Department of Social Welfare– Welfare Division

IMPORTANT NOTICE for Post Metric Scholarship, 2014

Please Read before filling the Forms.

The Forms will be Live from 22nd August, 2014 – 31st October, 2014.

Please submit Hard Copy of the following Documents to the Social Welfare Office (New Building, Lumsey) by 10th November, 2014.

1. Certificate of Identification of the Applicant / Father's COI (incase of the Applicant below 18 years of age)
2. Scheduled Tribe/ Scheduled Caste/ Other Backward Caste (Central Government)
3. Income Certificate– Below 2.5 Lakh for ST /SC

   Below 1 Lakh for OBC (Central Govt.)

4. Mark sheet of Last Exam Passed
5. AADHAR Card
6. First Page of Bank Pass Book– Only Nationalized Bank.
7. Current Fees Receipt
8. Hostel Proof – if Hosteller
9. The Print out of the Filled Form.

"All applicants are required to get the printout of the application form signed by their respective Head of Institution."

<u>To complete the Form Submission, please go through the following Steps:</u>

STEP 1: First time users need to register themselves.

The link to Register and Fill the Form is given at the bottom of these instructions.

Also the processes in pictorial form to fill these are given in "<u>USER MANUAL</u>".

This manual is on the right side of each page. Please go through this manual before filling the form.

STEP 2: Get your Passport Size Photograph Ready. This photograph may be scanned or taken by your camera phone. Save this photo in your computer using a simple name.

Don't add special characters like space bar or '-' sign in between this name.

STEP 3: Follow the user manual to fill the form and submit it.

STEP 4: On Submitting the form you will receive an SMS conformation and a print pop-up. Print the Filled form to keep a hard-copy which you need to submit to Department.

STEP 5: Once your form is approved, you will get a conformation SMS in your mobile phone.

STEP 6: Please **Save** your User ID and Password for future use. You can use the same ID and password for all other Government Services Listed in this Portal, including HRDD CET and Non-CET Application Forms.

Registration: http://www.sikkim.gov.in/portal/portal/StatePortal/default/Registration

After you register, your Login ID and Password will be created. Save these Details.

Click on the link below to Login, Fill and Submit your Form.

http://www.sikkim.gov.in/portal/auth/portal/StatePortal/Services/SPEFormServicePortletInst anceWindow?action=2&display=deptservice&dept=Social%20Welfare

There are 3 Post Metric Forms:

(i)	Post Metric Form for OBC (Central Govt.)
(ii)	Post Metric Form for SC
(iii)	Post Metric Form for ST

Please select the appropriate form choosing the category you belong to.

In case of any issue while filling the form, please contact the help-desk Number:

9647855653

Or, you can e-mail at: hdesk-ssdg-sik@nic.in