

Online Application Instructions for Post Matric Scholarship for SC Students

(<https://www.digitalgujarat.gov.in>)

1. New Registration on Digital Gujarat Portal:

- Students must open the **Digital Gujarat Portal** and click on the “**Login**” option.
- Click on “**Citizen Login/Registration**” and then select “**New Registration (Citizen)**” to register.
- Registration requires an **Email ID, Mobile Number, and Password**.
- The credentials must be saved securely for future use.
- A **valid mobile number and email ID** are mandatory (Ensure that the registered mobile number remains active as it will be used for updates regarding scholarships and assistance).
- After registration, students must use their **registered mobile number or Email ID** as the username and their **created password** to log in.
- Once logged in, students must update their **profile (My Profile)**. Only after updating the profile can they apply online for scholarships.

2. For Previously Registered Students:

- If students have **already registered** on the **Digital Gujarat Portal** in the past (for scholarships, tablet schemes, or other services), **they do not need to register again**.
- They should log in using their **existing Login ID and Password** to apply for the relevant scheme directly.
- If a student has **forgotten their password**, they must click on “**Forget Password**”, receive an OTP on their registered mobile number, and create a **new password**.
- The new password will be used along with the registered mobile number as the **User ID**.
- The **Forget Password** option is available on the **Digital Gujarat Portal login page**.

3. Updating Mobile Number:

- If a student's **registered mobile number is lost or deactivated**, they must **visit the nearest SC/ST/OBC welfare office** to verify their identity and update their **mobile number** in the profile.

4. Applying for Scholarships Online:

- After logging in, students must go to “**Services**” and then click on “**Scholarship Services**”.
- This is the **only official way** to apply for scholarships online.

5. Selecting the Financial Year:

- After clicking on "**Scholarship Services**", students will see a **dropdown menu** listing financial years from **2017-18 to 2023-24**.
- If a student had applied for a scholarship in a previous year, they can view their past applications.
- For **new applications for the year 2024-25**, students must click on "**Request a New Service**" and select the **Financial Year 2024-25**.
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Renewal and New Application Process for Post Matric Scholarship for SC Students

1. Automatic Renewal for Previous Applicants:

- Students who applied online in the **2023-24 academic year** and successfully received a scholarship as per the rules will have their renewal applications **automatically processed** in "Renewal Mode" for the new academic year.
- Such students **do not need to reapply manually**.
- They must **click on the "Renewal" button**, verify all their details, including:
 - **Registration Details**
 - **Bank Details**
 - **Academic Details**
 - **Disability Details (if applicable)**
- They must upload any **required documents** and then **submit the application online**.
- (Students must **scan and upload** original documents as required.)

2. If Automatic Renewal is Not Available:

- If a student's **application is not automatically renewed**, they must apply manually.
- Click on "**Request a New Service**" and select **Financial Year 2024-25** from the drop-down menu.
- Choose the appropriate scholarship scheme and complete the application process.

3. Steps to Apply for a New Scholarship:

- Open the **Digital Gujarat Portal** (<https://www.digitalgujarat.gov.in>).
- Click on "**Login**", then go to "**Citizen Login/Registration**" and log in with your **ID and Password**.
- After logging in, go to "**Services**" → "**Scholarship Services**" and click on "**Request a New Service**".
- Select **Financial Year 2024-25** from the drop-down menu.

- Under the heading “**Director Scheduled Caste Welfare**”, select the relevant scheme for which you are eligible.
 - Click “**Continue to Service**” and fill in all necessary details:
 - **Registration Details**
 - **Bank Details**
 - **Academic Details**
 - **Disability Details (if applicable)**
4. **Uploading Documents and Final Submission:**
- Students must **scan and upload all required documents** in the **Attachment** section.
 - After verifying all details and uploading documents, they must **upload a passport-size photo**.
 - Click on “**Verify Mobile Number**”, receive an **OTP on the registered mobile number**, and enter it for verification.
 - Finally, submit the application by clicking “**Final Submit**”.
 - Once submitted, the application will be forwarded to the **respective school/college/institution** for verification.
 - After submitting the online application, students must **download and print the final application form** and submit it along with the required documents to their school/college/institution.

Important Instructions for SC Students (Academic Year 2024-25)

1. Scholarship Application Period:

- **Eligible Scheduled Caste (SC) students must apply online for scholarships/financial assistance on the Digital Gujarat Portal between October 9, 2024, and November 10, 2024.**

2. Aadhaar-Based Biometric eKYC (Mandatory Requirement):

- **The Government of India has made Aadhaar-Based Biometric eKYC mandatory for all Post Matric Scholarship schemes (BCK6.1 - With and Without Freeship Card) from the academic year 2024-25.**
- **Aadhaar eKYC has already been integrated into the ration card database by the Food and Civil Supplies Department of the State Government.**
- **Other departments will verify eKYC using the same API Service and database, eliminating the need for separate Aadhaar-based biometric eKYC.**

- Digital Gujarat Portal has already been integrated with Aadhaar eKYC, allowing students to verify their details online by entering their Ration Card Member ID.
- Students whose Aadhaar-Based Biometric eKYC status is "Yes" will be able to submit their online application.

3. Ways to Complete Aadhaar-Based Biometric eKYC:

Students can complete the eKYC verification through the following methods:

- "My Ration" Mobile Application (Download Link:
https://play.google.com/store/apps/details?id=gujarat.banaskantha.myration&pcampaignid=web_share)
- Visiting the Mamlatdar Office (Civil Supplies Department) or Zonal Office (Municipal Corporation)
- Through Village Panchayat Centers (VCEs)
- By contacting school/college principals

Note:

- Students must have a valid ration card with their name on it and their Aadhaar number linked to the ration card to complete eKYC.

4. Family ID Project:

- Under the Post Matric Scholarship Scheme, the State Government has made it mandatory to link:
 - Aadhaar Number
 - Ration Card Number
 - Ration Card Member ID
- These details will be collected online when students enter their Ration Card Member ID and click on "Get Details".
- The system will fetch the details from the ration card database via API integration.
- Students and their college/school authorities must ensure the eKYC details are correctly linked to avoid misuse of data.

5. Scholarship Payment System (Aadhaar-Based Direct Transfer):

- Since 2022-23, the Post Matric Scholarship Scheme follows a 40% contribution from the State Government and 60% from the Central Government.
- Scholarships are credited directly into students' bank accounts linked with Aadhaar.
- Important: Students must ensure their Aadhaar is linked to their bank account for scholarship payments.

6. For Students Residing in Hostels:

- **Students staying in hostels must download their Hostel Certificate from the Digital Gujarat Portal, get it signed and stamped by the hostel warden, and upload it online while applying.**

7. For Students Studying Outside Gujarat (Out-State Students):

- **SC students who are permanent residents of Gujarat but studying in other states must also apply online through the Digital Gujarat Portal.**
- **They must submit their application along with:**
 - **Copies of uploaded documents**
 - **Accreditation proof of the institution**
 - **Course approval proof**
 - **Fee structure approval letter**
 - **Forwarding letter from their institution**
 - **Submit all documents to their district SC Welfare Office in Gujarat**

Important:

- **While filling out the application, students studying outside Gujarat must select their current address state as other than Gujarat in the Registration Details section.**

8. For Students Admitted via Freeship Card:

- **Students admitted under Freeship Card should apply only under (BCK-6.1) Post Matric Scholarship for SC Students (GOI) (Freeship Card Students Only).**
- **As per the Government of India's guidelines (from 2021-22), even tuition fees will be directly credited to students' bank accounts.**
- **Students must submit their fee amount to their college within 7 days of receiving**

Important Instructions for Students Regarding Online Scholarship Applications

1. Final Submission and Document Verification:

- If a student has filled the online application but has not done the final submission or has not submitted the required documents to their institution, their application will not be considered.

2. Bank Account Requirements:

- Students must ensure their bank account is active and meets KYC (Know Your Customer) requirements.
- If incorrect bank details are entered while filling out the form, and the scholarship amount is credited to another account, the student will be solely responsible.

3. Dormant Bank Accounts:

- If a student's bank account has been inactive for a long time (i.e., no deposits or withdrawals), it may be classified as dormant by the bank.
- In such cases, scholarship payments cannot be processed.
- Students must check with their bank and reactivate their account before applying.

4. Correct Selection of Academic Details:

- Students must carefully select their institution and course details while filling out the application.
- If a student mistakenly selects the wrong institution or course, their application might be sent to the wrong school/college/university, and the institution will not be responsible for any issues arising from this mistake.

5. Missing Course Details in the System:

- If a student does not find their course listed in the Digital Gujarat Portal, they must contact their institution.
- The institution will update the course details in the system, after which the student can select it while applying.

6. Incorrect Information in the Application:

- If a student provides incorrect or false information, their application will be permanently rejected.
- If a student attempts to fraudulently obtain a scholarship, legal action may be taken, and they will be blacklisted from receiving future scholarships.
- Students must ensure all entered details are accurate before submission.

7. Submission Deadline:

- Students should not wait until the last date to apply.

- They must follow their institution's guidelines and submit the form as early as possible.

8. Annual Verification Date:

- Students must confirm the verification date from their institution.
- Only the annual date needs to be entered while applying. Semester-wise dates are not required.

9. Marksheet Submission:

- Students must upload their final mark sheets for all academic years, including:
 - Class 10 mark sheet
 - Mark sheets for all subsequent years of study
- These documents must also be submitted to the institution.
- (Students must scan and upload original documents on the portal.)

10. Academic Gap Declaration:

- If a student has had an academic gap (i.e., has not studied for a period after Class 10), they must submit a self-declaration letter confirming that they did not receive any scholarships during the gap period.
- This document must be uploaded online and submitted to the institution.

11. Changes After Final Submission:

- Once a student has submitted the application, no modifications can be made.
- If changes are required, the institution must return the application to the student for necessary corrections.
- Students will receive a notification if their application is returned for corrections.
- (The portal now has a "Withdraw" option, allowing students to cancel their application and reapply if the institution has not yet processed it.)

12. Application Through E-Gram Centers:

- Students can also apply online through E-Gram Centers.

13. No Offline Processing of Scholarships:

- The entire scholarship process is online.
- No offline scholarship applications will be accepted.
- Students and institutions must ensure they follow the online application procedure.

14. Helpline for Technical Issues:

- If students face any difficulties while filling out the application, they can contact the Digital Gujarat Portal Helpline at 18002335500.

Important Details to Note Before Filling the Online Application Form

Things to Keep in Mind:

1. Valid Email ID:

- Students must have a valid email ID before filling out the online application.
- If they do not have one, they should create an email ID immediately.

2. Active Mobile Number:

- During the online application, students will receive an OTP (One Time Password) on their registered mobile number.
- Important messages and notifications regarding scholarships will also be sent to this number.
- Students must ensure that their mobile number remains active until the scholarship is received.

3. Aadhaar-Linked Bank Account:

- Since 2022-23, the Post Matric Scholarship Scheme follows a 40% contribution from the State Government and 60% from the Central Government.
- The scholarship amount will only be credited to Aadhaar-linked bank accounts.

Required Documents for Scholarship Application:

Students must scan and upload original copies of the following documents before applying:

1. Caste Certificate:

- Issued by the competent authority verifying the student's Scheduled Caste (SC) status.

2. Income Certificate of Parent/Guardian:

- Issued by the competent authority confirming the family's annual income.
- If the father is deceased, a death certificate must be uploaded.
- If parents are divorced, the divorce order/certificate and mother's income certificate must be uploaded.
- If the parent is a government employee, Form-16 (Income Tax Certificate) must also be uploaded.

3. Academic Mark Sheets:

- Class 10th mark sheet.
- Mark sheets for all subsequent years of study (final mark sheet of each academic year).

4. Bank Passbook or Cancelled Cheque:

- The first page of the bank passbook showing:
 - Account Number
 - IFSC Code
 - Bank Branch Name
- If a passbook is unavailable, a cancelled cheque with the same details must be uploaded.
- If the student has changed their bank, details of the new bank account (new IFSC code and account number) must be provided.

5. Academic Gap Certificate (If Applicable):

- If a student has a gap in education (i.e., they did not study for a period after Class 10), they must submit a self-declaration certificate confirming that they did not avail of any scholarships during the gap period.

6. Hostel Certificate (For Hostel Students Only):

- Students residing in hostels must download the Hostel Certificate from the Digital Gujarat Portal.
- The certificate must be signed and verified by the hostel warden before being uploaded.

7. Disability Certificate (If Applicable):

- If a student has a disability, a certificate issued by the competent authority must be uploaded.

8. Annual Fee Receipt:

- Students must upload a receipt of their annual tuition fee payment (not required for students applying under the Freeship Card Scheme).

9. Passport-Size Photograph:

- A recent passport-size photo of the student must be uploaded.

10. Domicile Certificate (If Applicable):

- If required, a domicile certificate must be uploaded.

11. Aadhaar and Ration Card Details:

- Aadhaar Card Number and Ration Card Number must be provided.

12. Other Documents (If Required):

- If any additional documents are requested by the district authority, they must be submitted accordingly.

13. Marriage Certificate:

If the student is married, they must upload a marriage certificate.

Important Notes:**1. Upload Only Original Documents:**

- Students must scan and upload original copies of all required documents.
- Only if an original document is unavailable, a clear photocopy can be uploaded with justification.

2. Submission to Institution:

- After completing the online application, students must submit a printed copy of the application form along with copies of all uploaded documents to their school/college/institution.
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1	Post Matric Scholarship for SC Students (GOI) (BCK-6.1)	2.50 Lakh	Male / Female	Scholarship up to Rs. 2.50 lakh	Students from classes 11-12 and college students, only for non-scholarship holders. Financial aid will be transferred in two parts: 40% from the State Government and 60% directly to the bank account of the student. -All schools/colleges/institutes should participate. Students are required to link their Aadhaar number with their bank account for verification purposes.
1A	Post Matric Scholarship for SC Students (GOI) (Freeship Card Students Only) (BCK-6.1)	2.50 Lakh	Male or Female	Scholarship up to Rs. 2.50 lakh	Applicable only for students with a freeship card. Financial aid will be transferred to the student's bank account from the 2021-22 academic year onwards.
2	Food Bill Assistance to SC Students (BCK-10)	6.00 Lakh	Male or Female	Rs. 1500/- per month for 10 months	Applicable for students residing in hostels at educational institutions (colleges) to cover food expenses
3		6.00 Lakh	Male or Female		Available for students pursuing M.Phil or Ph.D. in institutions. The student must have completed a minimum of one year of research work to be eligible.

	Fellowship Scheme for M.Phil, Ph.D. for SC Students (BCK-11)			Rs. 2,50,000/- for M.Phil and Rs. 1,00,000/- for Ph.D	
4	Instrumental Help to SC Students (Medical, Engineering, Diploma Students Only) (BCK-12)	6.00 Lakh	Male or Female	Rs. 1,00,000/- for Medical, Rs. 80,000/- for Engineering, Rs. 30,000/- for Diploma	Available for students pursuing Medical, Engineering, or Diploma courses in the first year.
5	Scholarship/Stipend to SC Students for ITI/Professional Courses (BCK-13)	6.00 Lakh	Male or Female	Rs. 400/- per month	For students enrolled in ITI or Professional courses.
6	Post Matric Scholarship for SC Girls Students Only (Having annual Family Income more than 2.50 Lac) (State Government Scheme) (BCK-5)	2.50 Lakh	Only for Female	Scholarship up to Rs. 2.50 lakh	Available for girls studying in classes 11-12 and college. 50% eligibility condition is required for the scholarship.
6A	Post Matric Scholarship for SC Girls Students Only (Having annual Family Income more than 2.50 Lac) (State Government Scheme) (FreeShip Card Students Only) (BCK-5)	2.50 Lakh	Only For Female	Scholarship up to Rs. 2.50 lakh	Applicable only for students with a freeship card. 50% eligibility condition is required for the scholarship.
7	Private Tuition Coaching Assistance to SC Students (Science Stream) (Std: 11-12) (BCK-7)	6.00 Lakh	Male or Female	Rs. 15,000/- for students in Std. 11, Rs. 15,000/- for students in Std. 12	Available for students in the Science stream in classes 11 and 12 for private coaching assistance. Students must have obtained at least 70% in Std. 10.
8	Tablet Assistance to SC Students (BCK-353)	No limit specified	Male or Female	Rs. 1,000/-	Available for students who qualify under the scheme for receiving a tablet for educational use. Students will receive ₹1000 as part of the tablet scheme.

(Note: All the details are based on the provided description of each scheme. The schemes are for SC students only.)