**How to Apply ?**

* 1 : Before Registration kindly check the registered list and Institution [[View Institution List](http://www.pmsonline.bih.nic.in/pmsedu/(S(qmvhbpfsk12nx5oueqfattu0))/pms/RptViewInstituteList.aspx)]
* 2 : Any institute where BC, EBC ,SC & ST students of Bihar desiring Post Matric Scholarship can Register.
* 3 : Institute eligible as per advertisement of Post Matric Scholarship, Education Department only need to Apply [[Addvertisement](http://www.pmsonline.bih.nic.in/pmsedu/(S(qmvhbpfsk12nx5oueqfattu0))/pms/Institute_Terms.aspx#)]
* 4 : Before Initiating registration process, institute are advise to keep the following documents handy.  
  a.) AISHE/DISE/PR Code.  
  b.)AISHE/DISE/PR Code.  
  c.)Valid Mobile.  
  d.)Valid E-Mail.  
  e.)Regulatory Body Document.  
  f.)TAN No (If Applicable).  
  g.)Proof of Course Approval Document.  
  h.)Govt. Approval Fee in state for Course Approval Document.
* 5 : After Registration UserID and Password will be send to registered Mobile No and Email.
* 6 : Only one Registration is allowed for one institution.
* 7 : Document can be uploaded in PDF format.
* 8 : After Obtaining UserID and Password Login to the portal and update intitute Details and Save.
* 9 : After institute Details add each course details run by the institution where students eligible for this Scholarship are Studying.
* 10 : Finally Submit the Application form. The institution will provisinally registered initially to enable students to apply form. Payment to students will be released only after final physical verification by duly contituted team and officers and Government of Bihar.
* 11 : Filling the application form will consist of following subsequent steps:-

a) Registration  
b) University and College Details  
c) Contact Person and Institute Head Details  
d) Institute Address  
e) Authorisation Documents  
f) Login Using Userid and Password  
g) Add Courses