FREQUENTLY ASKED QUESTIONS TO HELP/SIMPLIFY ONLINE SUBMISSION OF APPLICATIONS UNDER POST MATRIC AND MERIT CUM MEANS BASED SCHOLARSHIP SCHEMES

Q.No. 1. Who are eligible to apply for Post Matric and Merit-cum Means based Scholarship Schemes?

Ans: Students belonging to notified minority communities viz. Muslim/Christian/Sikh/Buddhist/Jain/Parsi (Zoroastrian) studying in India only and fulfilling the Scheme guidelines are eligible to apply for these scholarships.

Q.No.2. What is the last date for submitting applications online?

Answer: **For Merit cum Means based Scholarship** : In case of Fresh Scholarships for the year 2014-15 students can apply online upto midnight of 30.9.2014 and in case of renewal of scholarships students can apply online up to midnight of 15.11.2014.

For Post Matric Scholarship : In case of fresh scholarships for the year 2014-15 students can apply online upto midnight of 15.9.2014 and in case of renewal of scholarships students can apply online upto midnight of 10.10.2014.

Q.No. 3. How can I apply online for scholarship?

Answer: The Post Matric and Merit cum Means based Scholarship Schemes are online Schemes. In order to apply online please visit the website through URL www.momascholarship.gov.in link to the site is also provided in the website of the Ministry of Minority Affairs, i.e. www.minorityaffairs.gov.in.

Q.No.4. How to submit the online application? Should I need the user id and password to apply for scholarship?

Answer: No, the user id and password is not required to Students in order to apply for scholarship. Applying procedures under Post Matric and Merit cum Means based Scholarship Schemes for both Fresh and Renewal are given below:

Fresh:
 1st Step - Student have to go with the option **"Student registration",** on the home page of Scholarship scheme. Fill up the application as per the instructions given by the system then click on **save** button. After saving, student will get a **"Temporary id"**. The system will instruct the applicant to submit his/her **Temporary id, date of birth** and **mother's name** under the option **Student Registration→Update Student Details"** to fill up the next page. Once completed online registration click on **"finalize and submit"** button.

2nd Step - Student should take a print out of the application by clicking on 'Print Preview' button, then sign and send it immediately with requisite documents to the State Department after authenticating the application from concerned institute.
List of Documents to be submitted along with the Hard Copy (Fresh):

(i) Self Attested certificates of educational qualification as filled up in para 11. (Certificate not required to be enclosed for renewal application)

(ii) An Income Certificate issued by an authorized Officer in the States/UT be submitted

(iii) Course fee receipt

(iv) Self declaration of community by the student.

(Please ensure that your hard copy reaches to the State Department. You will not be considered for scholarship if the State Department of the State to which you belong to does not receive the hard copy of your duly filled in online application. It is the responsibility of the STUDENT to submit the Hard copy to the State Department.)

Renewal:

1ˢᵗ Step - Renewal Students have to apply with their Permanent id which they got previous year. They have go through the options Student **Registration→Renewal→ I know Permanent id**. Student has to submit his/her Permanent id under this option to apply for renewal.

2ⁿᵈ Step – After submitting student has to upload the scan copy of the documents as per the instructions given at the time of applying. *(The provision for the scanning of documents and uploading in the system is available in case of Renewal only. The option for uploading documents will appear in Renewal application form.)* **The list of documents to be uploaded is as under:**

1. Institution Verification Form. *(Mandatory)*

2. Income Certificate issued by an authorized Officer in the State/UT - (*Mandatory*)

3. Declaration of the Student. *(Mandatory)*

4. Self Attested Certificate of Last Exam Passed as filled in the Form. *(Mandatory)*

5. Fee Receipt of 'Current Course Year'. *(Mandatory)*

6. Proof of Bank Account in the Name of the Student. *(Mandatory)*

7. Aadhaar Card (*Optional)*

8. Proof of Address (*Optional)*

Q.No.5. Can I edit the information already saved and upto what time?

Answer: You can edit information filled by you until you **finalize and submit** the online application.

Q.No.6. Which fields I can edit?

Answer:- You can edit all fields except a few like parental income, mobile no. email Id, Bank account details etc. It may be noted that once you click on "**Finalize and submit"** button your application will be forwarded to the next level and then you cannot edit further.

Q.No.7. **How should I open my saved application for editing?**

Answer: Go to the option "**Student Registration→Update Student Details"** then enter your **Temporary id, Date of birth and Mother's name** to edit the application.

Q.No.8. Which fields in the application form are mandatory?

Answer:- Fields provided with red asterisk(*) mark are mandatory fields.

Q.No.9. What happens, if I detect mistakes after forwarding the applications to the next level?

Answer: You should separately inform the mistakes detected by you to the Institute/District/Region/State. The software provides facility at the level of the Institute & State to edit & correct limited information.

Q.No.10. Which fields Institute/State can edit?

Answer: Except some basic parameters like religion, name of institution, parental annual income & bank details, the Institute/State can edit other fields. However, corrections made by the Institute/State, if any, would be conveyed instantly to the student through SMS/email. What the student had filled up and the correction made by the Institute/State both would show up.

Q.No.11. Do I have to fill up the online application in one sitting?

Answer:- No. You can fill up the online application in as many sittings as you wish, until you are satisfied that you have entered all desirable fields correctly. The software provides facility to save your application at every stage until you click on '**submit & finalize'** button.

Q.No.12. What is UID number/Aadhaar Number?

Answer: UID number otherwise known as 'Aadhaar' number is Unique Identification Number given by Unique Identification Authority of India (UIDAI). The Aadhaar Number should be mapped with the Bank Account in which Scholarship Amount is desired to be transferred. For this the concerned Bank may be contacted with a copy of the Aadhaar card.

Q.No.13. Do I need to get my Aadhaar Card to apply for Scholarship?

Answer: Aadhaar no. is optional for the Students in order to fill up the application form online. Students can also apply for Scholarship without entering the Aadhaar no.

Q.No.14. What is a Temporary ID?

Answer: Temporary ID (TID) is only a reference number provided to the applicants as a token of their registration in the online database. Receipt of TIDs does not give itself a guarantee for award of scholarship.

Q.No.15. Is there any permanent ID?

Answer: Yes. A permanent ID (PID) will be provided to the candidate once his/her application is recommended by the State Department for scholarship. It will be conveyed to candidates through SMS and e-mail. Students should memorize their PID as it will be required while applying for renewal.

Q.No.16. What should I do if I forget my Temporary ID?

Answer: The process of re-collection of the temporary id is given as below:

Student Registration-->Update Student Details--> **Don't know your Id** then enter the basic fields accordingly and click on the button **"Get Temporary Id".**

Q.No.17. What should I do if I forget my Permanent ID?

Answer: The process of re-collection of the Permanent id is given as below:

Student Registration-->I know Permanent--> Don't know your Id, then enter the basic fields accordingly and click on the button **"Get Permanent Id".** Also by submitting the Temporary id in **Feedback** option on the home page, student can get his/her Permanent id.

Q.No.18. Can I apply as a Fresh if I am a Renewal candidate?

Answer:- No, you cannot apply as a fresh if you are a Renewal candidate. Your application will be rejected in that case.

Q.No.19. What should I do, if I do not find my institute name in the   drop-down menu?

Answer: You should immediately approach the institute to contact with the nodal officer of the State where the institute is located. You can also approach the Nodal Officer of that State directly through e-mail under intimation to the Ministry of Minority Affairs. If your institute is an eligible institution, the State Government concerned would enter it into the database and then you can apply.

Q.No.20.How do I know the name and address of Nodal Officer/ State Department of my State?

Answer: The name and contact details of the Nodal Officer/State Department of all States/UTs are available in **"Contact us"** option**.** Also you can get the address of the concerned state Department under **"List"** option available on the home page Post Matric and Merit cum Means based Scholarship Schemes.

Q.No.21. Can I take print-out of my application at any stage?

Answer: In case of Fresh you can take the print out of your application number of times once you submit and finalize the application. But in case of Renewal, student have to scan and upload the required documents in OSMS. Uploading option will be appear in Renewal form only.

Q.No.22. How to check the status of my application?

Answer: Student can check the status of Online Application by submitting his/her **Temporary/Permanent id** in **"Feedback"** option given in the home page of **Post Matric** and **Merit cum Means based Scholarship Scheme**. Student can also check his/her submitted online application form by entering the basic informations given under the option **student registration➔update student details.**

Q.No.23. How and when will I know whether my application is selected or rejected?

Answer: If the application is recommended by the State Department for Scholarship a Permanent id will be provided to the student. By submitting that Permanent Id in **"Feedback"** option student can check whether his/her application is selected or rejected.

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