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सत्यमेव जयते

अखिल भारतीय तकनीकी शिक्षा परिषद्

(भारत सरकार का एक सांविधिक निकाय)

(मानव संसाधन विकास मंत्रालय, भारत सरकार)

नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली-110070

**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**

(A Statutory Body of the Govt. of India)

(Ministry of Human Resource Development, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

F No. AICTE/Centralized Counselling/2019-20

20<sup>th</sup> June 2019

To,

All Vice-Chancellors of Universities/Principals/Directors of Colleges,  
All Students,

**Sub: -Steps to be taken for Uploading the Joining Report and claim of scholarship under Prime Ministers' Special Scholarship Scheme (PMSSS) AY 2019-20**

In order to process the scholarship more efficiently as per the guidelines approved by MHRD, the following steps are to be followed:

**For Student:**

- ❖ **Step 1:** Candidates to log-in to PMSSS AICTE Portal through website < <https://www.aicte-jk-scholarship-gov.in/> > using the username and password.
- ❖ **Step 2:** Candidates who have been allotted seat can download their allotment letter and welcome letter generated by the Head of the Institute just after receiving communication by AICTE. Further, candidate is requested to contact the allotted Institution with respect to completion of admission formalities and procedures and collect the Joining Report physically from the Institution/College.
- ❖ **Step 3:** Click on **Proceed for DBT Tab**. Go through the methodology then click on **Proceed Further Tab** to access DBT application. Click on the **Basic Details Tab**, **Institute Details Tab & Bank Details Tab** and fill in all the necessary information.
- ❖ **Step 4:** Click on **Attachment Tab** and upload Scanned Copies of:
  1. **Joining Report** (in prescribed format available on AICTE website under PMSSS 2019-20 tab).
  2. **Bank Pass Book** showing Account Holders Name, Bank Name, Bank Branch Name, Branch Code, Account Number, IFSC Code, Bank Address (utmost care should be taken while entering bank details regarding its correctness so that bank transactions do not fail).
  3. **AADHAAR Card** (candidate name on the portal, name on aadhaar and name on bank passbook must be same).
  4. **Beneficiary Mandate Form** (in prescribed format available on AICTE website under PMSSS 2019-20 tab).
- ❖ **Step 5:** Finally click on Save & Upload, Verify & **Submit Application**.
- ❖ **Step 6:** Candidate should now contact the Institution for verification of DBT application and Joining Report from the Institute Login on PMSSS Portal which is submitted online.

**Please Note:** Do not share your Login Password with college or anyone. Complete the admission process before the closing of last date. Aadhar Seeding with bank account is mandatory. Submission of DBT application along with uploading of Joining Report should be completed before the last date of admission.

### For Institute:

**Pre-Requisites** ⇒ The following documents are to be uploaded in the Institute login.


1. **College Fee Structure/Academic fee** (in the prescribe format available on AICTE PMSSS portal)
  2. **Fee as per SFRC** (State Fee Regulatory Committee/Authority) /State Govt. issued fee fixation notification for AY 2019-20.
  3. **Institute Mandate Form** - Institution accounts details (in prescribed format available on AICTE website under PMSSS 2019-20 tab)
  4. **Passbook Copy/Cancelled cheque** clearly indicating Bank Name, Account holders Name, Account Number, IFSC code, MICR Code, Bank Address. The Institution bank account should not be in the name of **Trust/Society**. (bank details provided in the mandate form should tally with the details printed on Passbook Copy/Cancelled cheque)
1. **For New Institution (Institutions with NO PMSSS Candidates in previous years):**

- ❖ **Step 1: Registration:** If the Institute is admitting PMSSS students for the first time they should apply for the issuance of User ID & Password by clicking at < <https://www.aicte-jk-scholarship-gov.in/institutes/login.php>>. After which Institute will receive "User Id" & "Password", send on the official email address. (within 48 to 72 hrs)
- ❖ **Step 2: Login:** Login on to J & K Institute Portal using authorized "User Id" & "Password", sent on your official email address.
- ❖ **Step3: Institute Details:** Fill in the necessary information & upload documents namely in 3 tabs: **Institute Details, Bank Details and Fee Details.**
- ❖ **Step 4:** Submit & Proceed for Candidate Verification.

#### **A. Verification of Candidate for Maintenance Allowance:**

- ❖ **Step 5:** Firstly, Verify the Aadhar and Bank details of the Allotted Candidates and secondly the Joining Report in **Allotted Candidates Tab.**

#### **B. Submission of DBT for Academic Fees Disbursal:**

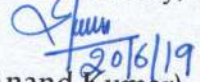
- ❖ **Step 6:** Click on "Apply for Scholarship Tab">> Select "19-20 Tab".
- ❖ **Step 7:** Select Candidate and Click on  (button) under verification column.
- ❖ **Step 8:** Verify and Fill up the required information and submit the Application
- ❖ **Step 9:** DBT Application can be seen under "Student Status Tab".
- ❖ **Step 10:** After verifying the above details payment record will be generated automatically in **Verify Payments Tab.** Maintenance Allowance will be released on monthly basis subject to online verification of student's attendance by the concerned Institute.

2. For Existing Institution (Institutions with PMSSS Candidates):

- ❖ **Step 1:** If the Institute has already admitted students under PMSSS, then you may use the old User ID & Password and Submit DBT form for the Academic Year 2019-20 to verify students.
- ❖ **Step 2:** Firstly, Verify the Aadhar and Bank details of the Allotted Candidates and secondly the Joining Report in **Allotted Candidates Tab**.
- ❖ **Step 3:** Fill in the necessary information & upload the SFRC, College Fee Structure/Academic fee, Institute Mandate Form and Passbook Copy/Cancelled Cheque in the "Edit Institute Details Tab" >> Select "Apply Button".
- ❖ **Step 3:** Repeat from Step 6 to Step 10.

*Please Note: Institute can pause and mark the candidate as left the Institute from Verify Payments Tab as and when required.*

Yours Sincerely,



(Anand Kumar)

Dy. Director (PMSSS)

**NOTE:** The students who are allotted seats through on-line counselling process of PMSSS are only eligible for scholarship, subject to their meeting other eligibility conditions.