USER MANUAL

Central Sector National Means-Cum-Merit Scholarship Examination(NMMSE)-2025

(URL:https://banglarshiksha.wb.gov.in/scholarships/)

STEP 1: Open any html5 web browser (Preferable Latest version of Firefox or Chrome). Type the URL given above (https://banglarshiksha.wb.gov.in/scholarships/) in the address bar of the browser. You will see the home page of scholarships portal of School Education Department, GoWB.

STEP 2: Every applicant of NMMSE 2025 need to do one time registration process. Click on "New user register here" to register yourself. It is a one-time process for each applicant. On clicking you will be forwarded to a new window to select scholarships type.

STEP 3: Here you need to choose "Central Sector National Means Cum Merit Scholarship Examination, 2025" as scholarships type for NMMSE 2025 to proceed. Click on "Central Sector National Means Cum Merit Scholarship Examination, 2025".

STEP 4: By clicking on scholarships type you will be forwarded to NMMSE, 2025 instruction page. Read complete instruction before proceed carefully. Scroll down to bottom of the page and you will see two buttons. You can Download Instruction by clicking on left button and to proceed with registration click on 'PROCEED TO REGISTRATION'.

NMMSE 2025 INSTRUCTIONS FOR ONLINE APPLICATION

DATE OF EXAMINATION : 21.12.2025

SUBMISSION OF ONLINE APPLICATION: FROM- 07.08.2025 TO- 09.09.2025

Name and address of state agency:

Directorate of School Education, West Bengal, Bikash Bhavan, 7th floor, Salt Lake City, Kolkata-700091

For any clarification applicants may contact District Inspector of Schools (Secondary Education) of his or her School District (Address of the DI/S (SE) is given in the Notice section of the portal) or mail to **helpscholarships@gmail.com**

⬇ DOWNLOAD INSTRUCTION   ⟳ PROCEED TO REGISTRATION

Click here to continue

STEP 5: Now you will see a registration form containing some basic details. Here all the details are mandatory. Give proper and valid email id and mobile number as all future communication will made to these. Set a strong password. This password is required to login for application fill up and for the rest of the process. You will get USERID / Registration No after successful registration. You will also receive Email and SMS.

STEP 6: After fill up registration form click on "Register" to complete registration process.

REGISTRATION

Applicant's Details

Name of Candidate (Do not write Miss/Mister)*

| TEST ✓ | MIDDLE N, | TEST ✓ |

Father's Name (Do not write Mr./Dr./Prof.)*

| TEST ✓ | MIDDLE N, | TEST ✓ |

Gender of Candidate*

MALE

Security Question 1*

| What is your birth place | test ✓ |

Security Question 2*

| What is your grand father's first nar | test ✓ |

Date of Birth* : 31-12-2011 ✓

Banglarshiksha Student ID* : 19000000000001 ✓

Email* : test@gmail.com ✓

Mobile* : 9870000000 ✓

Password* : •••••••••• ✓

Password Policy

Retype Password* : •••••••••• ✓

Register

← **Click here to 'Register'**

STEP 7: After clicking on register, if registration is successfully done system will provide you a registration number along with registration details. You may download it or proceed to login for application filling up.

Congratulations! Your registration is successful with registration number WB▮▮▮▮▮▮30511. Kindly note down and use the Registration Number for login in the system.

Print / Download Registration Details	Download	Login to your account and complete your profile to submit the application	Click Here
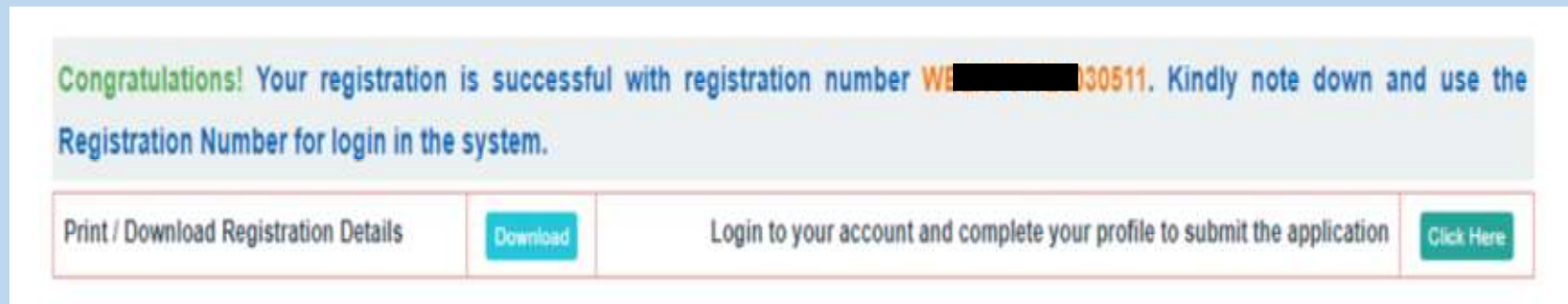
Click here to download the Registration details

Click here to go Home page for further process

STEP 8: Now you can login with your registration no as USER ID and password (Set at the time of registration).

After registration, Click on 'SIGN IN'

STEP 9: On successful login you will redirected to your scholarships dashboard. Here you can see application current status along with a set of control. Click on "Application" and then click "Form Fill Up" to fill up NMMSE 2025 application form. You may read instructions given at bottom-right corner of the page.

STEP 10: Here you need to fill up application form dully with no-mistake and no wrong information. Any wrong information may cancel your candidature. After filling up application form (Primary Details, Postal Address, Institution Details, Other Details , Bank Details, Photo Upload) click on 'Save' (at the center-bottom of this page) to save your application as draft mode. You may change your details in the application form and save it until you lock your application form. An example is given below (NMMSE 2025):

- Sample Postal Address & Institution Details in Application Form:

Postal Address

Locality/House No./Street Name*	STREET/HOUSE/COMPLEX NO.	State*	Select State
City/Town/Village*	CITY/TOWN/VILLAGE	District*	Select District
Police Station*	POLICE STATION	Area*	Select Area
Post Office*	POST OFFICE	PIN Code*	PIN CODE

Institution Details (in which candidate presently studying at Class VIII)

State	West Bengal	Medium of examination*	Select Medium
District*	Select District	Marks Obtained in class VII Exam*	Marks Obtain
Sub-division*	Select Sub-Division	Full Marks in class VII Exam*	Total Marks
School*	Select School		
Institution Locality/Area*	Select School Area		

- Sample Other Details , Bank Details & Photo Upload section in Application Form:

Other Details

Category of candidate*	Select Caste ⌄	Disability status of candidate as per P.W.D. Act*	Select Disability Status ⌄
Parental Annual Income*	Select Income ⌄	Religion*	Select Religion ⌄
Actual Annual Income*	Annual Income	Hosteller*	Select ⌄
Orphan*	Select Status ⌄	Marital Status*	Select ⌄
Admission Fee*	Admission Fee	Others Fee*	Other Fee
Tution Fee*	Tution Fee	Parent Occupation*	Select ⌄

Bank Details (Applicant may be single A/C holder. If he/she is joint A/C holder then he must be the first A/C holder of that bank account. Kindly link your aadhaar with your bank account.)

| Bank A/C No.* | A/C NO. | IFSC Code* | IFSC Code |
| Bank Name (in full)* | BANK FULL NAME | Branch Name* | |

Photo Upload

** Upload a Passport size photograph(3.5cm X 4.5cm) in .jpg format.
** Photograph file size should be within 50KB.
** Photograph background should be clear and light colored.
** Do Not Upload any Selfie or Mobile capture photo.

| Photo* | Choose File No file chosen | Uploaded Image |

Click on 'Save' after filling all required details

Save

STEP 11: Once saved you may find a Lock button at the bottom-right corner of the page. If you do not need any change in application form you can click on "Lock Details" to lock your application form and proceed to next step. (After Locked, form details cannot be edited.)

Photo Upload
** Upload a **Passport** size photograph[3.5cm X 4.5cm] in .jpg format.
** Photograph file size should be within **50KB**.
** Photograph background should be clear and light colored.
** Do Not Upload any **Selfie** or **Mobile** capture photo.

**If Changes are not shown then press CTRL+F5 keys.

Photo*   Change photo   Uploaded Image

Click here to Lock your application   Save   Lock Details

Photo*   Chang

ARE YOU SURE TO LOCK FILLED DETAILS!

Once locked you will not be able to change your details further.

Confirm 'Lock My Details'   Lock My Details   Cancel

Save   Lock Details

STEP 12: Once you locked your application form you will move to next step to download section where you need to download "Verification Certificate". Take a print and signed it by your school / institutions HOI and scan the 2nd page of the verification certificate and get ready to upload it in upload section.

CENTRAL SECTOR NATIONAL MEANS-CUM-MERIT SCHOLARSHIP EXAMINATION,

(FOR STUDENTS STUDYING IN CLASS VIII)

DOWNLOAD SECTION

Download the filled application form with HOI Certificate and get the Certificate attested with official seal by HOI. The scan copy of signed application is to be uploaded later to complete the application process.	Download

Click here to download the Verification Certificate

STEP 13(A): Next step is uploading of supporting documents. Kindly read instructions before proceed to this section.

For NMMSE, 2025 you need to upload scan copy of verification certificate (2ndpage only), income certificate (Must be from Employer / Designated Officer mentioned in the instruction set clearly). In case if you belong to "SC / ST /OBC" you need to upload scan copy of your cast certificate. If you are "Physically Disabled", you need to upload scan copy of Disability Certificate. Click On upload to proceed to the document uploading section.

STEP 13(B): Upload the valid required documents as shown in picture below (PDF under 200kb)

CENTRAL SECTOR NATIONAL MEANS-CUM-MERIT SCHOLARSHIP EXAMINATION
(FOR STUDENTS STUDYING IN CLASS VIII)

UPLOADING SECTION

Uploading Details (All files should be in PDF format and each files should be within 200kb in size.)

Verification Certificate (From HOI) *   Choose File No file chosen   Upload   **ⓘ Pending**

Income Certificate *   Choose File No file chosen   Upload   **ⓘ Pending**

Finalize Application

STEP 14 : After uploading of all documents "Finalize Application" button will get active automatically. Click on "Finalize Application" to finalize your application.

CENTRAL SECTOR NATIONAL MEANS-CUM-MERIT SCHOLARSHIP EXAMINATION,
(FOR STUDENTS STUDYING IN CLASS VIII)

UPLOADING SECTION

Uploading Details (All files should be in PDF format and each files should be within 200kb in size.)

| Verification Certificate (From HOI)* | Choose File | No file chosen | Upload | View | ☑ Uploaded |

Click here to View the uploaded document

| Income Certificate* | Choose File | No file chosen | Upload | View | ☑ Uploaded |

Finalize Application

Click here to Finalize the application

ARE YOU SURE TO FINALIZE YOUR APPLICATION!

This is your last Step of Application submission for Scholarship.

Click here to continue the process ➡ Finalize My Application   Cancel

STEP 15 : Your application form has been finalized and sent for verification. You will be notified once it gets any update. If your application form has been unlocked due to some reason, then you need to follow Step 16.

APPLICATION FINALIZED.

Keep watching dashboard regularly for notification and admit card.

Ok
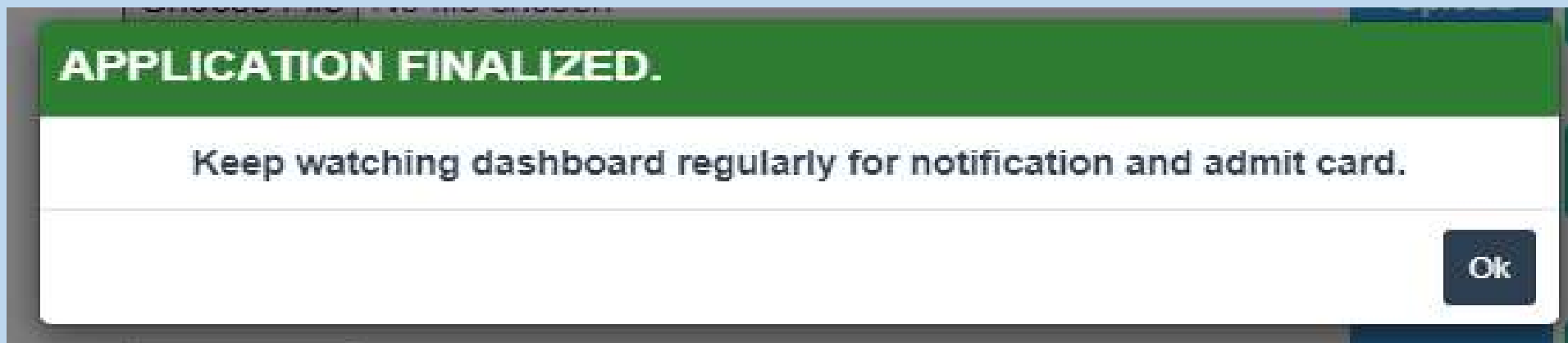
STEP 16 : In case you have done some mistake while filling up application form or in document uploading, your application may be unlocked for some reason mentioned in the dashboard. You may receive an email regarding the same. Follow from Step 9 and continue application edit/fill-up and correct your mistake mentioned in email / at dashboard. After correction kindly finalize your application before last date given to you.
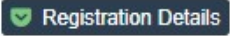A sample unlocked situation is given bellow–

Rectify your details and re-finalize the application

WELCOME!

TEST USER

ADARSH HINDI HIGH SCHOOL(HS)

Class | VIII (Eight)
DOB | 31-12-2012
ID | WE▮▮▮▮1721030511

Registration Details

📢 Current Status

☑ YOUR APPLICATION HAS BEEN UNLOCKED DUE TO INVALID INFORMATION. PLEASE RECTIFY AND RE-FINALIZE YOUR APPLICATION BEFORE THE LAST DATE OF SUBMISSION.

☑ **REGISTRATION DONE.** REGISTRATION NO- WB2HVT1721030511

☑ **APPLICATION SAVED.**

STEP 17 : After completing the whole process, your Dashboard will look like this. After successful verification, candidate will receive sms and email regarding approval of the application.
Keep checking the site from time to time for upcoming updates (Admit Card download)

THANK YOU