

INSTRUCTIONS FOR FILLING-UP THE POST MATRIC SCHOLARSHIP ONLINE  
APPLICATION FORMS BY THE OSOU LEARNERS

With reference to the above advertisement published by Govt.of Odisha, eligible learners of our university desirous of applying for post matric scholarship are requested to go through the advertisement thoroughly to reassess the requirements and their eligibility.

From our past experience, we observe that Scholarship applications are rejected mostly on the following grounds though they are otherwise eligible. As such applicants are requested to take note of the following aspects while applying for the scholarship.

**1-AADHAAR details mismatch with bank accounts and educational certificates.**

\* learners are requested to ensure that personal details i.e. Name, Father's name, Date of birth and other relevant details as mentioned in their educational certificates should tally with the AADHAAR and BANK accounts.

**2-Last Qualifying exam. Details not properly mentioned.**

\*If a learner has taken admission in any PG course, the eligible qualification(s) based on which admission is given is, his/her last qualifying exam. If he/she has completed additional qualification(s) say B.Ed. etc.it should not be treated as last qualifying exam.

**3-Old Income/Caste certificates are Produced/uploaded.**

\*Applicants should take due care to submit Income certificates of Parents/Self (if employed) issued only after 10<sup>th</sup> august 2019 and valid for three years from the date of issue.

Caste Certificate should have **bar code**.

**4-Wrong Bank a/c no. / IFS Code is/are furnished.**

\*Applicants double check to ensure that correct a/c no. and IFS code are filled in the form.

\*Bank account should be kept active. It means, there should be at least one transaction in the account during the last six months.

\*Before uploading the required pages of the passbook, one should ensure that the details are legible and transactions are updated. Preferably, a new passbook is obtained to upload the details, if the available pass book is an old one.

\*IFS Code/Account no. etc. must be updated if the bank has been merged with another bank in the last two years.

### **5-Multiple mobile numbers are given.**

\*Multiple mobile numbers should be avoided as far as practicable as SMS will be sent in the mobile number reflected in the form.

Learners are advised to give the same mobile number (which has been tagged with the AADHAAR) and mail ID what they have given to the university (OSOU) at the time of admission. They are also requested to keep them alive and check for SMS/mails.

**MOBILE NUMBER OR MAIL ID OF THIRD PARTIES (OTHERS) MUST NOT BE INCORPORATED.**

### **6-Wrong Institution's name is mentioned.**

\*The box meant for "Name of the Institution", should invariably be filled with '**Odisha State Open University**'. Applicants must **NOT** write the name of study center or any other institutes name.

Apart from the above learners should also ensure that:

- All the valid documents to be uploaded are handy.
- AADHAAR tagging of the bank account is done.
- If any third party is helping in submitting the application, learner be present with him or her and recheck it before clicking the submission button.

**Please also note that:-**

- **Institution's duty is to recommend the cases to the govt. agency on merit for sanction. Sanctioning of the cases and disbursement of scholarship amount is the discretion of the Govt.department.**
- **In case of any difficulty please contact 18003456758, 06632521700**

NB:-The instructions issued above are based on extant guidelines for the benefits of the learners, not exhaustive and without prejudice. Learners are requested to be guided by the latest guidelines issued by Govt. of Odisha, In case of need and clarifications, for their own interest.

University will in no way be accountable for rejection of applications/non-remittance of scholarship/amendment of guidelines by the Govt. deptt.

