

Frequently Asked Question's (FAQs) for Online Scholarship Management System (OSMS)

1. How to check whether your Institute is registered or not on Online Scholarship Management System (OSMS)?

- Go to Official Website: www.manipurobcsc.gov.in and click on “**Online Scholarship Management System**”. In General Instruction page, you can find a link “Download Here / Search Here”. From that link, you can search the Institute or download excel file database to search.

2. How to register Institute on Online Scholarship Management System (OSMS)?

- Go to Official Website: www.manipurobcsc.gov.in and click on “**Online Scholarship Management System**”. In General Instruction page, you can find a link "**Institute Registration Form under Online Scholarship Management System**", from that link you can download Institute Registration Form. Kindly submit the duly filled in Form with required documents to this Directorate for registration of the unregistered Institutes and to obtain User Credentials (Log In & Password in registered mobile number through SMS) of the Institutes for online verification on the Portal. For Institutes outside Manipur, they can mail to our official e-mail: mobc-scholarships@googlegroups.com along with supporting document prescribed in the form. Institute registration is a one-time process, not for every year. Registered Institute but did not get their User Credentials, may please request for resending the same to this Directorate on our official e-mail.

3. How to register OBC/SC/EBC Scholarship on Online Scholarship Management System (OSMS)?

- **Step 1:** Go to official Website: www.manipurobcsc.gov.in.
- **Step 2:** Click on “**Online Scholarship Management System**”.
- **Step 3:** Read the **General Instructions** carefully and prepare the pre-requisite before filling the form.
- **Step 4:** Click on “**I had read and accepted the above instructions**” and “**Proceed to Application Form**”.
- **Step 5:** Click on “**Fresher**” for fresh application and “**Renewal**” for renew of application (for renewal, registration ID is needed for previous year)
- **Step 6: Contact Details Form:** Fill **Aadhar, e-mail & Mobile Nos.** & Click “**Generate OTP**”. An OTP will be forwarded to the candidate’s registered mobile number. Upon filling the OTP, candidates will be able to move on to the next step with selecting OBC/SC/EBC Pre or Post Matric Scholarship. And Click “**NEXT**”
- **Step 7: Personal Details Form:** Here all personal details need to be filled and a recent passport photo and signature needs to be uploaded (File size not more than 50KB size and resolution: 250*250 pixel for photo and 140*60 pixel in ".jpg" or ".jpeg" or ".png" format). And Click “**NEXT**”.
- **Step 8: Academic Details Form:** Here all your academic details needs to be filled properly & upload required documents in pdf file format with 200 KB max. Once all fields are marked you need to click **check box** for declaration and click on the “**Submit**” button. After the submission, you can view all the information provided. In case, if any, information has been filled incorrectly, you can click on the previous steps and rectify the incorrect information, then proceed as usual. A Registration ID will be forwarded to your registered mobile number.
- Please submit the print out copy to Institute for Institute Reference and one for your future reference.

Note: If you stop/interrupt during registration process, then you can continue through Re-Registration tab/button available on OSMS home page. Students once registered with a valid

aadhar, need not register again. Any correction/rectification will have to be done by using the candidate specific Registration ID in the Re-Registration tab/button.

4. Steps to verify online scholarship application of students on Online Scholarship Management System (OSMS) by the Institute?

- Go to Official Website: www.manipurobcsc.gov.in and click on “**Online Scholarship Management System**”. Click on “**Login Now**” button and enter the User Credentials that are received at registered mobile. After Login, list of students who had registered their scholarship on OSMS portal will be visible on “**Pending Button**”.
- Please check & verify the **students details along with uploaded Documents**. If found correct then click “**Approved**” button, otherwise click “**Defect**” button and give appropriate reason with timeline to rectified themselves or click “**Reject**” button with reason to reject the students.

Note: Online application of defected students must be reverified by the institute on completion of rectification by the students.

5. How to check status of OBC/SC/EBC Scholarship on Online Scholarship Management System (OSMS) by the students?

- Go to Official Website: www.manipurobcsc.gov.in and click on “**Online Scholarship Management System**”. Click on “**STATUS**” button and Enter **REGISTRATION ID** (e.g. REG/OBC/2019/XXXXXX) and **DATE OF BIRTH AS PASSWORD** in the format of YYYY-MM-DD. Then Click “**Continue**” button. Please Check **Institute & Scheme Officer Status**. If both statuses are approved then the students are included in tentative list (**Note:** Students must apply only in one scholarship for each academic year).
- If one of the **status is reject**, then **check the reject reason**. If not satisfied with the rejection reason then you can complain to the Head of the Institute or Scheme Officer, Directorate for Welfare of OBC&SC, Manipur.
- If one of the **status is defect** then **check the defect reason and rectify it within the given timeframe**.
- If one of the **status is pending** either at Institute or Scheme Officer level, then your application is under process for verification at scheme officer level, but for pending at institute level students may verify from their institute.

6. How to rectify the defected scholarship application by the students?

- Go to Official Website: www.manipurobcsc.gov.in and click on “**Online Scholarship Management System**”. Click on “**STATUS**” button and Enter **REGISTRATION ID** (e.g. REG/OBC/2019/XXXXXX) and **DATE OF BIRTH AS PASSWORD** in the format of YYYY-MM-DD. Then Click “**Continue**” button.
- For the defected students, three tabs i.e. Contact Details, Personal Details & Academic Details will be seen after login.
- **Click on Tab 2: Personal Details** for rectification of Personal details.
- **Click on Tab 3: Academic Details** for the rectification of academic details and reupload the required or rectified documents.

Note: **Contact details (Tab 1)** such as Aadhar no., Mobile no., Scheme category, Fresh or Renewal cannot be rectified.

- After rectification, click “**CHECK BOX**” & then Click “**SUBMIT**” buttons.

7. What are the different categories of Scholarships that can be availed from Directorate of OBC&SCs, Manipur by the Students?

- Categories of Scholarship scheme that can be availed from this Directorate are:
 - a) **OBC Scholarship:** OBC Students can avail this Scholarship in two different category i.e. Pre-Matric and Post- Matric Scholarship. Class I to class X students whose total annual family income is less than or equal to Rs. 2.5 lakh per annum falls under Pre-Matric category. Students who have completed matriculation and pursuing higher studies, and whose total annual family income is less than or equal to Rs. 1.5 lakh per annum falls under Post-Matric category.
 - b) **SC Scholarship:** SC Students can avail this Scholarship in two different category i.e. Pre-Matric and Post- Matric Scholarship. Class IX & X students whose total annual family income is less than or equal to Rs. 2.5 lakh per annum falls under Pre-Matric category. Students who have completed matriculation and pursuing higher studies and whose total annual family income is less than or equal to Rs. 2.5 lakh per annum falls under Post-Matric category.
 - c) **EBC Scholarship:** This scholarship is availed by Govt. School/College/University students belonging to Economically Backward Classes/General Category (Other than Schedule Caste, Schedule Tribe and Other Backward Classes), who have completed matriculation or pursuing higher studies. Their total annual family income should be less than or equal to Rs. 1 lakh per annum.

8. What are the documents required in registering of OBC/SC/EBC Scholarship on Online Scholarship Management System (OSMS)?

- **Photo and signature of the Candidate:** - File size not more than **50KB size** and resolution up to **250*250 pixel for photo** and **140*60 pixel for signature** and must be **".jpg"** or **".jpeg"** or **".png"** format.
- **Income certificate:** - Income certificate of father/mother/guardian/husband ending 31st March of the current year in original issued by the competent authorities/executive magistrates. (scan copy of Original)
 - a) Rs. 1 lakh per annum for Economically Backward Classes (Post-Matric).
 - b) Rs. 1.5 lakh per annum for Other Backward Classes (Post-Matric) and Rs. 2.5 lakh per annum for Other Backward Classes (Pre-Matric)
 - c) Rs. 2.5 lakh per annum for Scheduled Caste (Post-Matric) and Scheduled Caste (Pre-Matric)
- **Scholarship Scheme Certificate:** -OBC, SC certificate of the applicant issued by the **competent authorities/executive magistrates**. (scan copy of original)
- **Marksheets:** - Applicant need to upload **previous year marksheets** together in a single **pdf file** (in original).
- **Admit Cards:** - Applicant need to upload **previous year admit cards if you haven't received the marksheet** together in a single **pdf file** (in original).
- **Aadhaar Card:** - Applicant need to upload scan copy of Aadhar card (in original).
- **Date of birth certificate:** - Upload class X certificate for Post-Matric and for Pre-Matric, date of birth certificate issued by the **competent authorities/executive magistrates** (in original).
- **Bank authorization letter & Institute verification form:** -Download from Instruction Page. (Upload in original scan)
- All the required documents should be in **".pdf"** format with **200 kb size**.

Note: Scanned self-attested photo copies will also be considered.

9. What are the common errors made by students while registering scholarship on OSMS?

- Students, who are applying for new course or who want to change their course, they should apply the scholarship in the Fresh Category. If applied in Renewal Category, application will be rejected. Every first year of a course (no matter he/she got the scholarship in the previous year) should apply the scholarship as “FRESH”.
- For Hosteller students, Hostel certificate should be counter signed by Head of Institute. If not, application will be rejected.
- Students having a study break of less than 3 (three) years should upload an Affidavit/Break Certificate stating the reason of break in his/her academic studies from the competent authority.
- Students having a study break of more than 3 (three) year will not be eligible for this Scholarship under any circumstances.
- Incomplete entries, wrong entries, over income, double applications, non-furnishing of required certificate and documents, absence of Head of Institute’s signature on Institute Verification Form and absence of counter sign by Bank Manager on Bank Authorization Letter will be rejected.
- Bank account number should be in the name of the student applying for the scholarship only.
- Student who after passing one stage of education, are studying in the same stage of education in different subject will not be eligible e.g. B.Sc. after B.A, B.Com. after B.A., M.A. in a subject after completing M.A in another subject.
- Students who, after having completed their educational career in one professional line will not be eligible, e.g., LLB after B. Tech/B. Ed.
- Students pursuing Post-graduate courses in medicine will be eligible if they are not allowed to practice during the period of their course.
- Intern students will not be eligible for this Scholarship under any circumstances.
- Students should not be an employee in any Govt./Semi-Govt./Private Institution Firm.
- Only two boys of the same parents/guardian will be entitled to receive scholarships. This restriction will, however, not apply to girls. Accordingly, scholarship availed by girls of same parents/guardian will not adversely affect admissibility of availing scholarship up to two boys of same parents/guardian.
- For those students who are pursuing Ph.D., they should provide non-stipend certificate from their respective institute/University, if they fail to provide the certificate, they are not eligible.
- Wrong Scholarship Category i.e. OBC/SC/EBC and Wrong Scheme Category i.e. pre/post matric Scholarship will be rejected.
- Student applying for more than one scholarship/stipend in this Directorate or to any other source for the same academic year will be rejected.

10. Flow Chart for registering Scholarship on OSMS (www.manipurobcs.gov.in):

