FLOW CHART

ONLINE SUBMISSION OF RENEWAL APPLICATION

Visit KSB Website **www.ksb.gov.in** and click on 'List of Documents to be Uploaded' under link PMSS – Renewal Application and Download Annexure 1, 2 and 3	1 min

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Complete these three Annexure in all respects. Please do not use your own format or any other format. Signature on ibid annexure other than authorized dignitaries will not be accepted.	Own time

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Visit KSB website **www.ksb.gov.in**, you should be in possession of the following documents in **Digital Form** before you start filling up your renewal application online :-

- **Digital Passport Size Photo** of max size 1 MB (Photo of Student to be scanned and uploaded).
- **Annexure-1** (Bonafide Certificate duly signed by Vice Chancellor / Principal/Vice Principal / Dean/ Associate Dean/ Registrar/ Dy Registrar/ Director/ Deputy Director.
- **Annexure-2** (duly completed and signed by the student).
- **Annexure-3** (duly completed and signed by Bank Manager) (SBI / PNB only).
- **University issued Mark Sheet** in original (both semesters/ academic year) passed.
- **Annexure-4.** Original certificate duly signed by the student & university to be uploaded by those students whose **Original Mark Sheets is issued by the university on completion of the entire course**. **(NOTE : NOT APPLICABLE TO ALL STUDENTS).**
- **First Page of Bank Pass Book** (PNB/SBI only) or cancelled cheque leaf if the name and account number of student is printed.
- **Aadhaar Card of Student** showing name and address.

Read the **Check List, FAQ and DOs & Don'ts** carefully which is available under link **Renewal of Scholarship** before applying online	15 min
Click on the link Apply Online under **PMSS link** ⟶ **Renewal of Scholarship** ⟶ **Apply Online** ⟶ new window will appear	1 min
First **Upload your Passport Size Photo** 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 e-mail mentioned in Registration Part-I.	3 min
After successful registration, User will get activation link on his/her email (Registered e-mail ID for KSB), kindly click on **activation link**	3 min
After clicking on activation link, A window will be appeared and by putting your User Name (Login ID) and Pass Word, it will takes you to your dashboard or Visit **www.ksb.gov.in** and click on login button and login with your login credentials.	1 min
After login click on '**PMSS'** – click on '**Renewal Application'**. Fill all the details from column1 to 13 and upload original scanned documents	1 min
Save and Forward (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