

1. In the browser Address bar type "hryscbcschemes.in". You will be redirected to online application portal as shown below.

**Welfare of Scheduled Caste & Backward Classes Department**  
Government of Haryana

Start Date of taking application is 20-Nov-2017 and last date is 31-Dec-2017 **New** ◆ Ap

**LOGIN LINKS**

- Home
- Admin/Cluster/Institute Login**
- Applicant Login
- Contact Us **New**
- Advertisement for PMS **New**
- Application Schedule **New**
- Search By Aadhar
- Change Mobile Number **New**

**IMPORTANT LINKS**

- Institute Registration **New**

**Apply For Post Matric Scholarship**

**NEWS**

**NOTIFICATIONS**

Application Manual for College

**Welfare of Scheduled Caste & Backward Classes Department**  
छात्र संस्थान को आवेदन करने में किसी कठिनाई की स्थिति में दूरभाष नंबर 0172-2707009 पर संपर्क करें.  
For Any Enquiry Please Email Us At scbcharyana@gmail.com

2. Click on 'Admin/Cluster/Institute Login', you will be shown the page as shown below.



## Welfare of Scheduled Caste & Backward Classes Department

Government of Haryana

IMPORTANT

Start Date of taki

### LOGIN LINKS

- Home
- Admin/Cluster/Institute Login
- Applicant Login
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- Change Mobile Number **New**

### IMPORTANT LINKS

- Institute Registration **New**

### Login

#### Instructions :

1. Please enter your Login ID and Password provided by Department.
2. In case you forgets your password, you can retrieve it by using "Forgot Password?".
3. You is advised not to disclose or share your password with anybody.
4. Only authorised users are allowed to proceed further.
5. Your IP Address and other information will be captured for security reasons.

Login ID :

Password :

 Login

Welfare of Scheduled Caste & Backward Classes Department

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Note:- Kindly note that you cannot login from "Applicant Login" option given on the online application.

3. Institute should enter the Login Id and Password to log into the account. They will be shown below page.



## Welfare of Scheduled Caste & Backward Classes Department

Government of Haryana

HOME

### APPLICATION FORM MENU

Home  
Change Your Password  
View Institute Summary  
Upload Principle Signature  
View Candidate Report

### MISCELLANEOUS

Message-Box

## Welfare of Scheduled Caste & Backward Classes Department Academic Year 2017-18

### Login Details

Login ID	[REDACTED]	User Name	[REDACTED] (Id: C-10734)
User Type	Institute	IP Address	10.2.1.251
Current Login Time	19/12/2017 10:54:40 AM	Previous Login Time	19/12/2017 9:47:07 AM

### Dashboard

#### Application Status Wise Report

Application Status	Total
Total Registered Application Form	1
Total Application Form Approved By Applicant	1

### Instruction for Institutes :

1. While taking action on students application,if some data filled by student is wrong and college want student to correct the data and resubmit the application,Institute/College should use option **send back to candidate/student** .Kindly do not use reject application option for such cases.A **rejected** application cannot be submitted back by applicant.

### Welfare of Scheduled Caste & Backward Classes Department

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4. College/Institute should click on **View Applicant list for Action/View Candidate Report** option. They will be shown a page as shown below



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**APPLICATION FORM MENU**

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**MISCELLANEOUS**

- Message-Box

**Candidate List**

Select Scheme	PostMatric Scholarship
Select Category of applicant	Select
Select Session	2017-18
Select Application Type	Select
Select Course Nature	Select
Select List Type Of Application	Select

[List of Applications available for Action For Institute](#)  
[List of Application Sent back by Institute](#)  
[List of Application Approved by Institute](#)  
[List of Application Approved by Cluster/DWO](#)  
[List of Application Rejected by Cluster/DWO](#)  
[List of Application Sent back to candidate by Cluster/DWO](#)  
[List of Applications Rejected by Institute](#)

Welfare of Scheduled Caste & Backward Classes Department  
 छात्र संस्थान को आवेदन करने में किसी कठिनाई की स्थिति में दूरभाष नंबर 0172-2707009 पर संपर्क करें।  
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- From List Type of Application they can select the type of applications the institute/college wants to check. In order to take action on student applications, College/Institute should select “List of Applications available for action for Institute” option and click on “search” button. They will see the below information on the page



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**MISCELLANEOUS**

- Message-Box

**Candidate List**

Select Scheme	PostMatric Scholarship
Select Category of applicant	Select
Select Session	2017-18
Select Application Type	Select
Select Course Nature	Select
Select List Type Of Application	List of Applications available for Action For Institute

**Search**

**Candidate List Display**

You can search data of any column by just putting the searched text in respective column boxes.

**Export to Excel**

S.No	ApplicantId	Aadhar No.	Name	Father Name	Mobile No	Category	Gender	Course Nature	Current Status	View Form
1	1000001	10*****0000	FAS	sda	9960646820	SC	Male	Higher Education	Approved By Applicant	<a href="#">View Form</a>

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Note:- “Please note that college will be able to take action on application forms if their information filled during registration has been approved by the DWO of their district”

6. On clicking on “view form” college can view details filled by the applicant in the form and action option will be available in the lower part of the page as shown below

HOME
Print Candidate Summary

**APPLICATION FORM MENU**

- Home
- Change Your Password
- View Institute Summary
- Upload Principle Signature
- View Candidate Report

**MISCELLANEOUS**

- Message-Box

**Important Instructions for Printing :**

1. Before printing access the “Page Setup” Option from file menu and configure the following values :
  - a. Left Margin = 0.25
  - b. Right Margin = 0.25
  - c. Top Margin = 0.25
  - d. Bottom Margin = 0.25
  - e. Header should be blank
  - f. Footer should be blank
2. Make sure that the printer is ready with **A4** size papers in it.
3. The online system will print **Application Form**.
4. Confirm whether you have received correct set of printout if not then please take the printouts again.

**WELFARE OF SCHEDULED CASTE AND BACKWARD CLASSES DEPARTMENT**  
**Government Of Haryana**

**Application Form for the Academic Year 2017-18**

Application ID (आवेदन आईडी) : **PMS1000002**    Version No (संस्करण नंबर): **27**

Personal Details (व्यक्तिगत विवरण)		
Applicant Name (आवेदक का नाम)	GAURAV SHARMA	
Father's Name (पिता का नाम)	Gaura	
Mother's Name (माँ का नाम)	gaurab	
Guardian's Name (अभिभावक का नाम)		
Husband's Name (पति का नाम)	--	
Permanent Address (स्थायी पता)	123, housing board Tehsil - Barara District - Ambala State - Haryana PIN - 152133	
Category (वर्ग)	SC	Sub Category/Caste (उप श्रेणी / उप जाति) <b>Aheria</b>
Gender (लिंग)	Male	DOB (DD/MM/YYYY) (जन्म की तिथि (दिनांक / महीना / वर्ष)) <b>05/04/1987</b>
Marital Status (वैवाहिक स्थिति)	UnMarried	Belongs to BPL Family ? (बीपीएल परिवार से संबंधित है?) --

8	Caste Certificate	Uploaded	
9	Undertaking of Gap Year (If Applicable)	--	

**Declaration**

I/We hereby declare that I/We have read the regulations of the scheme and agree to abide by the terms and conditions of the award. I/WE certify that the statements made in the applications are correct and if any of them is found to be incorrect by the authority whose decision will be final and binding on me/us. I/We undertake to refund to the said authority on demand the entire amount of scholarship received by me/us or over paid to me/us falling which the said authority may recover the amount from me/us through whatever means it deem proper. That I have not claimed the benefit from any other schemes.

I/We further undertake that his/her application is being submitted for the above scholarship for first time for the present class.



Applicant Signature (आवेदक के हस्ताक्षर)  
(GAURAV SHARMA)

**Previous Action Done on this form.**

S.No.	Action	Reason	Comment	ActionDate	SN	ActionDone	Reason	Comment	PerformedBy	ActionDate
1	Approved.		Ok.	Dec 14 2017 3:12PM				Ok.		Dec 14 2017 3:12PM

[Approve Form](#)
[Sent back Form](#)
[Reject Form](#)
[Print Candidate Summary](#)

Welfare of Scheduled Caste & Backward Classes Department  
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 For Any Enquiry Please Email Us At scbcharyana@gmail.com

- Based on the verification and checking of the details filled by the student if College/Institute wants to approve the form. Please click on "Approve Form" button they will be shown a page as shown below.

HOME

**APPLICATION FORM MENU**

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- View Candidate Report

**MISCELLANEOUS**

- Message-Box

**Candidate Details**

**Action : Approve Form**

**ADARSH COLLEGE OF EDUCATION, BHIWANI (Id: C-28122)**

Application Id :	1000002
Applicant Name :	GAURAV SHARMA
Aadhar :	10*****0000
Category :	SC
Date Of Birth :	05/04/1987
Course Details :	Course : PGDCA, Specialization : COMPUTER SCIENCE ENGINEERING, 2nd Year, Roll : 15222313
Comment for Approval :	<input type="text"/>
Institute is affiliated with :	<input type="text"/>
Institute is recognized by :	<input type="text"/>
Current Course Of Applicant :	<input type="text"/>
Applicant Biometric Attendance(Total Present) :	<input type="text"/>
Total working day of class (In Current Year) :	<input type="text"/>
Attendance Percentage %:	0
Date on which Attendance is calculated(DD/MM/YYYY) :	<input type="text"/>

**(for SC student only)** The serial no/Roll No. of this student is out of the total eligible student studying in this institution and he/she is within the 40% to whom the scholarship is to be granted

The serial no/Roll No. of this Applicant:

Enter Your Password :

**In case the applicant leaves/migrates the institution or otherwise, discontinue his/her studies or accept any other regular scholarship/stipend, the facts will be immediately reported to the concerned authority recommending that the payment of scholarship to the applicant be discontinue. In case the attendance of the student is found less than 70% (Bio-Metric attendance) then the Institution shall refund within 15 days of closure of examination, the amount charged on account of maintenance charges, fees etc. to the Government by DD intimation to Department/DWO. .**

I certify that above all information is true as per my knowledge and this candidate is eligible.

College should fill the details asked and enter the their login password and click on “Approve Form” button to finally approve the form.

- Based on the verification and checking of the details filled by the student if College/Institute find some data filled by student is not correct and student should correct the data and resubmit the application form. *Please click on “Send Back Form” button.* College/Institute will be shown a page as shown below. **Kindly note that College/Institute should not use “Reject Form” button for such cases.** As “Reject Form” option will permanently reject the applications of the student and student will not be able to submit application back to College.



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### Candidate Details

**Action : Send Back To Candidate**

ADARSH COLLEGE OF EDUCATION, BHIWANI (Id: C-28122)

Application Id:	1000002
Applicant Name :	GAURAV SHARMA
Aadhar :	10*****0000
Category :	SC
Date Of Birth :	05/04/1987
Course Details :	Course : PGDCA, Specialization : COMPUTER SCIENCE ENGINEERING, 2nd Year, Roll : 15222313
Reason Of Sent Back :	Select
Comment for Sent Back :	<input type="text"/>
Enter Your Password :	<input type="password"/>
<input type="button" value="Send Back"/>	

### Previous Action Details

**Previous Action Done on this form.**

S.No.	Action	Reason	Comment	ActionDate	SN	ActionDone	Reason	Comment	PerformedBy	ActionDate
1	Approved		Ok	Dec 14 2017 3:12PM	1			Ok		Dec 14 2017 3:12PM

Welfare of Scheduled Caste & Backward Classes Department

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For Any Enquiry Please Email Us At scbcharyana@gmail.com

- College should select reason for send back, enter the comments for the applicant, enter the login password of College/Institute and click on "Send Back" button to send application back to Student. Please give your consolidated comments so that student can see them while correcting the data. Your comments will be sent to Student on his Mobile/Email Id.
- If based on the verification and checking of the details filled by the student, College/Institute find data filled by student is invalid and application form is liable for permanent rejection. *Please click on "Reject Form" button.* They will be shown a page as shown below.



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### Candidate Details

**Action : Reject Candidate**

ADARSH COLLEGE OF EDUCATION, BHUWANA (Id: C-28122)

Application Id: 1000002

Applicant Name : GAURAV SHARMA

Aadhar : 10\*\*\*\*\*0000

Category : SC

Date Of Birth : 05/04/1987

Course Details :  
Course : PGDCA,  
Specialization : COMPUTER SCIENCE ENGINEERING,  
2nd Year,  
Roll : 15222313

Reason Of Rejection :

Comment for Rejection :

Enter Your Password :

### Previous Action Details

**Previous Action Done on this form.**

S.No.	Action	Reason	Comment	ActionDate	SN	ActionDone	Reason	Comment	PerformedBy	ActionDate
1	Approved		Ok	Dec 14 2017 3:12PM	1			Ok		Dec 14 2017 3:12PM

Welfare of Scheduled Caste & Backward Classes Department

सब संस्थान को जांचना करने में किसी कठिनाई को स्थिति में दूरस्थ नंबर 0172-2707009 पर संपर्क करें.  
For Any Enquiry Please Email Us At scbcharyana@gmail.com

- College should select reason for Rejection, enter the comments for the applicant, enter the login password of College/Institute and click on "Reject" button to send application back to Student. Please give all your comments so that student can see them while correcting the data. Your comments will be sent to Student on his Mobile/Email Id.