

**FLOW CHART**  
**ONLINE SUBMISSION OF NEW APPLICATION**

Visit KSB Website <a href="http://www.ksb.gov.in">www.ksb.gov.in</a> and click on List of documents to be uploaded under PMSS link and Download Annexure 1, 2 and 3	1 min
Complete these three Annexure in all respects. Please do not use your own format or any other format. Signature on ibid annexure other than authorised signatories will not be accepted	Own time
Visit KSB website <a href="http://www.ksb.gov.in">www.ksb.gov.in</a> , you should be in possession of the following before you start filling up your Fresh Application online :-	1 min
(a) ESM / Ex Coast Guard certificate as per <b>Annexure-1</b> duly signed by ZSB/Coast Guard HQ [Original to be scanned and uploaded]	
(b) Bonafide Certificate duly filled up correctly and signed by Vice Chancellor/ Principal/Vice Principal/Dean/Associate Dean/Registrar/Dy Registrar/Director/Dy Director of the College / Institute as per <b>Annexure-2</b> [Original to be scanned and uploaded]	
(c) Certificate from bank stating that Aadhaar Card of student is linked with his/her bank account number as per <b>Annexure-3</b> [Original to be scanned and uploaded]	
(d) Matriculation certificate for verifying the Date of Birth [Original to be scanned and uploaded]	
(e) Minimum Educational Qualification (MEQ) certificate as applicable (12th / Graduation ( Mark sheets of 3 years) / Diploma (mark sheets of all semesters) [Original to be scanned and uploaded]	
(f) 1st page of Bank passbook (PNB/SBI only) clearly showing name and A/c number of student [Original to be scanned and uploaded]	
(g) Aadhaar Card of student [Original to be scanned and uploaded]	
(h) Copy of Part II Order(Army) / POR (Air Force) / Gen Form (Navy) in support of Category 1 to 5 and PPO / ESM Identity Card for category-6 to be scanned and uploaded in original	
(j) Affidavit / Self attested certificate in case ward born after retirement (Original to be scanned and uploaded)	
(k) Passport size photo of ESM	
Click on the link <b>Apply Online</b> under <b>PMSS</b> link. New window will appear	1 min
First Upload your <b>Passport size photo</b> and click on upload button	1 min
If you have not registered earlier please fill all the boxes which appear in the window in Part-1 and Part-2 with details of ESM and click submit. After registration, login ID, password and a link will be automatically generated by system and sent to Email mentioned in Registration Part-I	3 min
After successfully registration. User will get activation link to his/her email, kindly click on activation link	1 min
After clicking on activation link, A window will appear and by putting your User Name (Login ID) and Pass Word, it will takes you to your dashboard or visit <a href="http://www.ksb.gov.in">www.ksb.gov.in</a> and click on login button and login with login credentials.	1 min
After login click on " <b>New Application</b> " and choose Prime Minister Scholarship Scheme	1 min
Please fill all the boxes which appear in the window in Part-1, Part-2 & Part-3 and Scan all required documents in original and upload legible documents at right place of application	3 min
<b>Save and Forward</b> (If application is not saved & forwarded, the onus lies with student/ESM). Please check with your ZSB about your application available on their Portal (if required). If you save & do not forward, the application will be kept pending in your dashboard & will not be considered	3 min