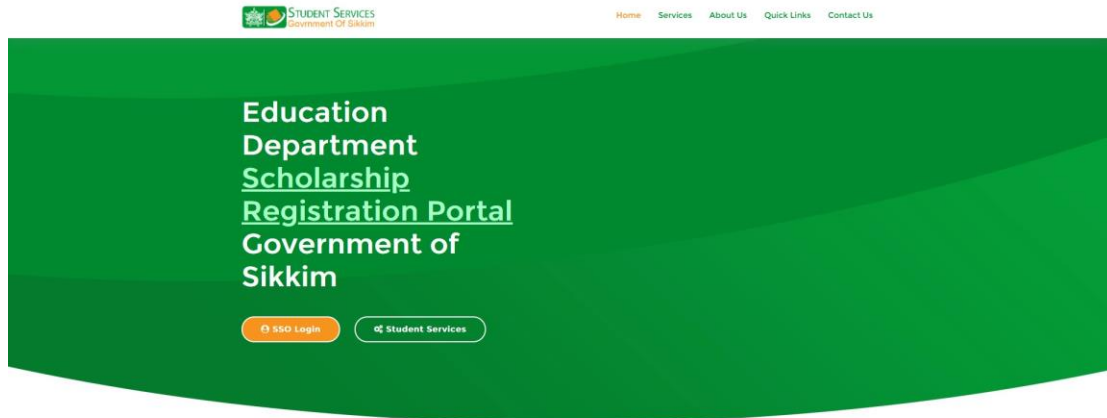


User manual for filling up online scholarship application

Education Department, Govt. of Sikkim

Website link: <https://scholarships.sikkim.gov.in/>



Single Sign On

Single sign-on (SSO) Registration Portal
Government Of Sikkim

A process that permits a user to access multiple services after going through user authentication (i.e. logging in) only once. It's a type of authentication in which user logs in to one system and is automatically granted access to other services.



Register Now

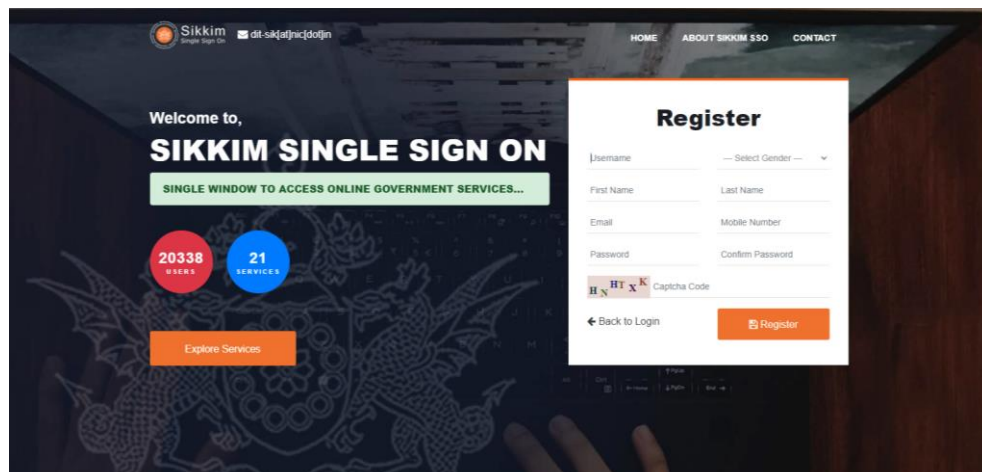
Register now with Single sign-on (SSO) in order to access various services of Government of Sikkim.



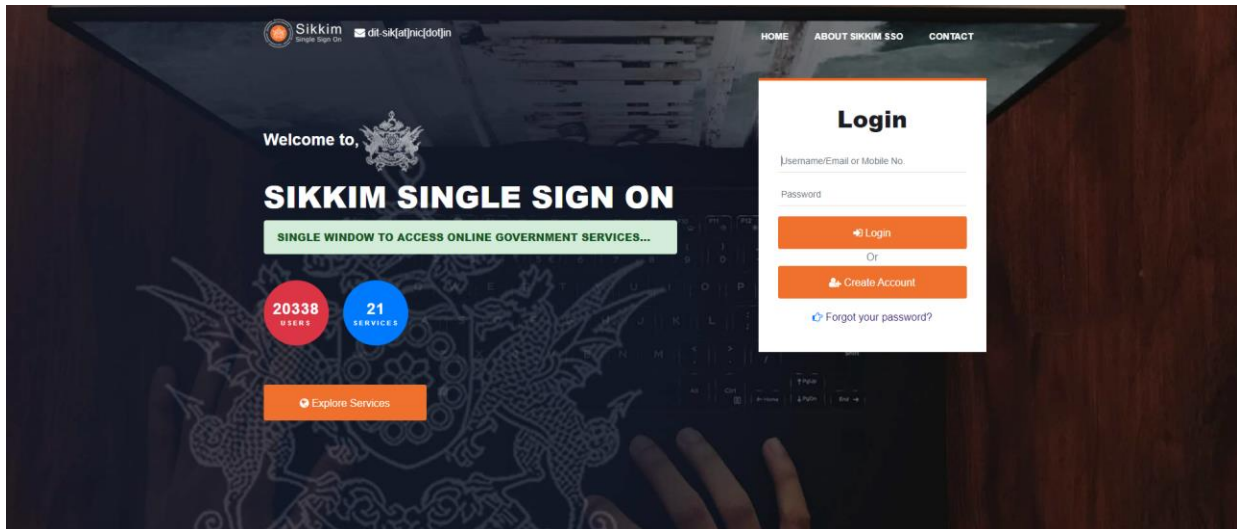
Login

Already Registered with Single sign-on (SSO)? You can directly login with SSO.

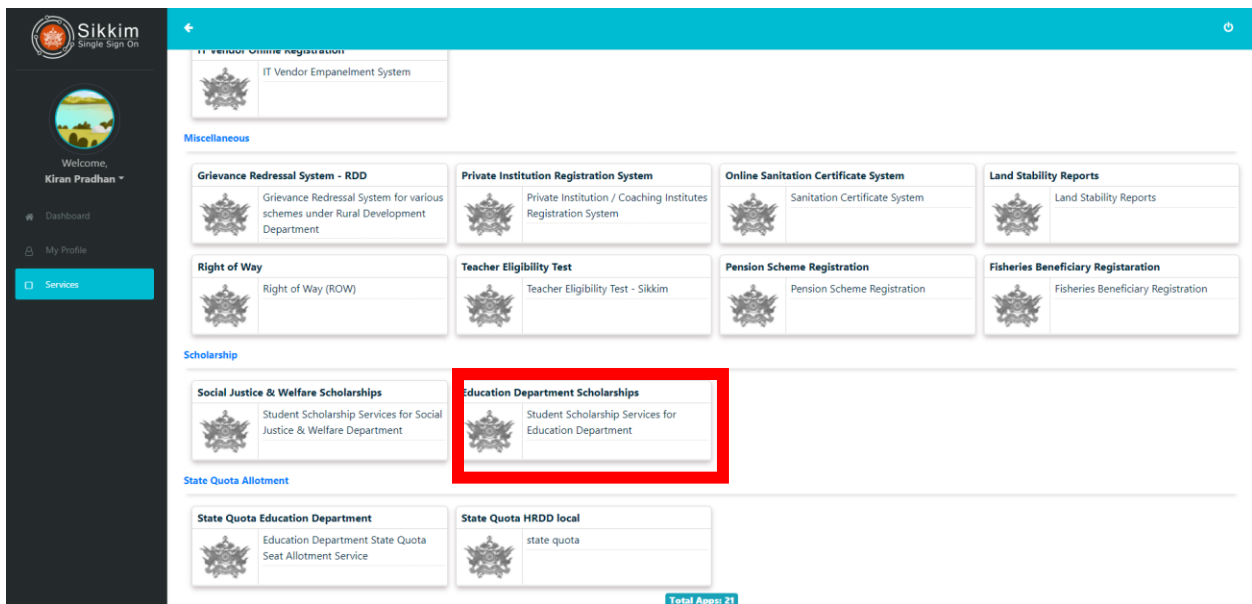
1. Click on the Register Now button.
2. You will be redirected to the link <https://sso.sikkim.gov.in/>



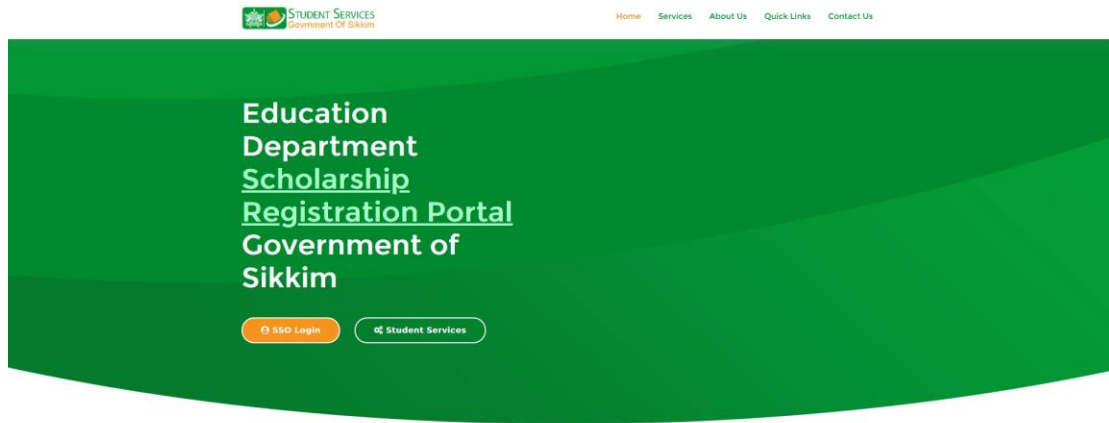
- Applicant needs to register themselves in Sikkim Single Sign On(SSO)
- Once complete with the registration, applicant will receive an email on their registered email account.
- Applicant needs to click on the account verification link received on their email account and activate their account in SSO.
- After successful verification of their account applicant can go back to login page.



- On successful login user will land on SSO dashboard



- Select the option "Education Department Scholarship".
- Now the page will get redirected to <https://scholarships.sikkim.gov.in/> once again



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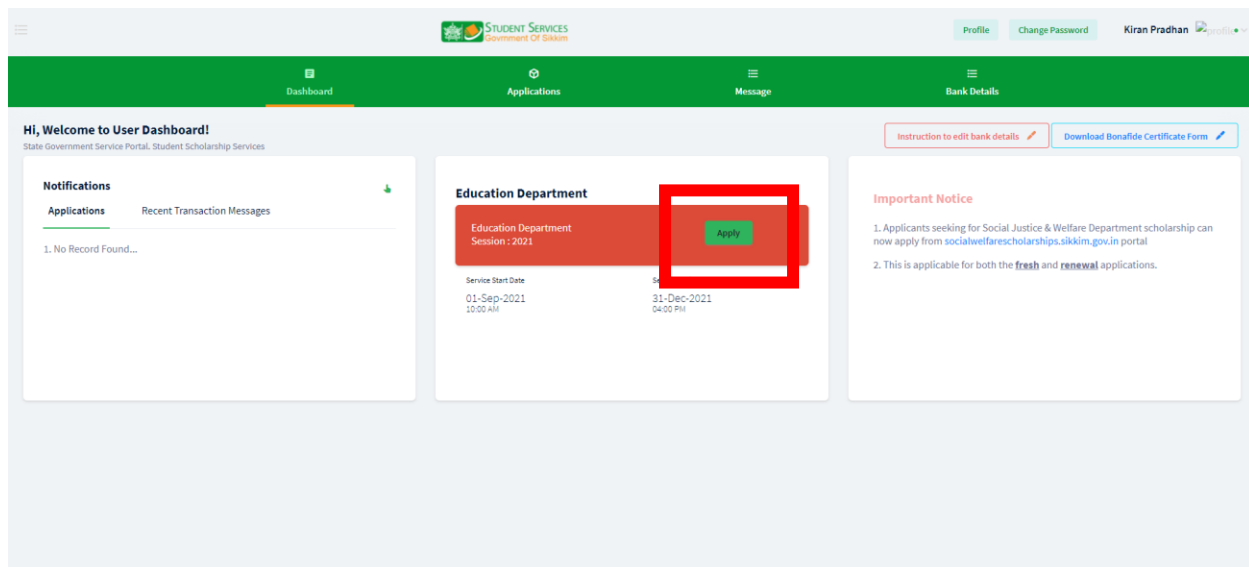


Login

Already Registered with Single sign-on (SSO)? You can directly login with SSO.

10. Click on SSO Login button.

11. Applicant will now be redirected to the scholarship application dashboard.



12. Click on the “Apply” button.

The screenshot shows the 'Dashboard' page of the Student Services Government Of Sikkim portal. At the top, there is a navigation bar with links for Profile, Change Password, and the user's name, Kiran Pradhan. Below this is a green header with icons for Dashboard, Applications, Message, and Bank Details. The main content area displays two 'Active' scholarship schemes. Each scheme card includes a red sidebar with 'Service Start Date' (01-Sep-2021) and 'Service End Date' (31-Dec-2021), along with clock icons indicating '10:00 AM' and '04:00 PM'. The 'Service Name' and 'Service Instruction' are listed, with a 'View More' link at the bottom right of each card. Buttons for 'Fresh' and 'Renew' are also present.



13. Applicants has to choose from the above shown schemes.

The screenshot shows the 'INSTRUCTION' page for the Post Matric Merit Scholarship. The page has a red header with the title 'INSTRUCTION' and a green header with navigation links. The main content area is titled 'Instruction for : Post Matric Merit Scholarship' and includes a note to 'Read all the instructions carefully before filling online Application Form'. It lists 12 documents required for the application, such as COI Certificate, Caste Certificate, Family Income Certificate, and Last Exam Passed Certificate. It also provides instructions on how to download the online form and submit it. At the bottom, there is a blue box with a checkbox and the text 'I have read and understood all the instructions indicated above and I agree to abide by it.', followed by a 'Proceed' button. The footer contains copyright information for 2020 and the Government of Sikkim logo.

14. Now you will be redirected to the Instruction Page.

15. Agree to the declaration and click on “Proceed button”.

The screenshot shows the 'BANK DETAILS' section of the Student Services Government of Sikkim portal. The user is logged in as Kiran Pradhan. The navigation bar includes Dashboard, Applications, Message, and Bank Details. The main content area has tabs for INSTRUCTION, BANK DETAILS (active), CHECK ELIGIBILITY, APPLICATION, DOCUMENTS UPLOAD, and VERIFY APPLICATION. The BANK DETAILS section contains a search bar for Account Number, an 'Add Bank Account' button, and a table of existing bank accounts. The table has columns for Bank, Bank Branch, Account No, IFSC Code, and Action. One record is shown: BANK OF BARODA, RANIPOOL, 121212333, BARBORANIPO. Below the table is a 'Proceed' button.

Bank	Bank Branch	Account No	IFSC Code	Action
BANK OF BARODA	RANIPOOL	121212333	BARBORANIPO	 

1 Record(s)

Page Size: 10 Page 1 of 1


Proceed







16. Applicants has to register their bank account.

17. Once complete click on “Proceed”.

18. Applicants needs to fill up their details like Annual Family Inc., Marks Percentage and Aadhaar details.

The screenshot shows the 'CHECK ELIGIBILITY' section of the Student Services Government of Sikkim portal. The user is logged in as Kiran Pradhan. The navigation bar includes Dashboard, Applications, Message, and Bank Details. The main content area has tabs for INSTRUCTION, BANK DETAILS, CHECK ELIGIBILITY (active), APPLICATION, DOCUMENTS UPLOAD, and VERIFY APPLICATION. The CHECK ELIGIBILITY section contains a declaration box, a table of fields to be filled, and a 'Proceed' button. The fields are: Annual Family Income (dropdown), Percentage Marks Obtained (text), Aadhar No (text with View button), and Confirm Aadhar No (text with edit button). The declaration box contains the text: 'I hereby give my consent to all the Departments of the Government of Sikkim for using my Aadhaar number to establish and authenticate my identity under any scheme that I apply for.'

Please note all fields marked as  are mandatory fields.

Annual Family Income 	Percentage Marks Obtained 
<input type="text" value="Select Annual Family Income"/>	<input type="text"/>
Aadhar No 	Confirm Aadhar No 
<input type="text" value="Aadhar No"/> 	<input type="text" value="Aadhar No"/> 

I hereby give my consent to all the Departments of the Government of Sikkim for using my Aadhaar number to establish and authenticate my identity under any scheme that I apply for.

Proceed

19. Agree to the declaration and “Proceed”.

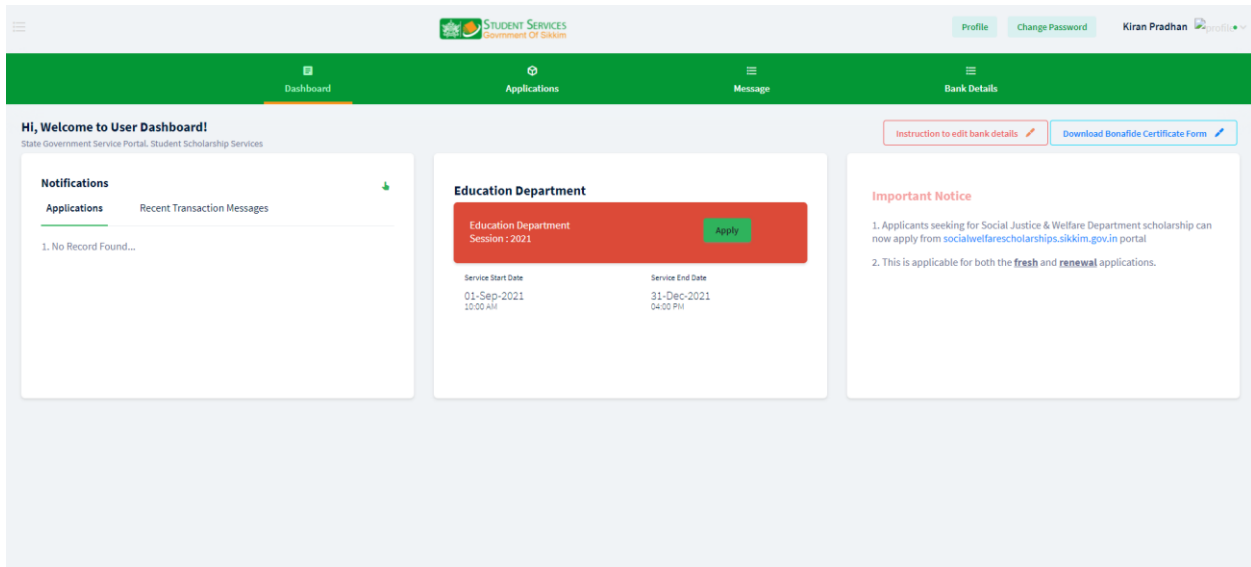
20. On Successful applicant will land on to the application form page

22. On successful submission you will be redirected to the document upload page.

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23. **NOTE**** uploading of documents is not mandatory, applicants are advised to submit their physical copy of documents along with downloaded copy of application form(download process mentioned in point no 25&26)

24. To download the application form go to dashboard



25. Click on “Application Menu”

26. You will find your application “Download” link, where you can download and print your application.