



DIRECTORATE OF MINORITIES

STEP BY STEP INSTRUCTIONS FOR MINORITY COMMUNITIES TO APPLY POST MATRIC (MCM) SCHOLARSHIP UNDER STATE SCHOLARSHIP PORTAL 2021-22

Dear students please keep the following Information/Documents ready before applying

1. National Scholarship Portal ID:- NSP ID is a mandatory requirement to apply under State Scholarship Portal (SSP).
2. SATS ID:- Students SATS ID is required (Students Achievement Tracking System) for 1st year PUC, ITI, GTTC, Diploma in Polytechnic/ Education/ Nursing/ Pharmacy/ Paramedical students. (SATS ID is available in your SSLC marks card)
3. SSLC Registration Number
4. University/Board Registration Number (Take from your College/University)
:- Students University/Board Registration Number is required for all courses except 1st years students of PUC, ITI, GTTC, Diploma in Polytechnic/ Education/ Nursing/ Pharmacy/ Paramedical.
5. Aadhaar Number or Aadhaar Enrolment ID Number (EID Number) of Student and Parents. (If you do not have Aadhaar number, please visit your nearest Aadhaar enrolment center and apply for Aadhaar. First you will get Aadhaar Enrolment ID (EID number) you can enter this Aadhaar EID in SSP application. Later you will get actual Aadhaar number)
6. RD Number of Income and Caste certificate for Muslims, Christians, Jains (Digambar), Buddhists and Parsis issued by Tahasildar in the name of student.
7. RD Number of Minority Certificate and Income certificate for Sikhs and Jains (Shwethambar) communities issued by Tahasildar in the name of student.
8. Student's Mobile number.
9. Student's email ID.
10. Documents to be e-Attested by Post-Matric and MCM students before applying for Post-Matric scholarship (MCM) under SSP.
(e-Attestation is not required for PUC, ITI, GTTC, Diploma in Polytechnic/ Education/ Nursing/ Pharmacy/ Paramedical students)

e-ATTESTATION OF DOCUMENTS IS REQUIRED ONLY FOR STUDENTS WHO COME UNDER THE FOLLOWING CATEGORIES TO APPLY UNDER SSP 2021-22

List of documents to be uploaded in e-Attestation Portal by Students studying in universities located in Karnataka

#	Applicable For	Documents to be uploaded	e-Attestation Officer
1	<p>a) Students who have passed SSLC before 2004</p> <p>b) Students who have passed 10th standard from other State Board</p> <p>c) Students who have passed 10th Standard from IGCSE Board</p>	SSLC / 10 th Marks Card	Designated e-Attestation Officer of the College
2	<p>a) Students who have passed PUC before 2010</p> <p>b) Students who have passed 12th standard from other State Board</p> <p>c) Students who have passed 12th standard from IGCSE Board</p>	PUC/12 th Marks Card	
3	<p>Students studying in any 1st year PG course & who have done their previous course in university located outside Karnataka</p> <p>(All marks sheets of previous course should be uploaded for e- attestation)</p>	Previous Year Marks Sheet/ Promotion Certificate	
4	<p>Students studying in D.M / M.D / MD Homeopathy / M.D.S / M.S. / M.S. (Master of Surgery) / MD (Naturopathy and Yogic Sciences) / PG Unani / PG Diploma courses in the above streams.</p>	Stipend and Non-Practicing Certificate <u>(Format)</u>	

e-ATTESTATION OF DOCUMENTS IS REQUIRED ONLY FOR STUDENTS WHO COME UNDER THE FOLLOWING CATEGORIES TO APPLY UNDER SSP 2021-22

List of documents to be uploaded in e-Attestation Portal by Students studying in Universities outside Karnataka

#	Applicable For	Documents to be uploaded	e-Attestation Officer
1	All Courses	1. Previous Year Mark Sheet / Promotion Certificate 2. Admission/ Bonafide Certificate	Concerned Minority District Officer
2	a) Students who have passed SSLC before 2004 b) Students who have passed 10th standard from other State Board	SSLC/ 10 th Marks Card	
3	a) Students who have passed PUC before 2010 b) Students who have passed 12th standard from other State Board	PUC/ 12 th Marks Card	
4	Students studying in D.M / M.D / MD Homeopathy / M.D.S / M.S. / M.S. (Master of Surgery) / MD (Naturopathy and Yogic Sciences) / PG Unani / PG Diploma courses in the above streams.	Stipend and Non-Practicing Certificate <u>(Format)</u>	

STUDENTS OTHER THAN ABOVE CATEGORIES NEED NOT DO e-ATTESTATION OF DOCUMENTS TO APPLY UNDER SSP 2021-22

- e-Attestation of fee receipt is not required for all students studying in Karnataka.
- Dear Students, after uploading documents for e-Attestation under e-Attestation portal, please visit your concerned e-Attestation Officer mentioned below along with original documents for e-Attestation ID.
- However, students can upload previous year marks card if previous course is completed in other State and not in Karnataka without completing Step 2.
- In 2021-22 application submission process, students studying in Karnataka need not to get FEE RECEIPT attested by college. Whereas, students studying outside Karnataka should get Fee receipt, Bonafede Certificate and Previous year marks cards attested by attestation officer.

HOW TO APPLY PROCEDURE

Step1:-Go to Website <https://ssp.postmatric.karnataka.gov.in>

Step2:-Click on **“Create Account”** (Students who have not yet created an account in SSP must create an account before applying)

Step3:-Do you have Aadhaar (**Yes/No**), Select **Yes**.

Step4:-Enter your **“Aadhaar number”**, **“Name as in Aadhaar”**, **“Gender”** and enter the **“CAPTCHA”**

Step5:-Click on Aadhaar Consent checkbox and then click on **“PROCEED”** button.

Step6:-Enter your Parent Details.

Step7:-Provide your Contact Details E-Mail ID and Your **“Mobile Number”**

& the OTP sent on your Mobile then Click on **“Submit”** button.

Step8:-Create Password for your account. Enter password for your login account in the **“Password”** input field (Password should contain minimum 8 characters with at least 1 digit). Re-enter the password in the **“Confirm Password”** input field. Click on **“Submit”** button.

Student login Account will be created after this step is completed. User ID & Password will be sent to registered mobile number of the student.

Step9:-Login to your Account using your **“Login ID”**, **“Password”** and Captach then Click on **“Student Login”** button.

Step10:-Click on **“Apply for Post-Matric Scholarship”** link in the Student Account Homepage.

ENTER ALL DETAILS IN EACH STEP

CLICK ON APPLY UNDER STEP 1 :(STUDY/CASTE/PERSONAL DETAILS)

Step11:-Enter your 10th Details

- Select your 10th standard Board type (SSLC/CBSE/ICSE/IGCSE/Other State Board/Before 2004 SSLC).
- If your 10th standard board type is SSLC, then click on **“SSLC”** radio-button. Enter your SSLC Register Number, Year of Pass & click on **“Get Data”** button. **“Student Name”**, **“Date of Birth”** & **“Year of Pass”** will be displayed.
- If your 10th standard board type is CBSE, then click on **“CBSE”** radio-button. Enter your CBSE Register Number & Year of Pass & click on **“Get Data”** button. **“Student Name”**, **“Date of Birth”** & **“Year of Pass”** will be displayed.
- If your 10th standard board type is ICSE, then click on **“ICSE”** radio-button.

Enter your ICSE Register Number, Year of Pass & Date of Birth & click on “Get Data” button. **“Student Name”, “Date of Birth” & “Year of Pass”** will be displayed.

Step12:-Click on **“Save & Proceed”** button.

Step13:-[Enter your Caste Details](#)

Step14:-Select **“Religion”** from drop-down list.

Step15:-Select your Caste category from the **“Category”** drop-down list.

Step16:-Students should mandatorily enter **“NSP Registration ID”**.

Step17:-Enter your Caste & Income Certificate RD Numbers. Click on **“Check”** button.

Step18:-Click on **“Save & Proceed”** button.

Step19:-Person with Disability Details Select (Yes/No).

Step20:-[Enter your Personal Details.](#)

- Select your Home District & Taluk from the respective drop-down
- Enter distance from your permanent address to your College (in kilometres).
- Enter your Permanent Address and enter your Pin Code.
- Select whether you are a domicile of Karnataka state or Not.

Step21:-Click on **“Save & Proceed”** button.

CLICK ON APPLY UNDER STEP 2 : (COLLEGE / HOSTEL DETAILS)

Step22:-Select you are studying in any University/Institute located outside Karnataka? **Yes/No.**

- Select your college district from the **“District”** drop-down.
- Select your college taluk from the **“Taluk”** drop-down.
- Select your university from the **“University”** drop-down.
- Select your 12th standard Board type (PUC/CBSE/ICSE).
- If your PUC 1st year board type is PUC, then click on **“Diploma/ITI/PUC”** radio-button. Enter your SATS number available in SSLC Marksheet click on **“Get Data”** button. **“Student Name”, “Date of Birth” & “Year of Pass”** will be displayed.
- If your Diploma 1st year board type is Diploma, then click on **“Diploma/ITI/PUC”** radio-button. Enter your SATS number available in SSLC Marksheet click on **“Get Data”** button. **“Student Name”, “Date of Birth” & “Year of Pass”** will be displayed.
- If your 12th standard board type is PUC, then click on **“Diploma/ITI/PUC”** radio-button. Enter your PUC Register Number, Year of Pass & click on **“Get Data”** button. **“Student Name”, “Date of Birth” & “Year of Pass”** will be displayed.

- If your 12th standard board type is CBSE, then click on “**CBSE**” radio-button. Enter your CBSE Register Number & Year of & click on “**Get Data**” button. “**Student Name**”, “**Date of Birth**” & “**Year of Pass**” will be displayed.
- If your 12th standard board type is ICSE, then click on “**ICSE**” radio-button. Enter your ICSE Register Number, Year of Pass & click on “**Get Data**” button. “**Student Name**”, “**Date of Birth**” & “**Year of Pass**” will be displayed.

Step23:-Select your College from the “**College**” drop-down.

Step24:-Select your Course from the “**Course**” drop-down.

Step25:-Enter your course Start Date.

Step26:-Select your Course year from the “**Course Year**” drop-down list.

Step27:-Select your Course Discipline/Combination from the “**Course Discipline/Combination**” drop-down.

Step28:-Select your Mode of Admission from the “**Mode of Admission**” dropdown.

Step29:-Select your Admission Year from the “**Admission Year**” dropdown.

Step30:-Select “**Are you Hosteller**” radio-button Yes or No.

Step31:-**Provide your Previous Year Passed Details.**

- (Example: If you are in Degree 2nd year then Degree 1st year Result Details to be Provided)
- (Example: If you are in Degree 1st year then PUC 2nd Year Result Details to be Provided)
- (Example: If you are in BE 1st year then PUC 2nd Year Result Details to be Provided)
- (Example: If you are in BE 2nd year Lateral Entry then Diploma Final Year Result Details to be Provided)
- (Example: If you are in M.A 1st year then B.A 3rd Year Result Details to be Provided)
- (Example: If you are in M.A 2nd year then M.A 1st Year Result Details to be Provided)

Step32:-Select radio-button “**Semester/Annual**”.

Step33:-Select radio-button “**Mark/CGPA**”.

Step34:-Whether you have completed your previous qualifying course from any of the Universities outside Karnataka? Select (**Yes/No**).

Step35:-Enter your “**Maximum Marks**” (Please input only numbers).

Step36:-Enter your “**Total Marks Obtained**”)Please input only numbers(.

Step37:-**Provide your Previous Course Details.**

- (Example: If you are in Degree then PUC May be your Previous Course)
- (Example: If you are in BE then PUC May be your Previous Course)
- (Example: If you are in BE Lateral Entry then Diploma May be your Previous Course)
- (Example: If you are in MBBS then PUC May be your Previous Course)
- (Example: If you are in M.A then B.A May be your Previous Course)

- (Example: If you are in M.Com then B.Com May be your Previous Course)

Step38:- Select your Previous Course from the “**Previous Course**” dropdown.

Step39:-Select Previous Course Year from the “**Course Year**” dropdown.

Step40:-Enter your Previous Course **Percentage** (Please input only numbers).

Step41:-Select Previous Course Completion Year from the “**Completion Year**” dropdown.

Step42:-Click on “**Save & Proceed**” button.

CLICK ON APPLY UNDER STEP 3 : (E-ATTESTATION DETAILS)

THIS STEP ONLY FOR THE BELOVE CATEGERY STUDENTS

e-attestation of documents is required only for students who come under the following categories to apply under SSP 2021-22

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2	d) Students who have passed PUC before 2010 e) Students who have passed 12 th standard from other State Board f) Students who have passed 12 th standard from IGCSE Board	PUC/12 th Marks Card	
3	Students studying in any 1st year PG course & who have done their previous course in university located outside Karnataka (All marks sheets of previous course should be uploaded for e- attestation)	Previous Year Marks Sheet/ Promotion Certificate	
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2	c) Students who have passed SSLC before 2004 d) Students who have passed 10th standard from other State Board	SSLC/10 th Marks Card	
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Step43:-Enter e-Attestation ID & click on “Get Data” button. “Student Name”, “Course”, “Course Combination”, “Name of College”, “Academic Year” will be displayed.

Step44:-Click on “Save & Proceed” button.

CLICK ON APPLY UNDER STEP 4 : (PREVIEW AND FINAL SUBMIT)

Step45:-Declaration “This is to confirm that the above mentioned information is true”.

Step46:-Click on “**Check Box**” then click “**Submit**” button.

Step47:-Click on “**Preview button**” to cross verify the details that you have entered.

Step48:-Click on “**Print Acknowledgment**” take a print-out of your Post-Matric (MCM) Scholarship acknowledgement for future reference.

In case of any problem during application submission, call helpline

(8277799990 Timing:- 24*7/080-22535931) /contact your college/department authorities.

For further detailed instructions and procedure please visit Minority Directorate’s official website <https://dom.karnataka.gov.in>