issuing Authority
- Date of Issue
- Income Certificate No
- Family Income Certificate (To Upload)

If the User **does not have a Barcode** on the Income certificate: The applicant has to enter Income certificate number and to upload the Family Income certificate and ITR (Income tax returns report)



If the User has a **Barcode** on the Income Certificate – The applicant has to enter the Barcode number for the system to validate Barcode and upload the Income Tax returns port.

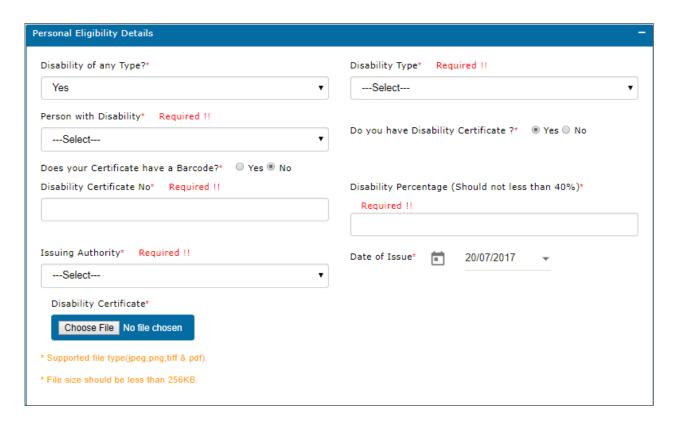


Personal Eligibility Details:

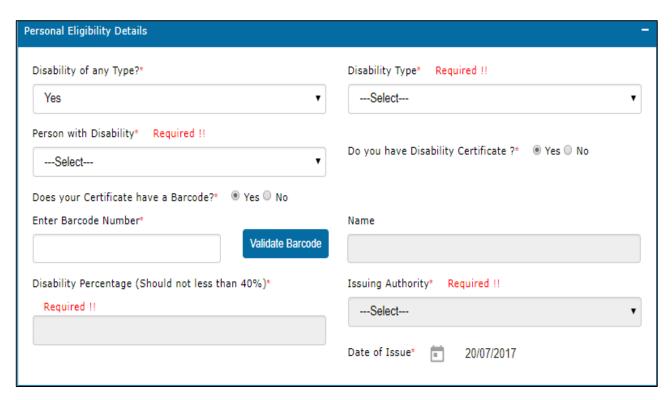
The Applicants have to fill all mandatory fields in the form.

If the User has any Disability (He/she has to select Yes from dropdown.) and if the Disability certificate has **No Barcode** -

- Disability of any Type?
- Person with Disability
- Disability Type
- Disability Percentage
- Does the certificate have a barcode (Select Yes or No)
- Disability Certificate No.



If the User has any Disability (He/she has to select **Yes** from dropdown.) and if the Disability certificate has **Barcode** -

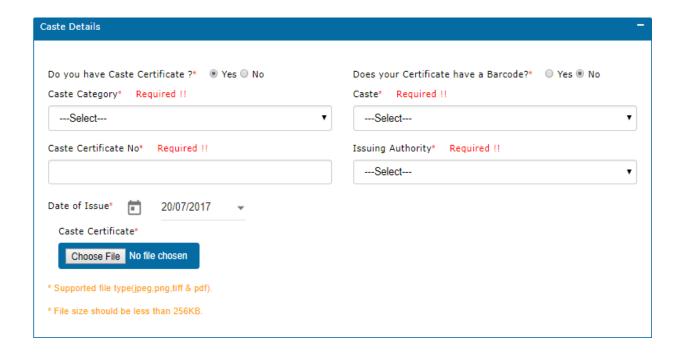


Caste Details

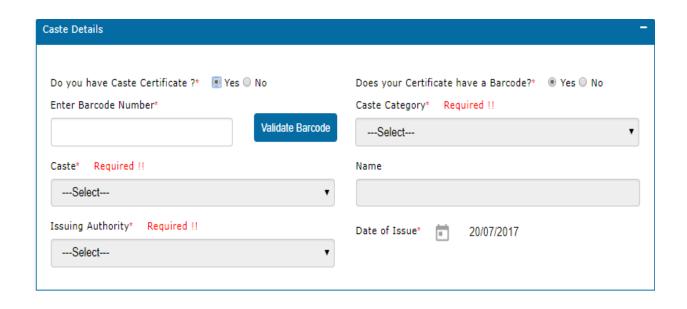
Applicants have to fill all mandatory fields in the form.

- Caste Category
- Caste
- Caste Certificate No
- Date of Issue
- Issuing Authority
- Caste Certificate (Upload Document)

If the User does not have a **Barcode** on the Caste certificate, He/she has to upload the Caste certificate and enter the certificate number.



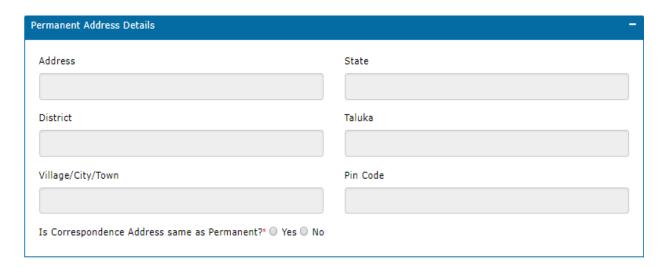
If the User has **Barcode** on certificate, fill the application with "Barcode" and system will validate Barcode.



Permanent address Details

Applicants have to fill all mandatory details in the form.

- Address
- District
- Village/City/Town
- Is Correspondence Address same as Permanent? (Select Yes/No radio button)
- State
- Taluka
- Pin code



Parents Details:

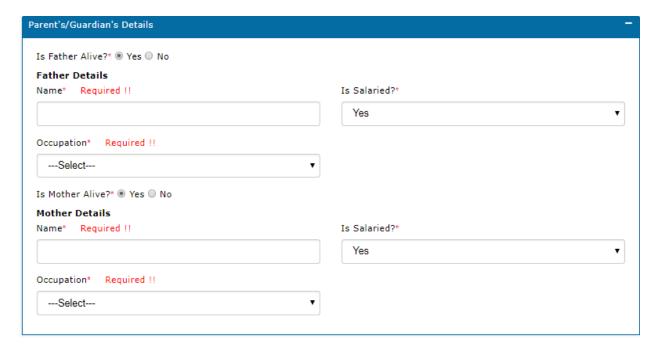
The Applicant have to fill all mandatory details in the form.

Father's Details: If Father is Alive and salaried

- Is Father Alive? (User has to select Yes/No Radio Button)
- Father Name
- Is Salaried? (Select Yes/No from dropdown)
- Occupation (Select occupation from dropdown)

Mother's Details: If mother is Alive and salaried

- Is Mother Alive? (User has to select Yes/No Radio Button)
- Mother Name
- Is Salaried? (Select Yes/No from dropdown)
- Occupation (Select occupation from dropdown)
- Occupation certificate (To upload)

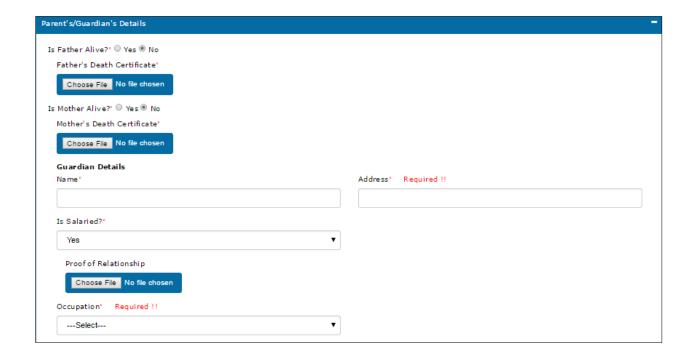


If Father and Mother are not alive, upload the mother and father Death certificates.

Fill the Guardian details and upload the proof of relationship document

Guardian Name

- Address
- Is Salaried (Select Yes/No from dropdown)
- Proof of Relationship (Upload the document)
- Occupation (Select occupation from dropdown)
- Occupation certificate (To upload)

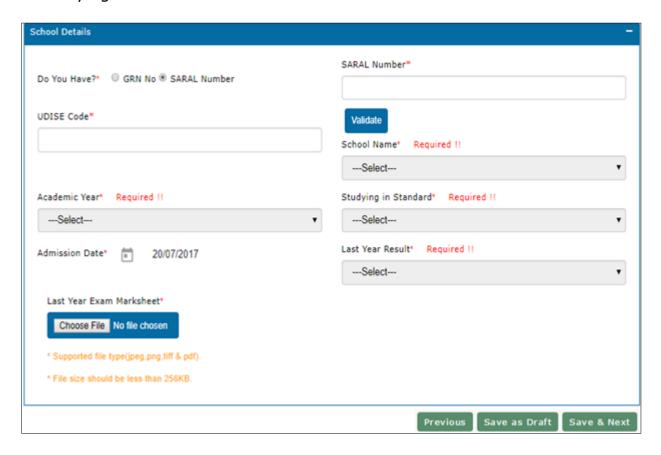


After filling the parent details, the applicant has to click on "Save & Next "button

School Details:

Applicant have to fill all mandatory fields in the form.

- School Name
- Do You Have? GRN No. or SARAL No.
- UDISE Code
- School Name
- Academic Year
- Admission Date
- Last Year Result
- Studying in Standard



After filling the School Details, click on "Save & Next" button

Submission Page

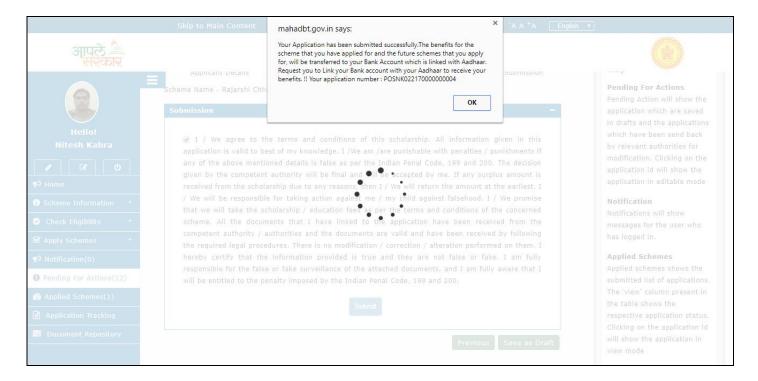
If the Applicant missed to fill mandatory fields, the system will not allow the User to submit the application.

Applicant needs to verify the uploaded documents and mandatory fields before to submit the application.

The applicant has to give self-declaration about the details provided against the scheme is true and valid.



After clicking on the Submission, the system generates application ID: e.g. PREAK03417000000079. The alert message will be displayed.



7.3. Post-Matric Application Form:

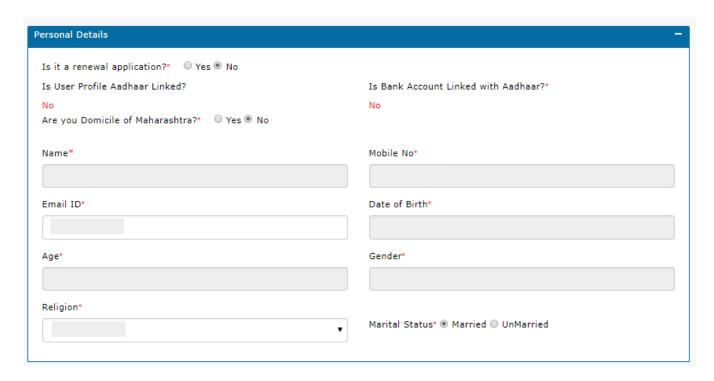
Personal Details:

Applicants have to fill all mandatory fields in the form.

- Is User Profile Aadhaar Linked?
- Previous Scholarship Application (for renewal)
- Is Bank Account Linked with Aadhaar?
- Do you possess Domicile of Maharashtra? (Select Yes/No radio button)
- Enter Barcode Number
- Does your Certificate have a Barcode? (Select Yes/No radio button)
- Name
- Mobile No
- Email ID
- Date of Birth
- Age
- Gender
- Marital Status

FRESH APPLICATION:

The Applicant possess Domicile certificate and the certificate has **Barcode number**, the applicant has to enter Barcode number then the system validates the Barcode.



The Applicant possess Domicile certificate and the certificate has **No Barcode number**, the applicant has to enter Domicile Certificate Number &year and to upload the Domicile certificate.

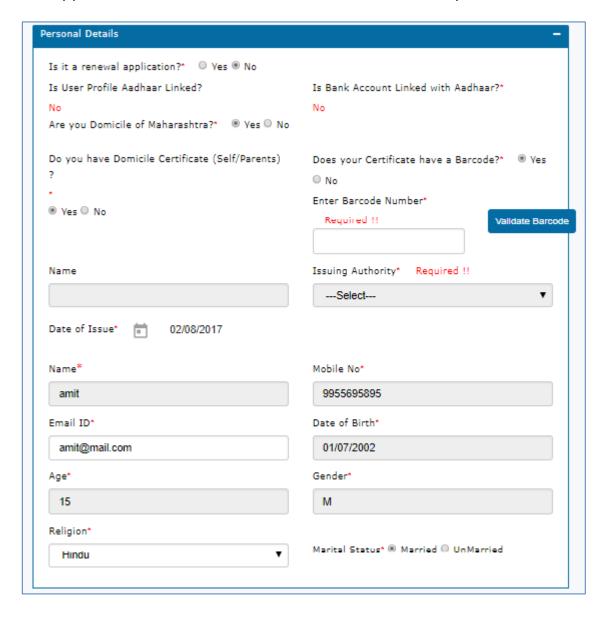
If the Applicant is married, then he/she has to fill the spouse details.



Renewal application: The User has to fill the Previous Scholarship Application No.

If the Applicant possess Domicile certificate and the certificate has No **Barcode number**, the applicant has to enter Domicile certificate number and he/she has to upload Domicile Certificate.

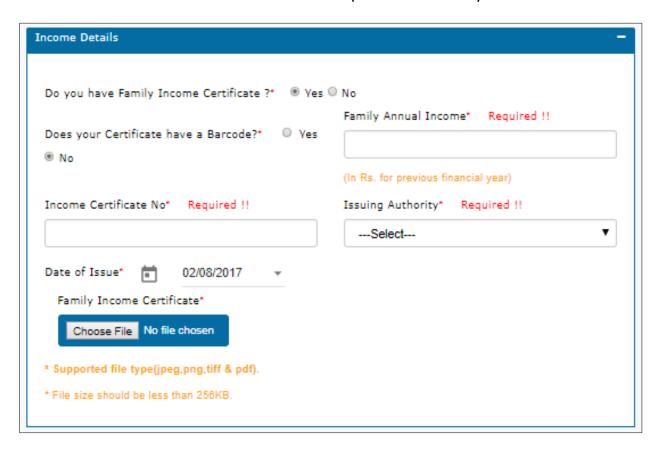
The Applicant possess Domicile certificate and the certificate has **Barcode number**, the applicant has to enter Barcode number then the system validates the Barcode.



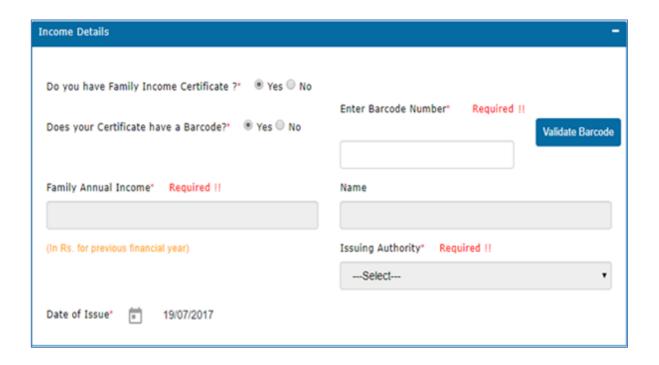
Income Details:

- Annual Family Income
- Issuing Authority
- · Date of Issue
- Income Certificate No
- Family Income Certificate (To Upload)

If the User **does not have a Barcode** on the Income certificate: The applicant has to enter Income certificate number and to upload the Family Income certificate



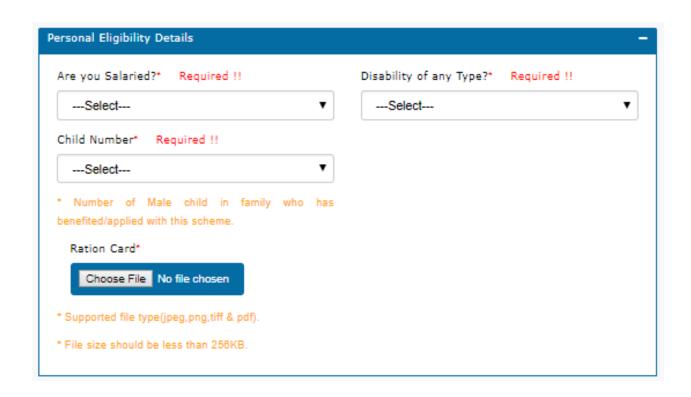
If the User has a **Barcode** on the Income Certificate – The applicant has to enter the Barcode number for the system to validate Barcode



Personal Eligibility Check:

Applicant have to fill all mandatory details in the form.

- Are you Salaried? (Select Yes/No from dropdown)
- Job Type (Select Part/Full time from dropdown)
- Disability of any Type? (Select Yes/No from dropdown)
- Disability Type (Select Permanent/Temporary from dropdown)
- Person with Disability (Choose the type of Disability from dropdown)
- Child Number
- Ration Card (To upload)

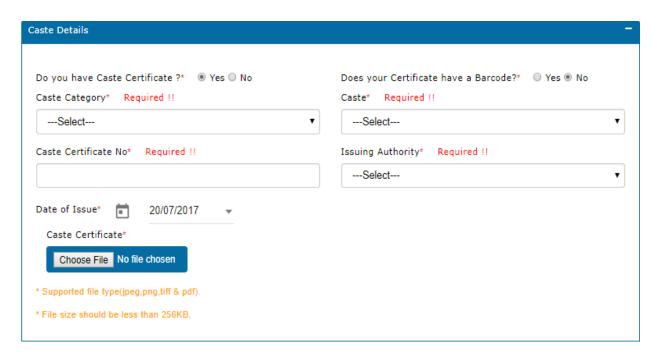


Caste Details

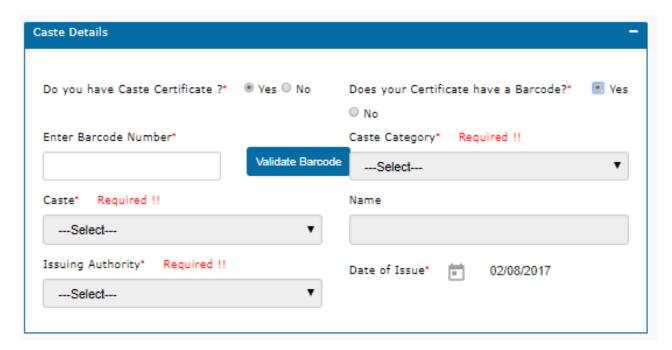
Applicants have to fill all mandatory fields in the form.

- Caste Category
- Caste
- Caste Certificate No
- Date of Issue
- Issuing Authority
- Caste Certificate (Upload Document)

If the User does not have a **Barcode** on the Caste certificate, He/she has to upload the Caste certificate and enter the certificate number.



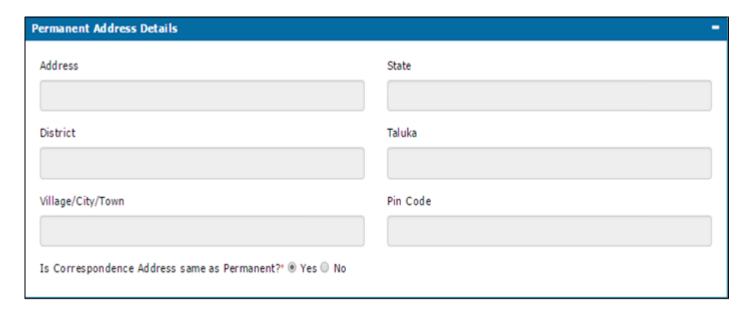
If the User has **Barcode** on certificate, enter the barcode in the application and system will validate Barcode.



Permanent address Details

Applicants have to fill all mandatory details in the form.

- Address
- District
- Village/City/Town
- Is Correspondence Address same as Permanent? (Select Yes/No radio button)
- State
- Taluka
- Pin code



Parents Details:

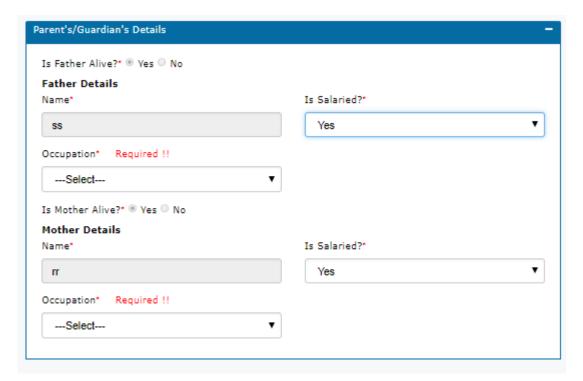
The Applicant has to fill all mandatory details in the form.

Father's Details: If Father is Alive and salaried

- Is Father Alive? (User has to select Yes/No Radio Button)
- Father Name
- Is Salaried? (Select Yes/No from dropdown)
- Occupation (Select occupation from dropdown)

Mother's Details: If mother is Alive and salaried

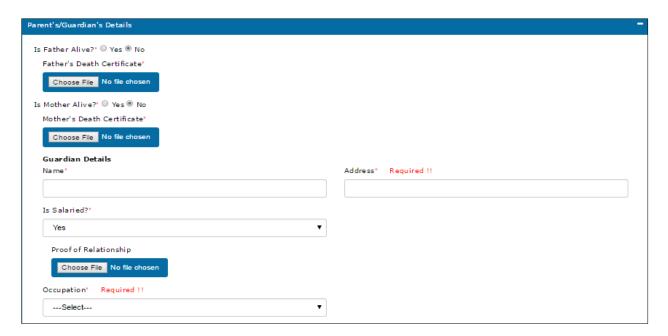
- Is Mother Alive? (User has to select Yes/No Radio Button)
- Mother Name
- Is Salaried? (Select Yes/No from dropdown)
- Occupation (Select occupation from dropdown)



In case, If Father and Mother are not alive then upload the mother and father Death certificates.

Fill the Guardian details and upload the proof of relationship document

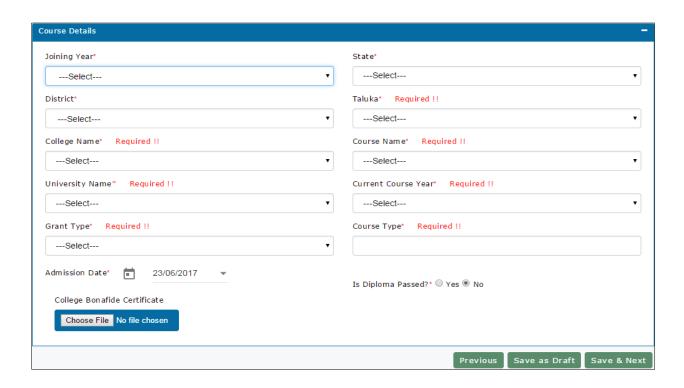
- Guardian Name
- Address
- Is Salaried (Select Yes/No from dropdown)
- Proof of Relationship (Upload the document)



After filling the parent details, the applicant has to click on "Save & Next "button

Course Details: The applicant has to fill all the mandatory fields in the form

- Joining Year
- State
- District
- Taluka
- College Name (Select college name from dropdown)
- Course Name (Select course name from dropdown)
- University Name (Select University name from dropdown)
- Current Course Year
- Grant Type
- Course Type
- Admission Date
- Is Diploma Passed? (Select Yes/ No button)



Education Details:

Applicants have to fill all the mandatory fields in the form. Upload all the necessary documents. The system validates all the data.

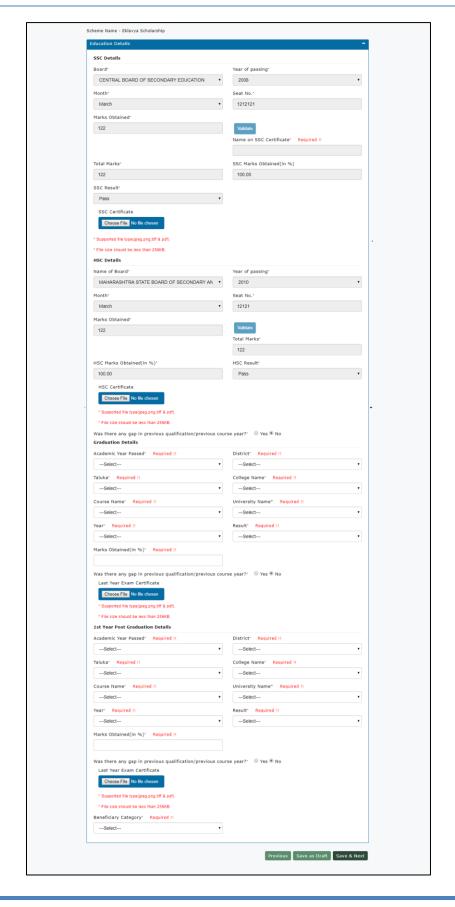
SSC Details:

- Board (Select Name of the Board from dropdown)
- Oher Board
- Year of Passing
- Month
- Seat Number
- Marks obtained
- Total Marks
- SSC Marks obtained (in %)
- SSC Result
- SSC Marks certificate (Upload Document)

HSC Details:

- Board (Select Name of the Board from dropdown)
- Oher Board
- Year of Passing
- Month
- Seat Number
- Marks obtained
- Total Marks
- HSC Marks obtained (in %)
- HSC Result (Select Pass/Fail from dropdown)
- HSC Marks certificate (Upload Document)

After filling up the fields Click on **Save & Next** button to continue with the application form.

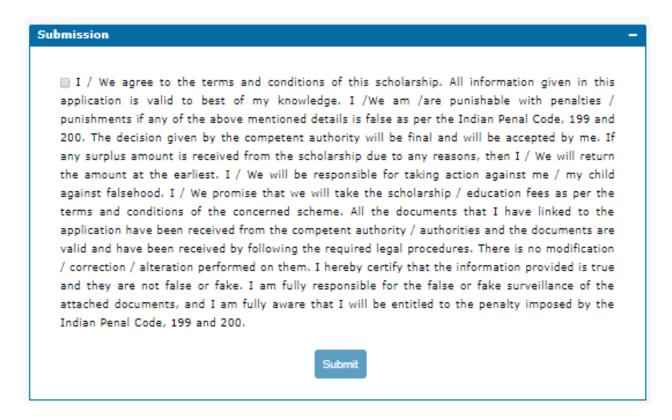


Submission/Declaration Page:

If the Applicant missed to fill mandatory fields, the system will not allow the User to submit the application.

The applicant has to give self-declaration about the details provided against the scheme is true and valid.

Click on Check box and submit the application.



After clicking on the Submission, the system generates application ID: e.g. POSAK034170000000079. The alert message will be displayed.

