

**GOVERNMENT OF NCT OF DELHI**  
**DEPARTMENT FOR WELFARE OF SC/ST/OBC**  
**B-BLOCK, 2<sup>ND</sup> FLOOR, VIKAS BHAWAN, NEW DELHI-110 002**

**Instructions for students for applying for scholarship  
online on E-district portal :-**

- i. The applicants should read guidelines of the scholarship scheme carefully before choosing the scheme as per their eligibility criteria of the student, available on the official website of the department i.e. [www.scstwelfare.delhigovt.nic.in](http://www.scstwelfare.delhigovt.nic.in)
- ii. Student may not opt any centrally sponsored scholarship scheme with the state funded scheme.
- iii. Before applying on line on the portal, student must keep educational documents, caste certificate, income certificate issued by competent authority of Delhi valid on the date of submission of application, copy of bank pass book of student, fee receipts for the academic year 2018-19, Aadhaar number of student and passport size photograph of student.
- iv. Applicant should fill in amount of fees as per receipts uploaded on the portal.
- v. The applicant must check all filled in details with available documents, before finally submitting the online application on the portal. The acknowledgement receipt must be kept safely for future references.
- vi. The applicant must ensure that bank details of student should be filled; bank account must be active and seeded with Aadhaar.
- vii. The students who have registered for scholarship for the F.Y. 2017-18 on E-district portal, may opt for renewal cases by simply entering the previous Application ID and do updation as per present class.
- viii. Applicant should mention their active mobile number, so that updated status may be communicated to them.
- ix. Student/applicant will be responsible for filling incorrect/ incomplete information on the portal.
- x. System generated Login ID should be kept safely by the applicant for monitoring of their application on the e-district portal and future references.

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**Documents to be uploaded**

- Residence Proof
- Aadhaar Card
- Cast Certificate (For Minority Self declaration)
- Income Certificate (If applicable)
- Bank Details of students (Aadhaar seeded)
- Previous Class Mark Sheet
- Fee Structure (If applicable)
- Fee Receipt (If applicable)
- Verification Letter (for outside Delhi application)