

FREQUENTLY ASKED QUESTIONS FOR ST, SC, OBC/ SEBC AND EBC STUDENTS APPLYING FOR POST-MATRIC SCHOLARSHIP SCHEMES OF ST&SC DEVELOPMENT AND MBW DEPARTMENT

Q.1 What types of scholarships are available for application in the Odisha State Scholarship Portal under ST & SC Development Department?

Ans. Following Scholarship schemes are available for application in the Odisha State Scholarship Portal under ST & SC Development Department:

1. Post-Matric Scholarship Scheme for ST students
2. Post-Matric Scholarship Scheme for SC students
3. Post-Matric Scholarship Scheme for OBC/ SEBC students
4. Post-Matric Scholarship Scheme for EBC students: For students belonging to Economically Backward Classes from General Category (other than Scheduled Tribe/ Scheduled Caste and Other Backward classes)

For detailed eligibility conditions under each scheme, please refer *Schemes & Eligibility* section in the home-page

Q.2 What is the dateline for submission of application?

Ans. Please refer the *Announcement* section in the ST & SC Development Department page for dateline of post-matric scholarship application for eligible ST, SC, OBC/ SEBC and EBC students

Q.3 I am having my PRERANA ID of previous year. Do I need to register again in the Odisha State Scholarship Portal?

Ans. YES. From the academic year 2020-21, online application of Post-Matric scholarship for eligible ST, SC, OBC/SEBC & EBC students studying inside or out of state, will be invited in Odisha State Scholarship Portal instead of PRERANA PORTAL. Therefore, in the current year 2020-21, all eligible students need to register themselves afresh irrespective of having PRERANA ID in previous years. Upon registration, you will receive your unique ID in Odisha State Scholarship Portal and the same ID will continue in the subsequent years for the purpose of making scholarship application.

Q.4 How do I register myself in Odisha State Scholarship Portal and create my unique ID?

Ans. The registration in Odisha State Scholarship Portal will be based on on-line Aadhaar-authentication of the student. For the purpose of Aadhaar authentication, student need to input OTP (one-time password) received in the mobile number linked with his/ her Aadhaar in the State Scholarship Portal. Upon successful registration, Unique ID & Password will be sent to the given mobile number and e-mail ID. As the ID would be generated on Aadhar authentication, students are advised to ensure that their Aadhar is linked with an operational mobile number in order to receive OTP.

Please provide correct Aadhaar number of self in the portal for registration. In case it is found at any stage that Aadhaar number provided by you is wrong or not yours, the application is liable to be rejected.

Q.5 What should I do if I do not find my Institute name or course/ branch name in the drop-down menu?

Ans. You should immediately approach the institute to contact the District Welfare Officer (DWO) of the District where the institute is located for registration of the Institute or course/ branch under the institute. District Welfare Officer concerned will take necessary action for registration of the Institute or course/ branch in the portal and then you can apply.

Q.6 Whether I have to fill-up the on-line application in one sitting?

Ans. No. Once you receive your unique login ID and password in your registered mobile number and e-mail ID, you can anytime login and create your scholarship application. You can fill-up the online application in as many sittings as you wish until you are satisfied that you have entered all the required information correctly. The portal provides facility to save/ edit your application as many times as you wish until you "Submit" your application. Once you "Submit" your application, you will not be able to modify further.

Q.7 Can I edit the information already saved and upto what time?

Ans. You can edit the information filled by you till the time you "Submit" your application. Once you submit the application, it gets forwarded to the institute login.

Q.8 Which fields I can edit before final submission of application?

Ans. You can edit all details till the time you "Submit" your application except Name, Gender and DOB which is fetched from Aadhaar database. It is therefore advised that before applying, students ensure that these details are correct in their AADHAR (including spelling of the name & surname).

Q.9 What happens if I detect any mistake in my application after submitting/ forwarding the application to the institute?

Ans. You should immediately inform the nodal person dealing with Scholarships in your institute. Institute has the facility to "Revert" the application. Once reverted by Institute, your application will become active for editing in your login. Do the necessary correction and submit again.

Q.10 What happens if I have submitted my application to a wrong Institute?

Ans. You should immediately inform the helpdesk/ District Welfare Office regarding this. Concerned person will direct the institute to "Revert" your application. Once reverted by Institute, your application will become active for editing in your login. Choose the correct Institute and submit again.

Q.11 What should I do, if, by mistake, I have selected wrong caste category and applied for wrong scheme?

Ans. You should immediately inform the nodal person dealing with Scholarships in your institute. Institute has the facility to "Revert" the application. Once reverted by Institute, your application will become active for editing in your login. Do the necessary correction and submit again.

Q.12 What if I forget my Applicant ID/ Password?

Ans. You can recover your Password by clicking on "Forgot Password" in the LOGIN tab of Home Page of the portal. You will be asked for your Aadhaar number/ Applicant ID and an OTP will be sent to your registered mobile number. Using OTP, create your new password.

Q.13 How can I change my mobile number?

Ans. You can change your mobile number in the application till you finally submit the application. Once you "Submit" your application, you will not be able to modify it further.

Q.14 What are the mandatory documents that are needed to be uploaded on Portal while applying for Scholarship?

Ans. The documents needed to be uploaded on portal for applying for scholarship may vary from scheme to scheme. However, in case of Post-matric Scholarship Application for eligible SC, ST, OBC/ SEBC and EBC students, following documents are required to be uploaded in the portal:

- i. Caste certificate issued by the Competent Authority in case of ST, SC and OBC/ SEBC applicants. In case of EBC applicant, self-declaration regarding belonging to general category (other than SC/ST/OBC/SEBC).
- ii. Income Certificate issued by the Competent Authority.
- iii. Disability certificate issued by the Competent Authority, wherever applicable.
- iv. Residence/ domicile certificate issued by the Competent Authority.
- v. Scanned copy of Bank Passbook reflecting Bank Account number and IFSC details
- vi. Matriculation Certificate
- vii. Mark sheet of last exam passed in case of OBC/ SEBC applicants

The student/applicant must ensure that the resolution/quality of documents uploaded is adequate so that they are clear and readable.

Q.15 Should I apply afresh for renewal of Scholarship?

Ans. From the academic year 2020-21, online application of Post-Matric scholarship for eligible ST, SC, OBC/SEBC & EBC students studying inside or out of state, is being invited in Odisha State Scholarship Portal instead of PRERANA PORTAL. Therefore, in the current year 2020-21, even renewal applicants need to register themselves afresh irrespective of having PRERANA ID in previous years. They are also required to upload the mandatory documents as required in the portal.

Q.16 Can I apply for Scholarship, if I haven't availed it in the first year of the course?

Ans. Yes, you can apply for scholarship even if you have not availed it in the first year of course by registering yourself in Portal and applying for the current academic year. However, you may not be able to receive scholarship for the previous year for which application has not been made.

Q.17. Can I take print-out of my application at any stage?

Ans. Yes, printout of application can be taken at any stage. However, the finally locked application will have the "Barcode" over it.

Q18. Do I need to submit hard copy of documents along with printout of application to my Institute/ college?

Ans. Due to COVID 19 pandemic situation, both students and institutions are advised not to submit hard copy of application and other required documents to concerned

institution and DWOs respectively. Therefore, at the time of filling details of income, caste, matric roll no, bank accounts etc., please fill them cautiously and upload correct and valid certificates in the portal. Any mismatch found during scrutiny process at institution/DWO level, the concerned student may lead to rejection of application. However, in case of any requirement, DWO may seek hard-copies of application and other required documents.

The student/applicant must ensure that the resolution/quality of documents uploaded is adequate so that they are clear and readable.

Q.19 How to check the status of my application?

Ans. You can check the status of your application anytime. Kindly input your Aadhaar number in KNOW YOUR STATUS tab in Home Page of the portal and get details regarding current / latest status of your Scholarship Application.

Q.20 How can I apply for scholarship, if I am a resident of Odisha but studying in Institute located outside Odisha?

Ans. You need to register in the portal based on the AADHAR authentication through OTP. Once your ID and password is generated, login in the portal using your credential and fill the online application form. In the academic details page choose *Outside State* and complete your application as instructed.

Q.21 What instructions/ cautions should be followed while filling up Bank Account details in portal?

Ans. One has to be very careful while furnishing Bank Account information in the portal as for any wrong entry or mismatch in case of Bank information, the Department will not be held responsible for mis-credit and the applicant will be held responsible in case of diversion of public money on this ground. While providing your bank-account details please take note of the following:

- Bank account must be in name of the applicant/student only.
- You must enter correct IFSC code and bank-account number. Many banks do not match the account number with Account Holder Name. This implies that if the account number is correct in their data-base, the amount will be credited in that account irrespective of in whose name the bank-account is held.
- Please ensure that bank-account number provided is operational and active. In case of dormant accounts, the amount disbursed does not get credited in the account.
- Please ensure that your bank-account is KYC (Know Your Customer) compliant. Check with your bank, before providing the account number, whether any document is required by bank to keep your bank-account active as non-KYC compliant bank-accounts are generally made temporarily inactive which leads to failure of disbursement. Any condition imposed on accounts by bank, like seeding of AADHAAR, any limit on receiving credit in accounts etc., which may hamper scholarship credit in account should be complied with.
- Applicants are advised to link their bank account with Aadhaar

Q.22 What if I do not get the IFSC code of my bank branch in Portal?

Ans. There may be instances where you may not get the IFSC code of your particular bank in portal. In such cases rather entering a wrong/ other bank IFSC code, please make a request for addition of IFSC code in the account-information page of your

login. Re-check after 3-4 days to confirm that IFSC has been added after which you can complete your application and submit.

Q.23 How can the I contact the helpdesk for technical problems?

Ans. For resolving the technical problems, you can reach out to the dedicated helpdesk team in Sanjog Helpline no. - 155335. Helpdesk will facilitate applicants for the issues cropped during filling up the online application form or any functional issues related with portal.

PRECAUTIONS TO BE TAKEN BY STUDENTS WHILE APPLYING FOR SCHOLARSHIP

- a. Students must keep their Unique ID & Password confidential. In case of any mis-credit/manipulation happens due to sharing of user id & password with others, student will be solely held responsible.
- b. The student/applicant must ensure that the Bank Account details (A/c Number, IFSC Code) submitted is correct and keep the account active (i.e. non-dormant) and functional to receive scholarship amount (i.e. Any condition imposed on accounts by bank, like seeding of AADHAAR, any limit on receiving credit in accounts etc., which may hamper scholarship credit in account should be complied with).
- c. The student/applicant must ensure that the resolution/quality of documents uploaded is adequate so that they are clear and readable.
- d. The student/applicant must ensure that the mobile number provided in the application is correct and belongs to the student/ applicant.
- e. The student/applicant must select the desired scheme from list of schemes available as per the eligibility criteria of the scheme(s).
- f. The student/applicant must take timely action(s) on the SMS received from Odisha State Scholarship Portal.
- g. The student/applicant must follow up with Institutes for application verification before the deadlines.
- h. The student/applicant must rectify the error(s) and comply with the remarks made in the application in due time in case the application is reverted back to student.
- i. The student/applicant shall note that applications marked rejected / fake by the nodal officer during the verification / reverification process will not be considered for further processing.
- j. The student/applicant must carefully select their institute. If applicant selects some other institute by mistake, he or she will have to get their application reverted from the selected institute and then only Institute can be corrected.

- k. If any student found wilfully trying to manipulate the system, the scholarship benefit will be forfeited and legal action, as deemed proper under the law, will be taken against him/her. Duplicate/Fake Application will be rejected outrightly.