

SMT.KOKILABAI GAWANDE MAHILA MAHAVIDYALAYA, DARYAPUR

DIST. AMRAVATI

HOW TO APPLY FOR SCHOLORSHIP

Aaple Sarkar DBT Portal

Aaple Sarkar DBT Portal (Direct Benefit Transfer) is an initiative taken by the Government of Maharashtra, which is a unique Platform for Citizens to help them to avail benefits through the schemes.

The main objective of Aaple Sarkar DBT is for Development of a State DBT and Services Portal as

the front end and the work flow management and content management platform as back end to various DBT schemes and services starting with scholarship schemes.

1. Aaple Sarkar DBT Features

The main features of Aaple Sarkar DBT:

Citizens can Register and submit their application form online (For applying state sponsored scholarship schemes) from anywhere, anytime.

Citizens can View/Track the status of their own application by entering the Application ID in the Application Tracking module.

Uploading of supporting documents (such as Mark sheets, TC Certificate, Caste certificate, Income certificate...etc.,) for easy verification and transparency.

Applicants will receive SMS and email alerts at various stages of application processing.

Direct disbursal of benefits to the registered applicants Aadhaar linked Bank Account.

Easy sanctioning of application process for Sanctioning Authority

Creation of Role Based Unique Login ID and Password

Transparency in monitoring of Scholarship by Department / State Government or both.

2. Guidelines for filling the Online Application form on the Aaple

Sarkar DBT Portal for Students

Aadhaar Number is needed from the Academic Session 2018-19 onwards. Students not having

Aadhaar number can also register on DBT Portal.

Applicants are advised to go through the Instructions Bulletin carefully and acquaint themselves with all requirements to fill-up the scholarship form on Aaple Sarkar DBT Portal.

It will be the sole responsibility of the applicant to make sure that he/she is eligible to apply (Refer Check eligibility module) and fulfills all the conditions prescribed for the scholarship.

In case of in-eligibility of the applicant, which detected during any stage by verification by authorities, his/her scholarship will be rejected / cancelled with remarks.

Applicant must check that all details provided by him/her are correct before final submission, as there will be provision for edit only if application is sent back for minor changes .

Mode of submission of application for scholarship will be through online only. No other mode will be entertained.

Titles / Labels which carrying star marked (* required!) are compulsory fields in Application form.

3. Aaple Sarkar DBT Online Portal Access:

Use any of the installed Browser of your system (Desktop or Laptop).

The Supporting browsers are as follows:

Browsers –

Internet Explorer (IE)

Google Chrome

Mozilla Firefox

Recommended Version

10+ 55+ 54+

Enter the valid URL of Aaple Sarkar DBT <http://www.aaplesarkardbt.gov.in> & press Enter key to view the Aaple Sarkar DBT Home Page.

4. Home Page/Portal Landing Page:

Following are the features displayed in the Home page/Landing page – Aaple Sarkar DBT Portal:

About Us

Notice

Grievance

Circulars & Updates

FAQ

User Manuals

Important Links

Departments

Schemes

Login

Registration

Help Desk

Funds Disbursed

Registered Users

Schemes Applied

About us:

The aim of reforming the Government delivery system of benefits by re-engineering the existing process in welfare schemes for simpler and faster flow of information/funds and to ensure accurate targeting of the beneficiaries, avoid duplication and reducing leakages in the existing system.

Aaple Sarkar DBT is the highest priority and focus area of the Government of Maharashtra.

Notice:

Notice board displays latest Government schemes and announcements of various updated schemes.

Grievance:

Grievance option will help citizen send issues and suggestions via the system

Circular & Updates:

Circular & Updates option will display latest circulars and updates released by the government and its bodies

FAQ:

FAQ will display the questionnaires related to the portal

User Manuals:

User Manual will be a pdf file displaying all the contents, queries and other portal related questions

Important Links:

Links in the portal related to the schemes as provided by the government. Schemes can be internal and external

Departments:

Names and information of the government departments providing the schemes and the benefits

Schemes:

Scheme information provided by departments for the general information to the citizen

Login:

Login screen to login into the portal for the registered users

Registration:

New user will register on this portal and then get scheme related benefits after login in through the registered username and password.

Help Desk:

Helpline number for the citizen for helping out and communicating via telephone Funds Disbursed:

Funds disbursed by the government through the various schemes information will be displayed

Here Schemes Applied:

Total Schemes applied through the portal information will be displayed under schemes applied.

5. Online Registration for Aaple Sarkar DBT:

Applicants will be able to register themselves through online registration process.

Online Registration done through the website <http://www.aaplesarkar.dbt.gov.in> from any of the internet access point.

New user to Register into the portal, click on —New Applicant Registration button

5.1. Registration using Aadhaar Number

Registration process explained below.

Step 1- Do You Have Aadhaar Card?

If selected —Yes, click on Continue button to continue with Registration process.

Step 2 - Choose Authentication Type - There are two types of authentication available.

OTP - If the mobile number registered with Aadhaar, then the user can select the authentication type —OTPI

Biometric – If the mobile number not registered with Aadhaar, then the user can select the authentication type as Biometric.

If your Mobile Number is registered with Aadhaar, then choose the authentication type as —OTPI.

Tick on the consent check box to agree to share your information with Maharashtra government for DBT purpose

Enter Aadhaar number and click on “Send OTP” button. The system validates the aadhaar number and sends the system generated “OTP” to the registered mobile number

An alert message displayed saying that – OTP for Aadhaar authentication has been sent to your Aadhaar linked registered Mobile number. Click on OK button.

Enter the received OTP in the system and click on —Verify OTP button

Post successful OTP verification an alert message —Authentication Successful! Please click on Continue will be displayed on the screen. Click on OK button to continue with registration

Step 3: Post Successful OTP verification the Applicant details fetched from UIDAI will be auto populated in the Personal details fields Personal Details, Address Details, Bank Details.

If there is any change in the details, the applicant should contact UIDAI to update the relevant information

Step 4- Creation of Applicant's Username and Password - Applicant will need to create the User Name and Password to access the system in this step.

For Username, suggestion is also provided which are not used in the system as it should be unique. Also Username should contain only alphabets and numbers and Username should be greater than 4 characters and less than 15 characters.

Password format is also provided in the note section

Applicant should enter the User Name, Password, Confirm Password

Applicant should enter a valid Personal mobile number. It is a mandatory step as it will help the system to recognize the applicant. For this, Applicant should enter the mobile number and click on "Get OTP for Mobile Number Verification". On click, OTP will be received on the entered mobile number. Applicant should enter the OTP in the textbox and then click on "Verify OTP for

Mobile number" button. OTP will be verified for 30 minutes

Applicant should enter valid Email – ID and click on "Get OTP for email ID verification".

Note - Email ID verification is not compulsory, but it is recommended to enter email id as it will help the applicant receive time to time updates about the application. For this, Applicant should enter the email ID and click on "Get OTP for Email ID Verification". On click, OTP will be received on the entered email address. Applicant should enter the OTP in the textbox and then click on "Verify OTP for Email ID" button. OTP will be verified for 30 minutes

After verification, CAPTCHA should be entered and click on save

User can use the registered User Name and Password to login into the Aaple Sarkar DBT portal.

5.2. Registration using Non Aadhaar

Step 1: Click on New Applicant Registration. Applicant can have multiple Scenarios for Registration as below.

A) For Question - Do you have Aadhaar Number? Select No option and continue

After No is selected - “Do you have Aadhaar Enrollment ID?” is asked If Yes is selected, “Do you want to know the status of Enrollment ID?” is asked and again if Yes

is selected, the above screen will get displayed on the Portal UIDAI page will get opened in new tab If Applicant clicks on “Generated” button then will be proceeded for Registration with Aadhaar number screen If Applicant clicks on “Under Process” button then will be proceeded for Registration with Non-

Aadhaar number screen.

If Applicant clicks on “Rejected” button then will be proceeded for New Registration (Non Aadhaar flow)

B) For Question - Do you have Aadhaar Number? Select —No option and continue

After No is selected - “Do you have Aadhaar Enrollment ID?” is asked and if Yes is selected

Again question will be asked, “Do you want to know the status of your Enrollment ID? And if No

is selected then New Registration (Non Aadhaar flow) screen will be displayed.

C) For Question - Do you have Aadhaar Number? Select —No option and continue

After No is selected - “Do you have Aadhaar Enrollment ID?” is asked where if user selects No then user is redirected to New Registration (Non – Aadhaar flow)

Step 2 : New Registration (Non Aadhaar) form page will be displayed -

User can also click on “Book Appointment for Aadhaar” to get enrolled in Aadhaar Scheme

Applicant should enter a valid Personal mobile number. It is a mandatory step as it will help the system to recognize the applicant. For this, Applicant should enter the mobile number and click

on “Get OTP for Mobile Number Verification”. On click, OTP will be received on the entered

mobile number. Applicant should enter the OTP in the textbox and then click on “Verify OTP for

Mobile number” button. OTP will be verified for 30 minutes

Applicant should enter valid Email – ID and click on “Get OTP for email ID verification”.

Note - Email ID verification is not compulsory, but it is recommended to enter email id as it will help the applicant receive time to time updates about the application. For this, Applicant

should enter the email ID and click on “Get OTP for Email ID Verification”. On click, OTP will be

received on the entered email address. Applicant should enter the OTP in the textbox and then click on “Verify OTP for Email ID” button. OTP will be verified for 30 minutes

Step 3 : Enter Further Form details

User should enter the basic details in the Non-Aadhaar Workflow

Enter Applicant Name.

Select Date of Birth

Select Gender from the given dropdown options.

Enter Address of the applicant

Select State from the dropdown options provided

Select District from the dropdown options. List will be displayed as per the State selected.

Select Taluka from the dropdown options. List will be displayed as per the District selected

Enter Pincode .

Step 4 : Upload Identification Proofs required -

1. Identity Proof - Select from the dropdown values and upload file

PDF file should be less than 256kb and size of jpeg/jpg file should be between 5kb to 20kb

2. Address Proof - Select from the dropdown values and upload file PDF file should be less than 256kb and size of jpeg/jpg file should be between 5kb to 20kb

3. Birth Proof - Select from the dropdown values and upload file PDF file should be less than 256kb and size of jpeg/jpg file should be between 5kb to 20kb

4. Relationship Proof - Select from the dropdown values and upload file PDF file should be less than 256kb and size of jpeg/jpg file should be between 5kb to 20kb

Step 5:

Here user will upload the photo required according to the Portal’s requirement. In case

Applicant is not having the image as per requirement, applicant can click on “Click here to Crop

Photo” button and on new tab screen will get opened.

Applicant can edit the signature as well as photo and then upload it to the portal.

After the above steps, User needs to enter the CAPTCHA and click on save in order to get Registered.

6. User Login

To login into Aaple Sarkar DBT portal, Applicant has to perform following steps.

a) Click on “Applicant Login” button -

b. Username & Password – Enter the Username and Password as entered during registration.

C. Captcha - Enter the valid Captcha and Click on Login

Forgot User Name :

If Applicant Forgets User Name then Click on Forgot User Name button on the Home DBT page.

Applicant will have to enter Full Name, Mobile number which is registered on the portal and Date of birth

After entering the details, Click on Get User Name button. Applicant will receive SMS on the Mobile number which was used while registration into the Portal.

Forgot Password :

If Applicant Forgets Password then Click on Forgot Password button on the Home DBT page.

Applicant will have to enter Username as Registered on the Portal

After the above step user will have to click on “Get OTP” button. SMS will be received on Registered mobile number.

User will have to enter OTP. Enter New Password ,Confirm Password and click on Set Password button.

7. User Dashboard:

After Successful Login to the Portal, the user will see Welcome page by default.

7.1. Left panel – Menu

The following items shown on the Left panel of the Applicant dashboard after login

1. Home

The applicant will land on Home page after login

1 Home Page Information: The applicant can view profile completeness status and add or update accordingly. User can also view the “Suggested Eligible Schemes” according to the profile as filled up

2. Profile

User will click on profile button in order to fill in details of profile.

Profile is divided into the following categories

1. Personal Information – User will fill in Personal Information details relating to -
Personal Details, Domicile Details, Income Details, Personal Eligibility Details, Caste
Details -

Personal details

Personal Details :

Applicants have to fill all mandatory fields in the form

Aadhaar Number

Name

Mobile number

Email ID

Date of Birth

Age

Gender

Religion (Dropdown)

Marital Status (Married/Unmarried)

Note – Applicants registered via Non – Aadhaar flow, should click on “Update Profile as per Aadhaar” as it is mandatory for DBT scheme benefit disbursement. Applicant after acquiring Aadhaar number should enter the number –

User should click on Link Aadhaar button

After Entering aadhaar number click on send OTP and enter the OTP in the box

After verifying OTP successfully, data will be displayed of the applicant on screen. Applicant should verify and click on Update Profile button in order to update the Profile with Aadhaar details.

Caste Details

Caste Details :

Applicants have to fill all mandatory fields in the form

Caste Category

Caste

Sub Caste

Do you have Caste Certificate?

Did you receive the certificate from Aaple Sarkar Seva Kendra or Aaple Sarkar Portal and have a barcode on it?

Caste Certificate Number

Income Details

Income Details :

Applicants have to fill all mandatory fields in the form

Family Income

Do you have Income Certificate?

Did you receive the certificate from Aaple Sarkar Seva Kendra or Aaple Sarkar Portal and have a barcode on it?

Enter Barcode Here

Domicile Details

Domicile Details :

Applicants have to fill all mandatory fields in the form

Are you Domicile of Maharashtra?

Do you have Domicile Certificate (Self/Parents)?

Did you receive the certificate from Aaple Sarkar Seva Kendra or Aaple Sarkar Portal and have a barcode on it?

Enter Barcode Details

Personal Eligibility Details

Personal Eligibility Details:

Applicants have to fill all mandatory fields in the form

Are you Salaried?

Job type

Disability Type

Person with Disability?

Do you have Disability Certificate (Yes/No)

Sibling Number

Bank Details

Bank Details:

Is your Jandhan Account linked with your Aadhaar?

2. Address Information - User will fill in Address Information details –

Permanent and Correspondence Address Details

Permanent Address Details

Applicants have to fill all mandatory fields in the form

Address

State

District

Taluka

Village

Pincode

If “is Correspondence Address as same as Permanent?” if Yes is selected then Permanent address content details will get copied in Correspondence address. If no is selected, then

Applicant will have to manually enter Correspondence Address Details

Correspondence Address Details

Applicants have to fill all mandatory fields in the form

Address

State

District

Taluka

Village

Pincode

3. Other Information – User will fill in Parent’s/Guardian’s details relating to –

Parent’s/Guardian’s Details

Parent’s/Guardian’s Details:

Applicants have to fill all mandatory fields in the form

Is Father alive? (Yes/No)

Father Name

Is Salaried?

Occupation

Applicants have to fill all mandatory fields in the form

Is Mother alive? (Yes/No)

Mother Name

Is Salaried?

Occupation

4. Course Applied – User will fill in Current Course details information

5. Past Qualification Information – User will fill in Details relating to Past Qualification

Information

Past Qualification Information

Past Qualification Information

Applicants have to fill all mandatory fields in the form

Qualification type

Degree

Subject

Completed or Pursuing

State

Board/University

Admission Date

Result

Passing Year

Attempts

Percentage

Course Duration (in months)

Class/Grade

Mode

Upload Marksheet

Was any GAP in this Qualification/Course? (Yes/No)

After saving qualification details, grid view will be displayed above

6. Hostel Details – User will fill in Hostel / Day Scholar information

In hostel information, if day scholar is selected then no form will be displayed. Applicant will click on save button

Hostel Details

Applicants have to fill all mandatory fields in the form

Beneficiary Category (Hosteller/Day Scholar)

State

District

Taluka

Hostel Type

Hostel Name

Is Hostel Aided?

Hostel Address

Date of Admission

Is mess available?

Rent per Month

Hosteller Certificate

After saving the profile, User can either click on All schemes button or Home button

Home button will display the landing page of the Portal where “Suggested eligible Schemes” according to the Profile will be displayed.

System will suggest schemes to applicant only after filling up the profile to 100 % completeness and on the basis of Caste, Religion & Income.

If clicked on All schemes, System will display all the schemes on the Portal.

3. All Schemes

This screen will display all the Post Matric schemes after clicked on All Schemes

User can either apply for schemes or Click on PDF to view the GR of the schemes

4. My Applied Scheme

In order to check for the total number of schemes applied, applicant should click on applied schemes button.

Under Scrutiny Applications –

Under Applied Schemes option, user can view –

1. Application ID

2. Department Name

3. Scheme Name

4. Status

5. Action

6. View Form

7. Tentative Benefits

After Application is submitted successfully by applicant, it will be displayed in under Scrutiny Applications section.

Applicant can click on Cancel button if want to take back application form.

Applicant can click on view button if want to view Applicant Details section.

For example - After application is submitted and applicant wants to view the details filled in, it is possible on click on view button under view form and also can take the print out of the form after click of Print button which is present to the bottom of the page

It is also possible, Application is sent successfully but during scrutiny major/minor issue is found. At such stage, Desk officers can send the application back and Applicant can view the application again after login.

Reason for sent back will also be provided by respective officer which will be displayed to the Applicant.

Here Applicant should make the necessary changes in the Profile as per the given reason for sent back and click on the Re – apply button under My Applied Scheme option

4.1 Set Scheme Preferences

In the DBT system, applicant can apply for multiple schemes if applicable according to the criteria.

If applicant applies for two schemes, then applicant should give preference as “1” and “2” according to the choice.

As displayed in above image, both schemes are of type “Merit”, hence user needs to set Preference as “1” or “2” as per the choice

Also For example – Under Tribal development department, if applicant is studying a professional course and if eligible with the other scheme criteria, then applicant can apply for Post Matric Scholarship (GOI) scheme and Vocational Education Maintenance Allowance scheme from the same department.

As displayed above, user can apply for Maintenance scheme and Scholarship scheme where user can apply simultaneously hence Preference can be set as “1” for both the schemes.

Tentative benefits -

Applicant can also view the Tentative benefits by clicking on Tentative benefits button.

These are the Tentative Benefit calculation which are displayed by System as per the Profile filled by the Applicant and as per the scheme applied by applicant.

Approved Applications –

After the successful submission of application from applicant’s login. Application will be checked by respective Institute and Department.

After the Application is approved by Desk 2 officer of Department, Status of the Application will change to Approved and will be displayed under Approved Applications tab from Under Scrutiny.

Rejected Applications –

After the successful submission of application from applicant’s login. Application will be checked by respective Institute and Department.

If under any of the Desk officer Application is rejected, then the application will be displayed under Rejected Applications tab. Rejection can be totally invalid Application or maybe also Fraud applications.

In My Applied Scheme, User can Set Schemes Preferences- Applicant can be eligible for more than one scheme in the Portal. At such situations, User can apply for more than one scheme but Scholarship/Freeship amount will be disbursed into bank account only for one scheme, according to the Preference set by the Applicant.

5. My Canceled Scheme

Applicant can cancel the scheme after successful submission to the respective Institute/School by clicking on Cancel button under Action column in My Applied Scheme option.

Transaction history will be maintained for the Canceled scheme.

7. Grievance/Suggestions –

Applicant May have Grievance (Complaint) / Suggestions for Aaple Sarkar DBT Portal.

In Such scenarios, Applicant should click on Grievance/Suggestions which is displayed after login under left hand side panel of the page.

Here Applicant will have to fill up all the Mandatory fields –

1. Name
2. Mobile Number
3. Email ID
4. Department
5. Scheme Name
6. Category
7. Grievance/ Suggestions type
8. Comments

Also it is necessary to enter the CAPTCHA, only then Submit button will be enabled.