

11/23/2014



Social Welfare Department's
eScholarship
Ver 1.0

STUDENT
USER
MANUAL

POST MATRIC eSCHOLARSHIP BY SOCIAL
WELFARE DEPARTMENT, GOVT OF
UTTARAKHAND

<http://eScholarship.uk.gov.in>



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
◆ Upload documents/Photo	-----	8
◆ Print Application	-----	9
◆ Change Password	-----	9
◆ Tracking of status of Application	-----	9
PART-B	-----	12

PART-A

Home: Home or the URL of the application can be accessed at <http://escholarship.uk.gov.in>. When accessed the following screen will be displayed.

The screenshot shows the home page of the eScholarship application. At the top, there is a navigation bar with links for Screen Reader Access, Skip to Main Content, Skip to Navigation, and Sitemap. Below this is the Social Welfare Department's eScholarship logo, which includes the text 'Veri.o' and a small graphic of a graduation cap. A main navigation menu contains links for Home Page, Registration, Search for Applications, Feedback, Contact Us, Help & Support, and FAQ. The main content area is divided into several sections: 'Quick Links' with links for Authority Login, Student's Login, Student Registration, and Institute Registration; 'Quick Info' showing the number of students and institutes registered; 'Gallery' with an image of a building; 'Welcome ...' message; 'Institute/College Dashboard' with statistics on applications pending, accepted, rejected, and forwarded; 'District Social Welfare Office Dashboard' with statistics on applications pending, accepted, sanctioned, and rejected; 'Latest 5 Sanction Orders' with a 'View All' link; and 'Latest 5 Disbursal Orders' with a 'View All' link.

Home page of the e-scholarship Application

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.

One-time online registration for students applying for scholarship

NOTE: Please enter correct mobile number and eMail address. Important information like status of your application, sanction details, login/password etc will be sent by portal to your email address. SMS updates will be sent to your mobile number. You can change/update your email/mobile by logging into the portal.

Fill-in your details-

Personal Details

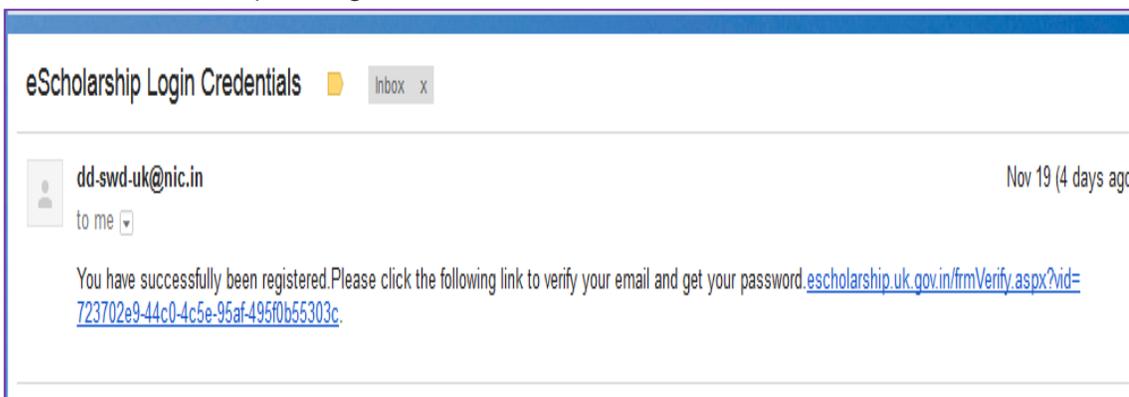
Name of the Applicant:	First Name <input type="text"/>	Middle Name <input type="text"/>	Last Name <input type="text"/>
Father's Name:	<input type="text"/>		Mother's Name: <input type="text"/>
Gender:	<input type="text" value="--Select Gender--"/>		Date of Birth: <input type="text"/>
Category:	<input type="text" value="--Select Category--"/>		eMail Address: <input type="text"/>
Aadhar Card Number:	<input type="text"/>		Mobile Number: <input type="text"/>

<p>Correspondence Address</p> <p>Select State: <input type="text" value="--Select State--"/></p> <p>Address: <input type="text"/></p> <p>Select District: <input type="text" value="--Select District--"/></p> <p>PIN Code: <input type="text"/></p>	<p>Permanent Address <input type="checkbox"/> Same as Correspondence Address</p> <p>Select State: <input type="text" value="--Select State--"/></p> <p>Address: <input type="text"/></p> <p>Select District: <input type="text" value="--Select District--"/></p> <p>PIN Code: <input type="text"/></p>
---	--

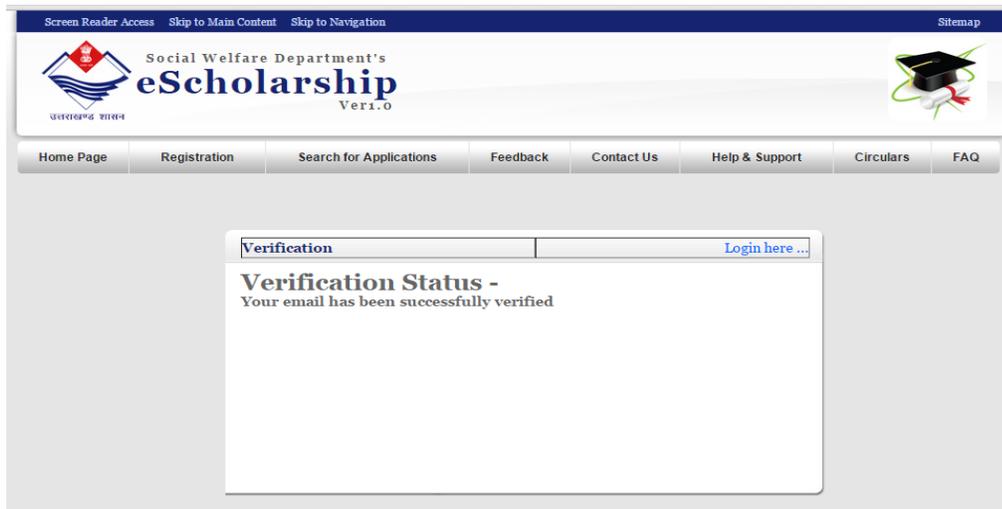
CAPTCHA :

Student Registration form

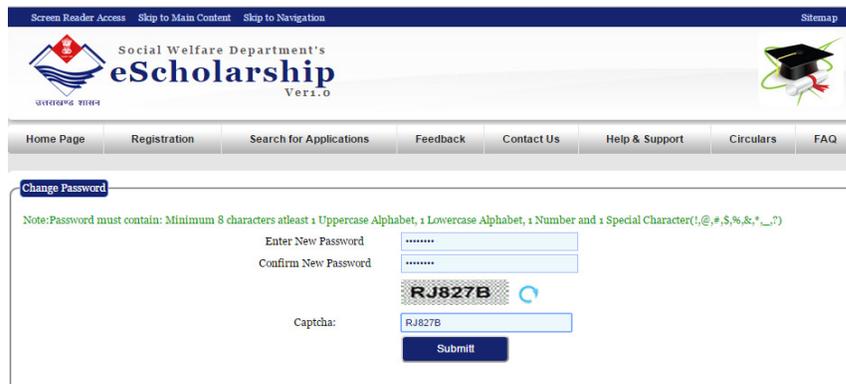
On successful registration an email link will be sent in student's email id. Student can verify his/her email id by clicking on the link available in his/her email.



The link further allows student to set his/her password before login into the application. If the verification done successfully the following screen will be displayed

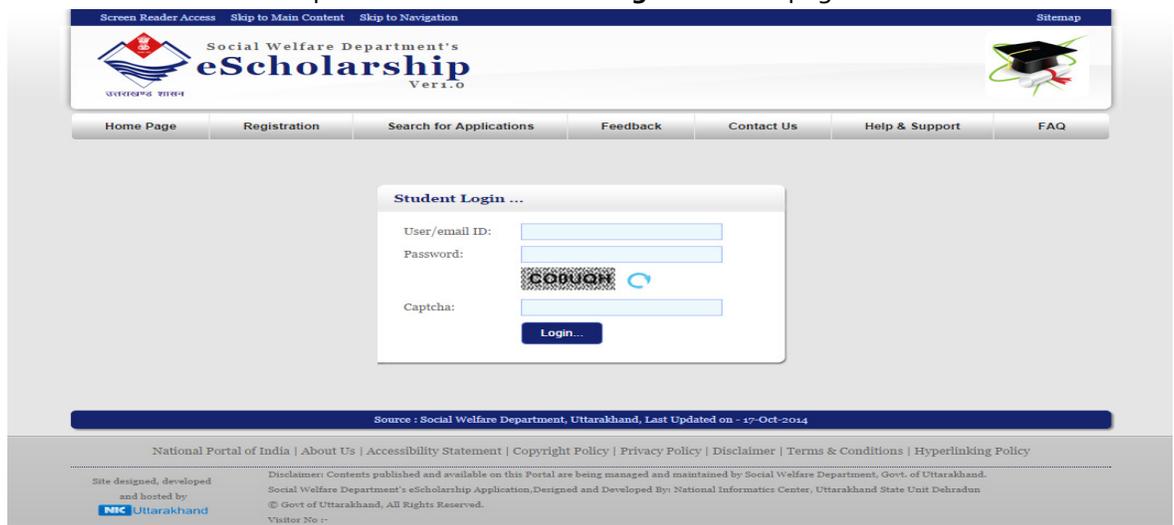


Clicking on [Login here](#) link the student will get the change password page and can set his/her password to access application for the submission of online scholarship application.



On successful password change, student can moved to Home page of the application to login into the application.

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.



Student login form

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:

Please select your "Scholarship-Scheme" before applying

Scholarship Scheme:

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.

The screenshot shows the 'Apply for Scholarship' page of the Social Welfare Department's eScholarship portal. The page includes a navigation menu with options like 'Student Home', 'Apply for Scholarship', 'Documents', 'Print Application', 'Change Password', and 'Logout'. The user is logged in as 'shalesh nautiyal'. The main content area is titled 'Apply for Scholarship' and contains a note about providing correct mobile and email addresses. Below the note is a section for 'Fill-in your details' with a warning that fields marked with an asterisk are mandatory. The form is divided into three sections: 'Personal Details' (Name of the Applicant, Father's Name, Gender, Category, Mother's Name, Date of Birth, Aadhar Card Number), 'Permanent Address Details' (Select State, Address), and 'HSC Details' (Select HSC Board, HSC Marks Percentage, HSC Roll No).

Screen Reader Access Skip to Main Content Skip to Navigation Sitemap Search

Social Welfare Department's **eScholarship** Ver 1.0

Student Home Apply for Scholarship Documents Print Application Change Password Logout

Home » Apply for Scholarship Logged in as shalesh nautiyal

Apply for Scholarship

NOTE: Please enter correct mobile number and eMail address. Important information like status of your application, sanction details, login/password etc will be sent by portal to your email address. SMS updates will be sent to your mobile number. You can change/update your email/mobile by logging into the portal.

Fill-in your details-

Label marked With * are mandotory fields.

Personal Details

Name of the Applicant: First Name * Middle Name Last Name

Father's Name: * Mother's Name: *

Gender: --Select Gender-- * Date of Birth: * *

Category: --Select Category-- * Aadhar Card Number:

Permanent Address Details

Select State: --Select State-- * Address: *

HSC Details

Select HSC Board: --Select Board-- * HSC Marks Percentage: * HSC Roll No: *

Select DISTRICT: *

PIN Code:

Contact Details

Select State: *

Address:

Select District: *

PIN Code:

eMail id:

Mobile Number:

Institute Details

Select Institute: *

Select Academic Year: *

Select Course: *

Select Course Branch: *

Select Course Year: *

Admission Date:

Free Admission: *

Private College: *

Family Income:

Hostel: *

Cast Certificate Number:

Cast Certificate Date:

Issuing Authority:

Bank Details

Enter IFSC Code: *

Bank's Name:

Branch's Name:

Enter Account Number:

NOTE: After you enter IFSC code, portal will validate it with the database of banks/branches being maintained by the system. If IFSC code entered by you exists in the database, the other details will be filled automatically and you will be allowed to enter your Account Number. If the entered IFSC code is not available in the database, please please [Click here](#) to report Unregistered IFSC code.

CAPTCHA:  

Online Application form for Scholarship

2.3 Editing of Online submitted Application: A student can edit his/her online application if it is **temporarily rejected** 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.

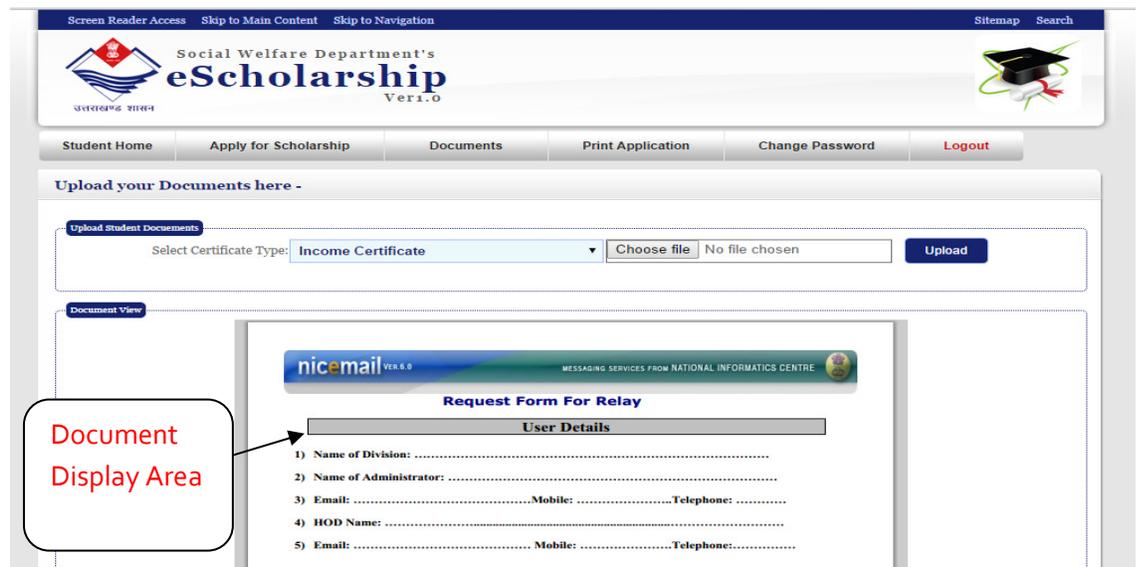
Edit Online Scholarship Application Module

2.4 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.

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

S. No	Certificate Name	Maximum Size	File Type
1	Last exam passed Certificate	80KB	PDF(Portable document)
2	Income Certificate	80KB	PDF(Portable document)
3	Caste Certificate	80KB	PDF(Portable document)
4	Residency (Domicile) Document	80KB	PDF(Portable document)
5	Bona fide Document	80KB	PDF(Portable document)
6	Passbook Copy(Main Page)	80KB	PDF(Portable document)
7	Counseling Certificate	80KB	PDF(Portable document)

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

2.4.2 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:

S. No	Document Name	Maximum Size	File Type
1	Student`s Latest Photograph	50KB	Jpeg/jpg/png

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

2.5 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.

The screenshot shows the 'Change Password' form on the Social Welfare Department's eScholarship website. The page header includes 'Screen Reader Access', 'Skip to Main Content', 'Skip to Navigation', 'Sitemap', and 'Search'. The main navigation bar contains 'Student Home', 'Apply for Scholarship', 'Documents', 'Print Application', 'Change Password', and 'Logout'. The form itself is titled 'Change Password' and includes a note: 'Note: Password must contain: Minimum 8 characters atleast 1 Uppercase Alphabet, 1 Lowercase Alphabet, 1 Number and 1 Special Character(!,@,#,\$,%,&,*_~?)'. The form fields are: 'Enter Current Password', 'Enter New Password', 'Confirm New Password', and 'Captcha'. A 'Submit' button is located at the bottom of the form.

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.

The screenshot shows the 'Search for Application' form on the Social Welfare Department's eScholarship website. The page header includes 'Screen Reader Access', 'Skip to Main Content', 'Skip to Navigation', 'Sitemap', and 'Search'. The main navigation bar contains 'Home Page', 'Registration', 'Search for Applications', 'Feedback', 'Contact Us', 'Help & Support', and 'FAQ'. The form is titled 'Search for Application' and includes a text input field: 'Enter your scholarship application number/id to get/search the status of your scholarship application'. Below this is the 'Enter Details-' section, which includes a dropdown menu for 'Select Institute:' (with '--Select Institute--' selected) and a text input field for 'Scholarship Application Number:'. A 'CAPTCHA' field with the text '3RFJFT' and a 'Search' button are also present. The footer of the page reads: 'Source : Social Welfare Department, Uttarakhand, Last Updated on - 20-Oct-2014'.

Search for application form

2.8 Email on acceptance of online application by Institute:-

Application accepted by the Institute

Inbox x



dd-swd-uk@nic.in

to me

Dear Student,

Your application no 35050013 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.

Inbox x



dd-swd-uk@nic.in

to me

Dear Student,

Your application no 35050013 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.



Inbox x



dd-swd-uk@nic.in

to me

Nov 19 (4 da

Dear Student,

Scholarship amount is disbursed against your application no 35050013 and directly credited into your bank account. Please check your bank account.

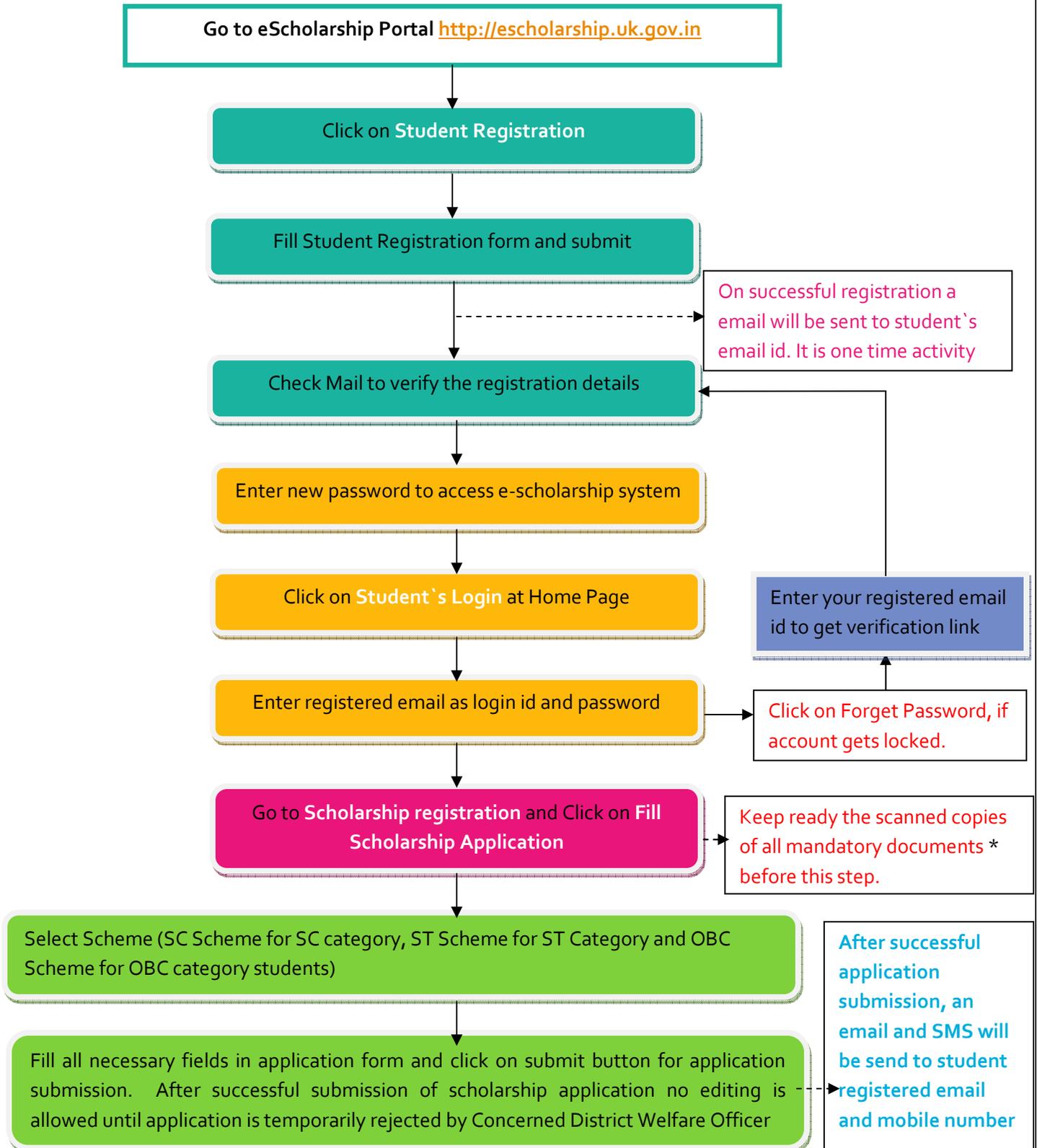
Regards,
IT Cell, Social Welfare Department

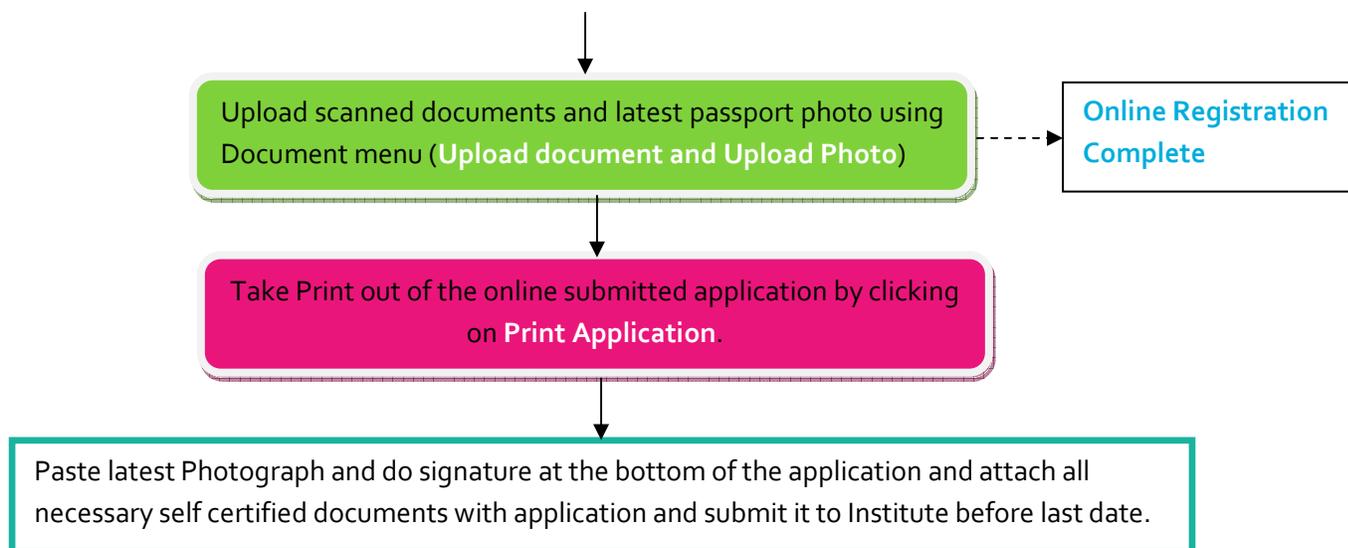
****This is automated generated email by the scholarship portal. Don't Reply to this email****

PART-B

Procedure for Applying For Online Scholarship

Post Matric scholarship System (eScholarship) of Social Welfare Department, Govt. Of Uttarakhand for Academic Session 2014-15





*** List of Mandatory documents:-**

Sr. No	Certificate Name	Maximum Size	File Type
1	Last exam passed Certificate/Marksheet	80KB	PDF(Portable document)
2	Income Certificate	80KB	PDF(Portable document)
3	Caste Certificate	80KB	PDF(Portable document)
4	Residency (Domicile) Document	80KB	PDF(Portable document)
5	Bona fide Document	80KB	PDF(Portable document)
6	Passbook Copy(Main Page)	80KB	PDF(Portable document)
7	Counseling Certificate	80KB	PDF(Portable document)
8	Student`s Latest Photo	50KB	Jpeg/jpg/png (800x600)

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

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 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:-

Sr. No.	Scholarship Scheme Name	Approved Income bands
1	Post Matric ST scholarship Scheme	0-250000(Upto two lakhs fifty thousand only)
2	Post Matric SC scholarship Scheme	0-250000(Upto two lakhs fifty thousand only)
3	Post Matric OBC scholarship Scheme	0-100000(Upto one lakh only)