

## **IMPORTANT INSTRUCTIONS FOR PMSS**

1. The candidate are required to apply online to fill up the application and upload the relevant documents & certificates on KSB website [www.ksb.gov.in](http://www.ksb.gov.in) latest by **15 Nov 2017**. **PLEASE DO NOT WAIT TILL LAST DATE. APPLY AS SOON AS YOU TAKE ADMISSION.**

2. The concerned ZSBs / Coast Guard HQ to carry out 100% check of requisite documents uploaded on the website by the candidates with their original documents **WITHIN FIVE WORKING DAYS** of receipt at their HQ and forward the same to RSB. Coast Guard HQ will recommend the applications online directly to KSB latest by 30 Nov 2017. **No application will be accepted by RSB after 30 Nov 2017 (R) 30 Nov 2017.** Action to be initiated against the respective officials of ZSBs in case of ineligible candidates have been recommended. **RSB TO ENSURE TIMELY FORWARDING OF APPLICATIONS TO KSB.**

3. The concerned RSB to carry out 2<sup>nd</sup> stage check as and when they receive the applications and recommend the applications online to KSB if found eligible as per the laid down policy and guidelines **latest by 15 Dec 2017. No application will be accepted by KSB from RSB after 15 Dec 2017 (R) 15 Dec 2017.**

4. ZSBs/RSBs to recommend the applications **ONLINE** to next higher formation as and when they receive the application from the wards/widow of Ex-servicemen **WITHIN FIVE WORKING DAYS** (if found eligible as per policy). Application at no time should be kept pending more than five working days at their level/end. However, if any application is not meeting the criteria, it should be put under observation by ZSBs/RSBs/CG HQ and reasons of observations to be given in remarks column. In case of observation, a phone call / email should also be sent by ZSB / RSB / Coast Guard HQ to the concerned student to rectify the same. If student still does not rectify the observation and re-submits the application incomplete, the application is to be rejected by concerned ZSBs/RSBs/CG HQ.

5. The merit list will be finalized by nominated Board of Officers at KSB and will be forwarded to RSBs/Coast Guard Headquarter. The merit list of selected candidates will also be uploaded on KSB website [www.ksb.gov.in](http://www.ksb.gov.in)

**NOTE : MERIT LIST WILL NOT BE DELAYED FOR APPLICATIONS PUT UNDER OBSERVATION AT LAST MOMENT BY ZSB/RSB/CG HQ. IT WILL BE THE RESPONSIBILITY OF ZSB/RSB/CG TO ADHERE TO THE TIMELINE. NO EXCUSE / REQUEST WILL BE ENTERTAINED ON THIS REGARD.**

6. The scholarship is admissible for only **TWO WARDS** of ESM / Ex-Coast Guard. Particulars of all children should be indicated in **Para 13 of Annexure 1**. This should be according to the Discharge Book / Certificate of the Ex-servicemen / Ex-Coast Guard. If the ward is born after retirement / release, an affidavit to be prepared, scanned and uploaded by the Ex-serviceman.

7. The first year scholarship amount will be remitted into the bank account after the selection of the candidate. The subsequent payments will be made on successful completion of the each academic year, uninterrupted with minimum 50% marks till completion of the course. If a student failed in any subject / semester and / or aggregates, his / her scholarship will be closed forever and no correspondence whatsoever will be entertained in this regard.

8. The candidate must submit '**ONLINE**' Payment-cum-Renewal Form, Bonafide Certificate for subsequent Payment of PMSS and Mark Sheets of both semesters / academic year & 1st page of bank pass book **WITHIN ONE YEAR** of completion of academic year / course, thereafter the scholarship will be closed. **Formats of all these documents are available on KSB website [www.ksb.gov.in](http://www.ksb.gov.in) under PMSS link – Renewal of Scholarship.**

9. Candidature of a student shall stand automatically rejected if, at any stage, it is discovered that he / she has secured scholarship fraudulently by making false statement or misrepresentation of facts. Candidate shall have to refund the amount already paid and also will invite criminal police proceedings.

10. In case of change in address, course, college, it is to be intimated immediately to Kendriya Sainik Board in writing. Always mention **Selection Number**, Name of Applicant and ESM / Ex-Coast Guard particular for all correspondence with KSB after getting selected for PM scholarship.

11. The Ministry of Defence, Government of India can suitably modify these instructions to remove anomalies at any time, for successful implementation of the scheme, as may be necessary from time to time and will be applicable to all students under the scheme.

12. PM scholarship is eligible to the dependent wards of ESM ie. male ward upto 25 years of age at the time of admission in the said course and female ward till she gets married. No age limit for widow candidate. If the date of birth of student is different in 10<sup>th</sup> certificate and discharge book of ESM, the variation of 366 days will be considered as minor variation and thus such case to be recommended.

13. **Change of Course.** The cases for change of course by selected students will be considered as under :-

(a) Migration within University from one college to another college with same course or different stream in same course and academic year not changed. Such case will be permitted.

(b) Migration within University from one college to another college with another course and academic year changed. Such case will not be permitted.

(c) Migration from one University to another University with same course and academic year not changed. Such case will be permitted.

(d) Migration from one University to another University with another course / programme and academic year changed, such cases will not be permitted.

14. **Preparation of Merit List when marks are equal.** The board will consider the following points in order of preference from Ser No (i) to (vi) while preparing the merit of list of students those have equal marks/percentage:-

(a) **Orphan.** Preference will be given to Orphan.

(b) **Ward of Widow of ESM** (if ESM dies after retirement)

(c) **Preference to Junior Rank** Ward of junior rank to be selected if all other criteria are same.

(d) **Duration of Course.** Longer duration of course to be selected.

(e) **Length of Service** Maximum length of service of ESM to be given priority. Preference will be given who has served longer.

(f) **Age of Student** Oldest student to be selected.

(g) It is mandatory for all students to clear their exams in **FIRST ATTEMPT** to continue PM Scholarship benefits. Subsequent attempts/reappears/fails will lead to closure of PMSS benefits.

15. **RESPONSIBILITIES OF RSB/ZSB RELATING TO PMSS**

- (a) Disseminating information regarding Prime Minister Scholarship Scheme among ESM under your jurisdiction by placing NOTICE at nearby ECHS and URC.
- (b) Scrutinizing online applications for Prime Minister Scholarship and making suitable recommendations in remarks column on the applications as per existing policy.
- (c) Checking all columns of applications thoroughly and taking all remedial measures to rectify the mistakes in applications by constants liaison with students.
- (d) NOT TO RECOMMEND INCOMPLETE / WRONG APPLICATIONS.

16. **Integrated Courses.** Selection of candidates seeking PMSS for pursuing integrated courses will be governed by under mentioned parameters:-

(a) Minimum Educational Qualification (MEQ) will be 10+2. However when applying student need to upload mark sheets of 10+2 in all cases, 1<sup>st</sup> year and 2<sup>nd</sup> year (all semesters) where 1<sup>st</sup> course is non-professional.

(b) There are two types of Integrated Courses (dual degree) which are discussed below:-

(i) Integrated courses (dual degree) which have both the courses as Professional/Technical for example BE+ME, B.Tech+M.Tech, BBA+MBA etc. In such cases only first professional degree will be granted scholarship.

(ii) Integrated courses (dual degree) which have first degree as academic (Non Professional) and second degree as Professional/Technical for example BA + LLB, B.Com + LLB. In such cases student will be paid for professional part of the course and not for non professional/academic.

(c) Student pursuing Integrated courses wherein one degree is professional and other degree is non professional he/she will be awarded scholarship for professional portion of the dual degree course only and not for academic portion of such course. The same is illustrated with the help of an example as under :-

“In BA+LLB (dual degree course) first degree is BA which is non professional and LLB is 2<sup>nd</sup> degree which is professional. Therefore, scholarship for professional portion only will be provided”.

(d) When 1<sup>st</sup> degree is non-professional and 2<sup>nd</sup> degree is professional in such cases, While seeking PM scholarship from third year onward student must have completed his previous two years of non professional course without fail. Repetition/RA/Failure will make student ineligible to apply for scholarship. Student should clear all subjects of 1<sup>st</sup> & 2<sup>nd</sup> year in first attempt and within stipulated time frame from date of admission, otherwise he/she will not be considered for award of scholarship and application will be rejected.

(e) Regulation of financial assistance in case of integrated courses has been further explained below:-

<b><u>WHEN 1<sup>ST</sup> DEGREE IS NON-PROFESSIONAL &amp; 2<sup>ND</sup> DEGREE IS PROFESSIONAL ONLY PROFESSIONAL COMPONENT OF THE DUAL DEGREE COURSE WILL BE AWARDED SCHOLARSHIP</u></b>						
<b>S.No</b>	<b>Course Name</b>	<b>Non Professional</b>	<b>Professional course to be awarded scholarship</b>	<b>Duration of Scholarship</b>	<b>When to apply</b>	<b>MEQ</b>
(i)	BA + LLB	BA	LLB	Last 3 Years	On successful completion of 2 <sup>nd</sup> year (Graduation) and on admission to 3 <sup>rd</sup> year	10+2
	B.Com + LLB	B.Com				
	B.Sc + LLB	B.Sc				
(ii)	BA + B.Ed	BA	B.Ed	Last 2 Years	On successful completion of 2 <sup>nd</sup> year (Graduation) and on admission to 3 <sup>rd</sup> year	10+2
<b><u>WHEN BOTH DEGREES ARE PROFESSIONAL THEN ONLY FIRST PROFESSIONAL COMPONENT OF DUAL DEGREE COURSE WILL BE AWARDED SCHOLARSHIP</u></b>						
<b>S.No</b>	<b>Course Name</b>	<b>1<sup>st</sup> Professional course to be awarded scholarship</b>	<b>2<sup>nd</sup> Professional</b>	<b>Duration of Scholarship</b>	<b>When to apply</b>	<b>MEQ</b>
(iii)	BE + ME	BE	ME	First 4 Years	1 <sup>st</sup> year (on admission)	10+2
(iv)	B.Tech + M.Tech	B.Tech	M.Tech	First 4 Years	1 <sup>st</sup> year (on admission)	10+2

17. The contact details of KSB are as under :-

<b>Ser</b>	<b>Appointment</b>	<b>Contact No / Email ID</b>	<b>Matter</b>
(a)	KSB Helpline	1800115250 (Toll Free) 011-26715250 <a href="mailto:ksbwebsitehelpline@gmail.com">ksbwebsitehelpline@gmail.com</a>	(i) Issue related to various schemes, latest status of application.
(b)	Website/ Technical Team	1800115250 Extension 215 <a href="mailto:ksbwebsitehelpline@gmail.com">ksbwebsitehelpline@gmail.com</a>  <b>JD (Automation) (only for officers of ZSB / RSB)</b>  011-26180646 <a href="mailto:Jdautomationksb-mod@gov.in">Jdautomationksb-mod@gov.in</a>	(ii) Change of Password. (iii) Re-set of Password. (iii) Unable to login. (iv) Website functionality & technical issues. (v) Online Registration related issue.
(c)	Team PMSS	1800115250 Extension 217 & 218 <a href="mailto:Jdpmssksb-mod@gov.in">Jdpmssksb-mod@gov.in</a>	(i) Policy matters on PMSS. (ii) Information related to PMSS.