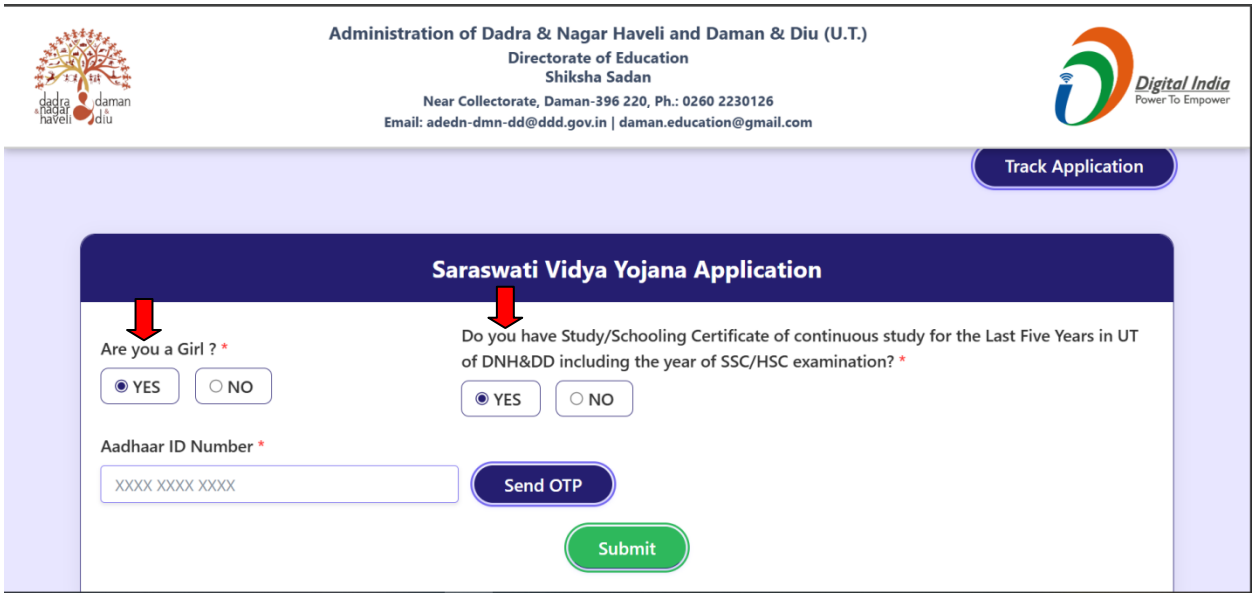
1. Open the Scholarship Portal

https://svy.ddd.gov.in/application/create

Step 1: Basic Eligibility Check (Girls Only)

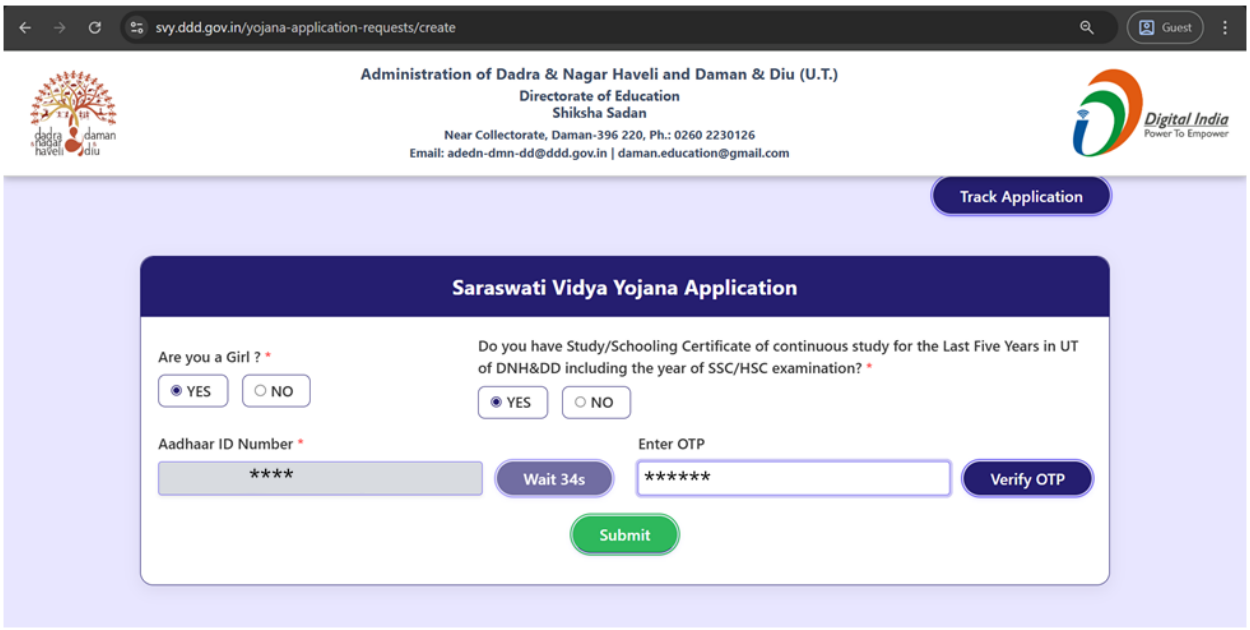


Since this scholarship is **only for girl students**, the application can be filled **only by female applicants**.

The system will first ask:

- **"Have you completed your continuous last 5 years of schooling in Daman, DNH, or DD?" → YES / NO**
- If the user selects **NO**, she is **not eligible** for the scholarship.
- If the user selects **YES**, she can continue to the next step

Step 2: Aadhaar Verification (OTP-Based)



The user must verify her identity using Aadhaar before proceeding further.

The system will ask the user to:

1. Enter Aadhaar Number

- The user enters her **12-digit Aadhaar Number** in the input field.

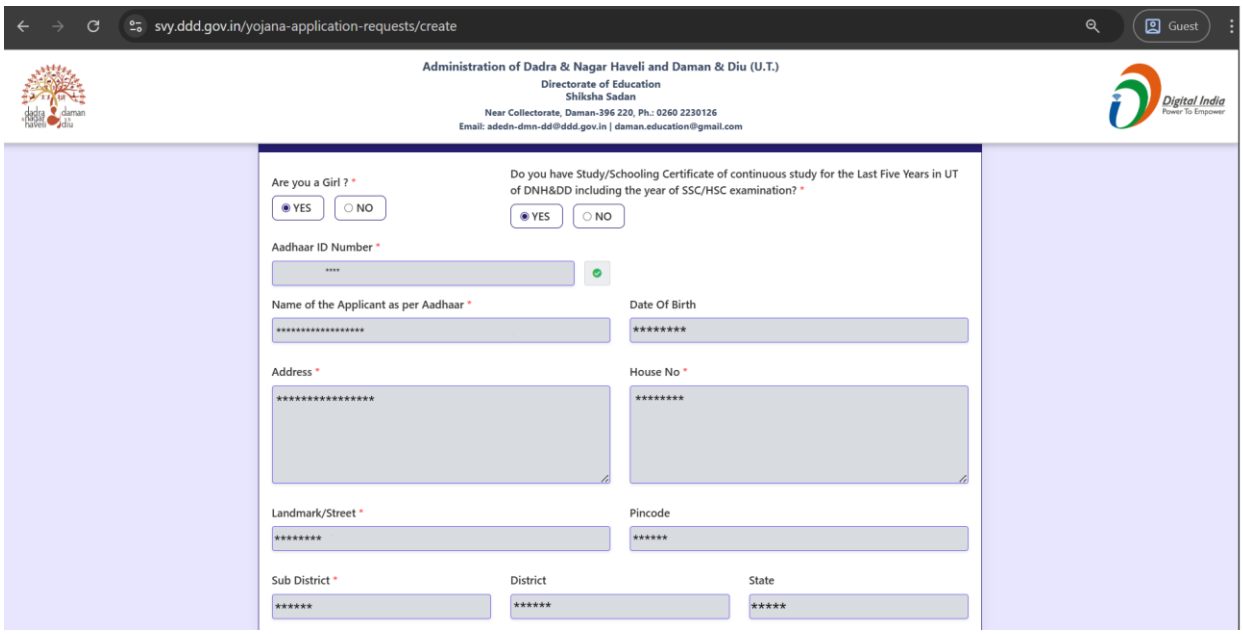
2. Generate OTP

- The user clicks **"Send OTP"**.
- An OTP will be sent to the **mobile number linked with Aadhaar**.

3. Enter OTP

- The user enters the **OTP received on her mobile**.
- She clicks **"Verify OTP "**.
- After Verify the user will click on **Submit**.

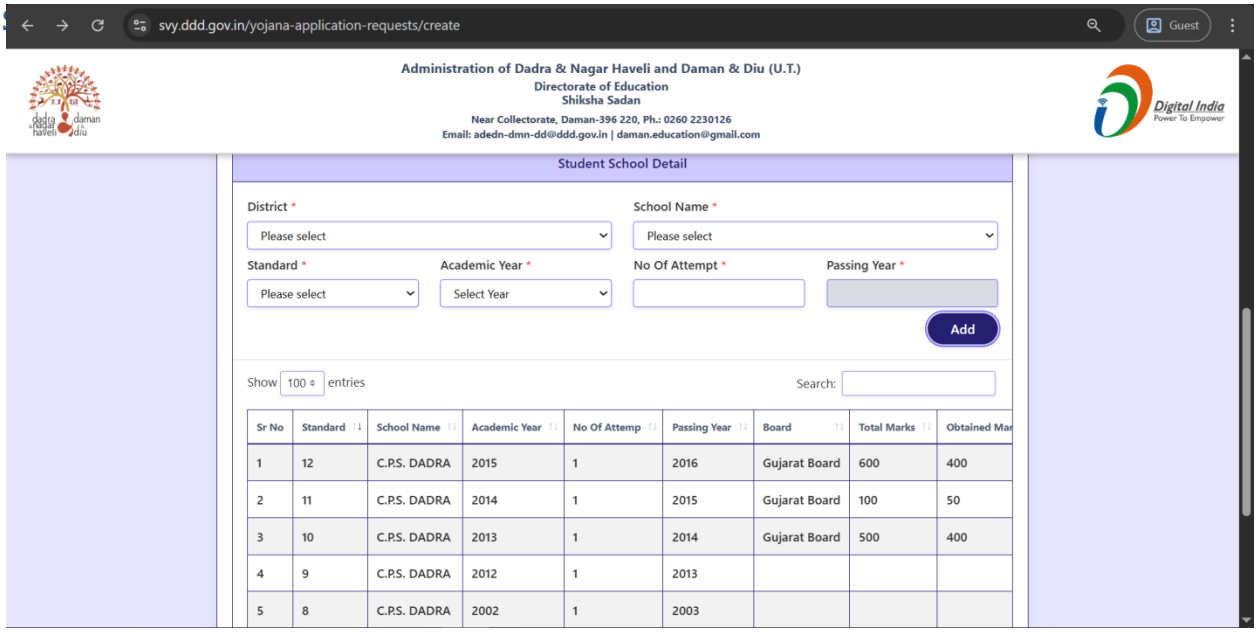
Step 3: Auto-Fetched Personal Details



After Aadhaar verification, the system automatically displays the student's details such as:

- Full Name
- Date of Birth
- Address
- Other basic details

The user must **check and confirm** the information.



In this step, the user must provide her schooling history and contact details, including email verification.

1. Enter 5 Years Schooling Details

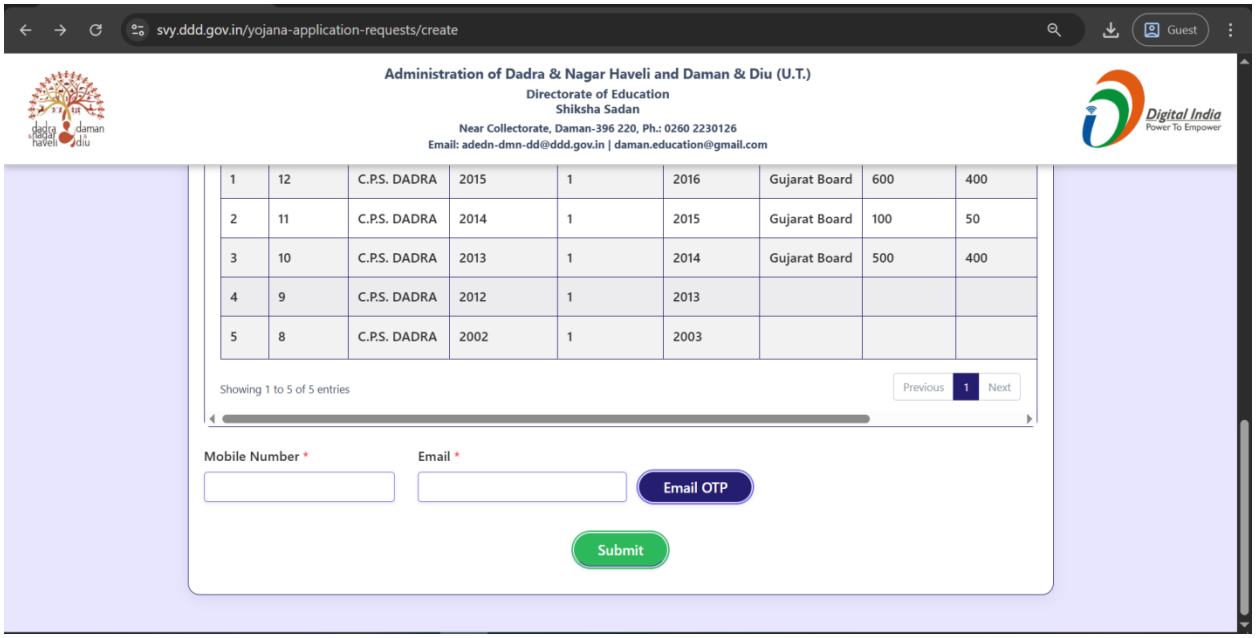
The student must enter complete schooling information for a minimum of **5 years**, including:

- **School Name**
- **District** (Daman / DNH / DD)
- **Years Studied**
- **Class / Standard**

The student must enter the **last 5 years of schooling (Class 8 to 12)**.

This information is **mandatory for eligibility**.

Step 5. Enter Contact Information (Mobile & Email Verification)



The user provides her contact details:

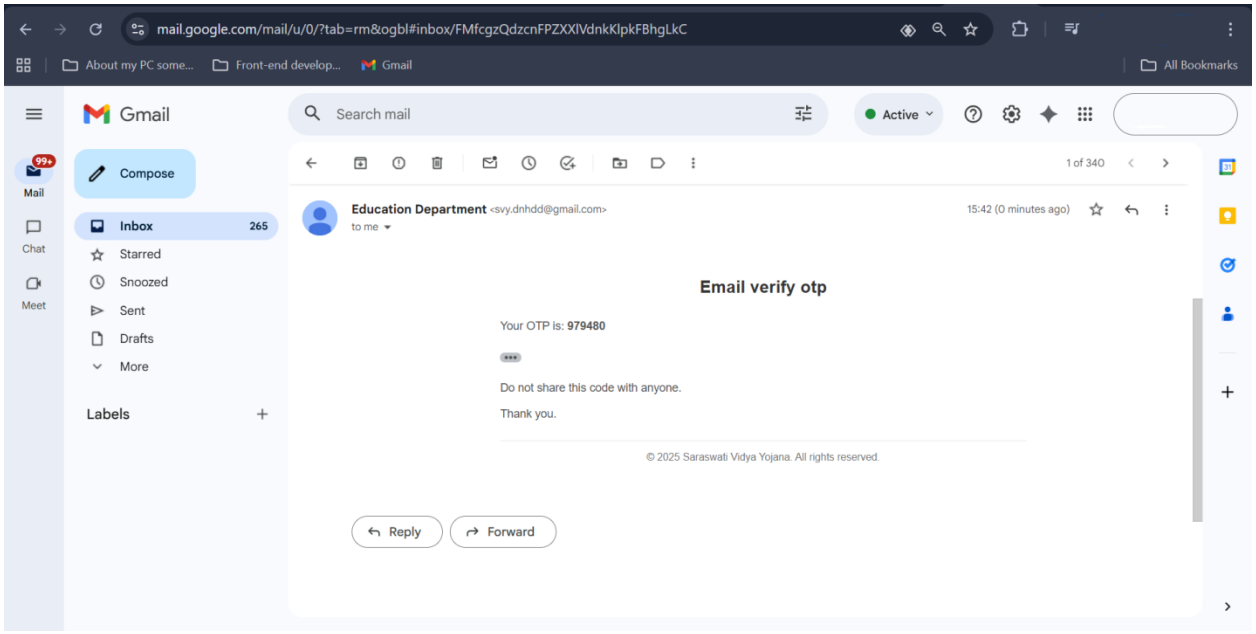
- Enter **Mobile Number** (no OTP required)
- Enter **Email Address**
- Click **"Send OTP"** to receive OTP on email
- Enter the OTP received in inbox
- Click **"Verify Email"** to complete verification

Email verification must be completed to proceed to the next step.

After Email Verification

Once the email is verified and the user clicks **Submit**, a copy of the form link is also sent to her email.If the student leaves the form incomplete or closes the website,
she can open the same form again directly from the link received in the email and continue filling it from where she left off.

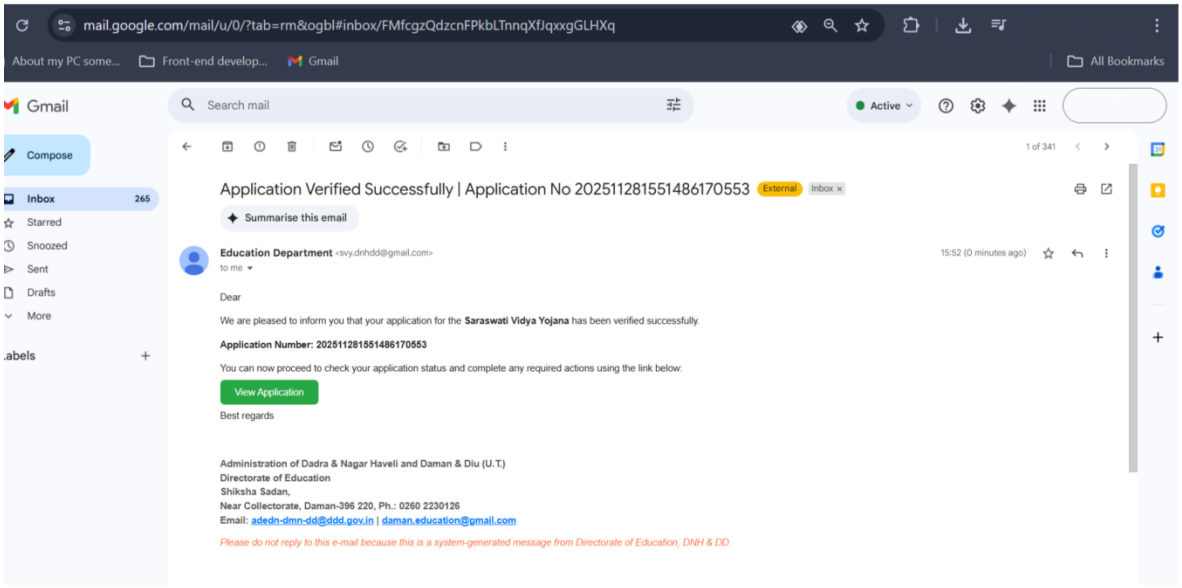
Email Verification Mail



The student will receive an email for verification.
This is how the Email Verification mail will appear when the OTP is sent to the student's email.

"The email will contain the OTP and instructions to verify the email address."

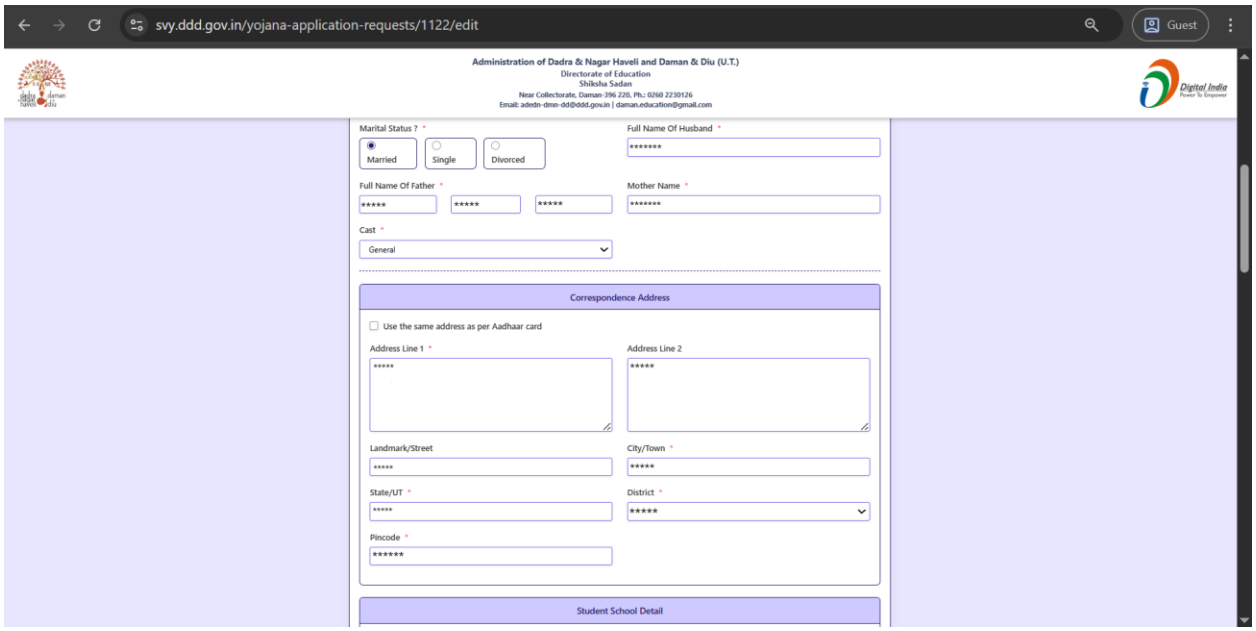
Email With Continue-Form Link (After Verification)



After the student verifies her email and clicks **Submit**, the system sends another email.

This email contains a **special link**.
If the student leaves the form incomplete or closes the website,
she can **click that link to continue the form from the exact point where she left off**.

Step 6: Submit & Additional Personal Details



After completing schooling details and verifying the email, the user proceeds to the next step by clicking **Submit**.
The system will then show a new section to collect additional personal information.

1. Marital Status Check

- The user must select her **Marital Status**:
  Married /Single/Divorced

2. If the User is Married

If the user selects **Married**, the system will ask her to enter:

- **Husband's Name**
- **Father's Name**
- **Mother's Name**
- **Caste**

3. If the User is Unmarried

If the user selects **Unmarried**, she only needs to confirm:

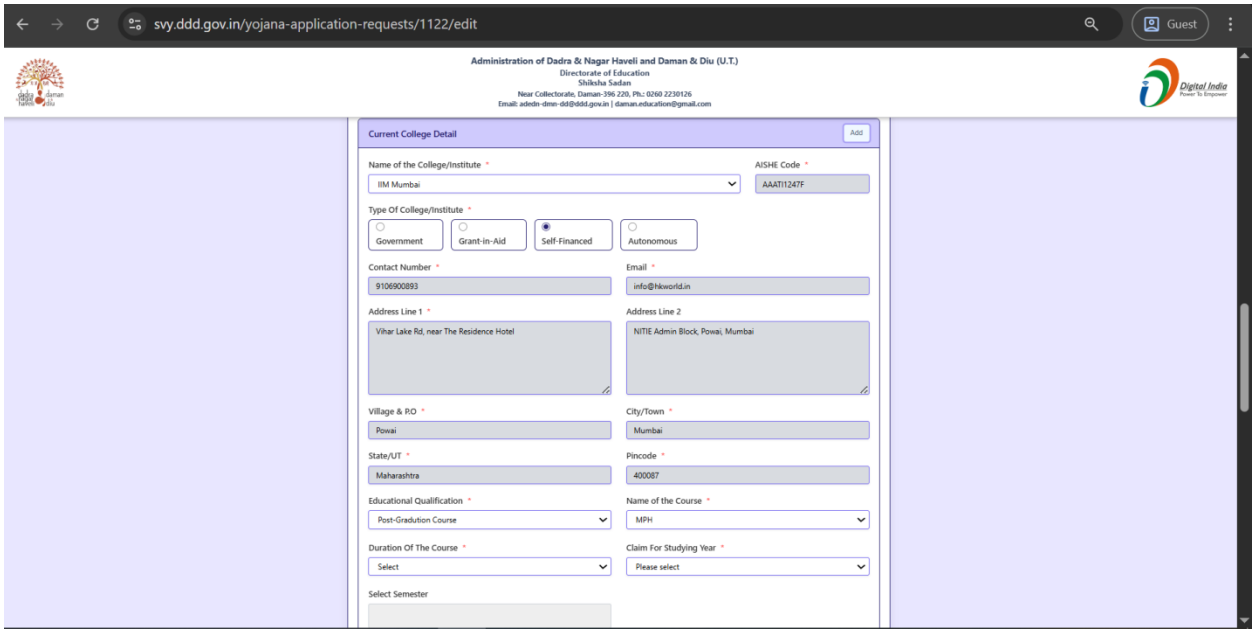
- **Father's Name**
- **Mother's Name**
- **Caste**

4. Correspondence Address

The user only needs to:

- Select **District** for the correspondence address (Daman / DNH / DD)
- All other address fields will already be auto-filled and can be reviewed.

Step 7: College Selection & Education Qualification Details



After the email is verified and the user clicks **Submit**, the next step is to fill in the college and education details.

1. Select College

- The user selects her college from the dropdown list.
- Once the college is selected, **all the college-related details will automatically appear** (auto-fetched by the system).
- The user does not need to enter any college information manually.

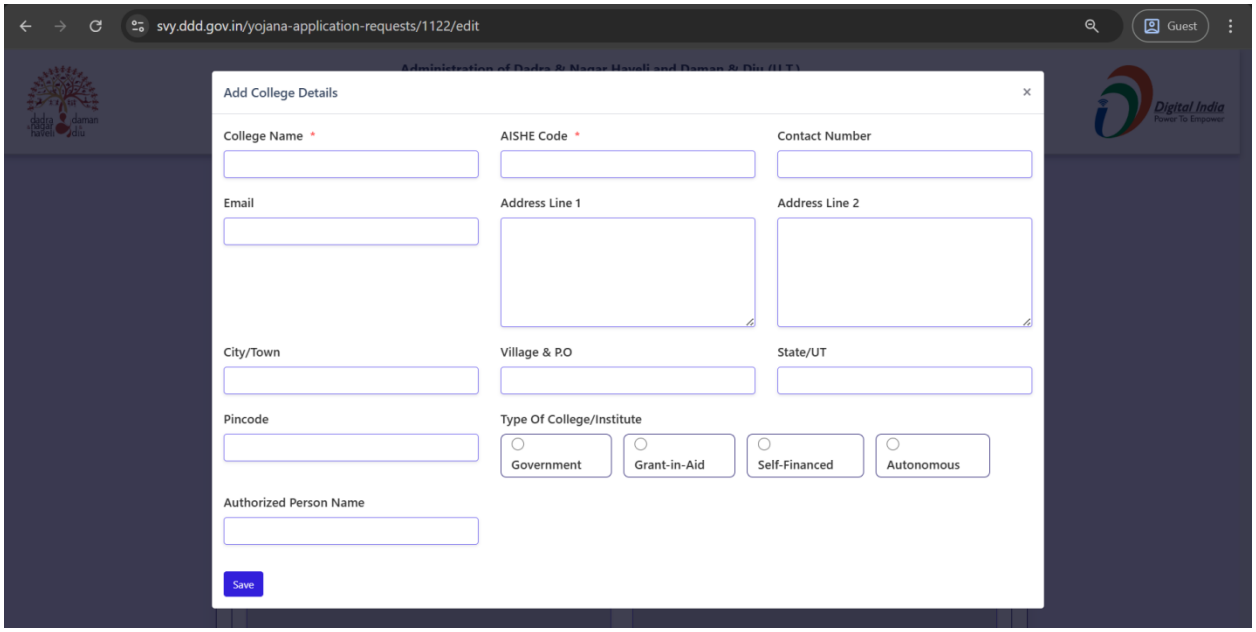
2. Enter Education Qualification Details

The user must fill the required academic information manually:

- Graduation / Post-Graduation
- Name of the Course
- Duration of the Course
- Claim for Studying Year (e.g., 1st Year / 2nd Year / 3rd Year)
- Any other required qualification details

Only these fields must be entered by the user. All remaining details will be fetched automatically.

Add College (If Not Listed)



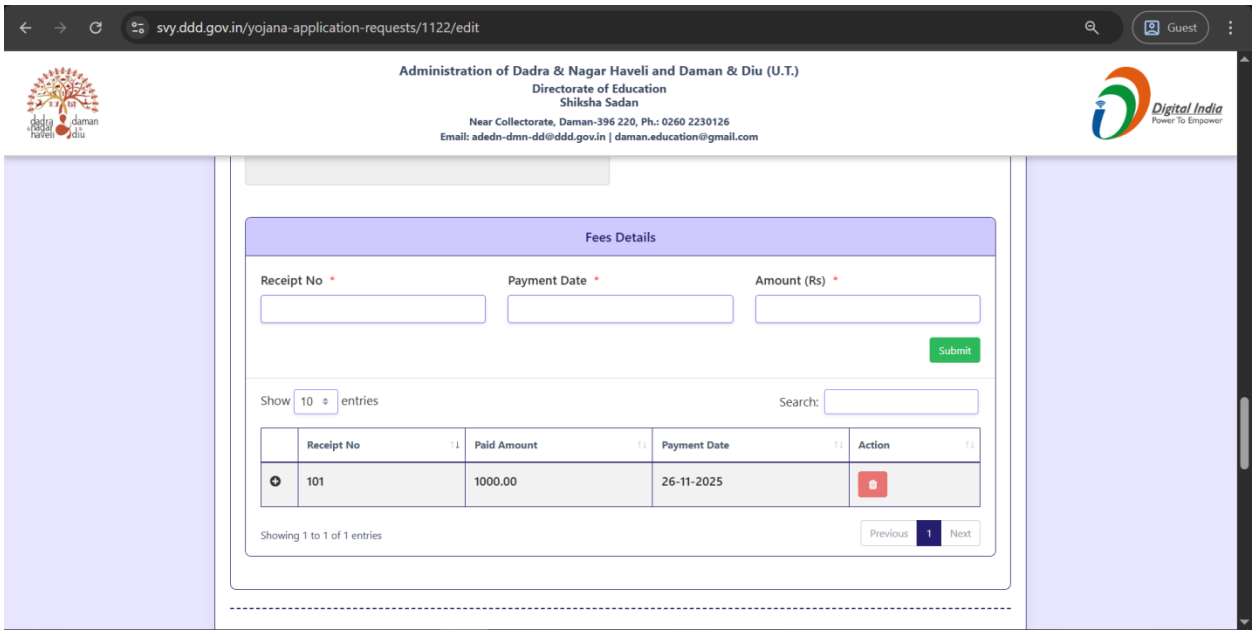
If the student does **not** find her college in the system's college list, she can click on the **"Add College"** button.

After clicking the button, she must enter the following details:

- **College Name**
- **AISHE Code**
- **Contact Number**
- **Email Address**
- **City / Village**
- **Pincode**
- **Type of College** (e.g., Government / Private)

Once all the details are filled correctly, the student clicks **"Add"** and the college will be added to the system.
She can then continue with her application.

Step 8: Fee Details Submission



In this step, the student needs to enter her fee payment information.

1. Enter Fee Receipt Details

The user fills the following fields:

- **Receipt Number**
- **Payment Date**
- **Amount Paid**

After entering all details, the user clicks **Submit**.

2. Add Another Receipt (Optional)

If the student has more than one fee receipt:

- She can click **"Add Another"**
- Enter the next receipt details the same way:
  - Receipt Number
  - Payment Date
  - Amount
- Then submit again.

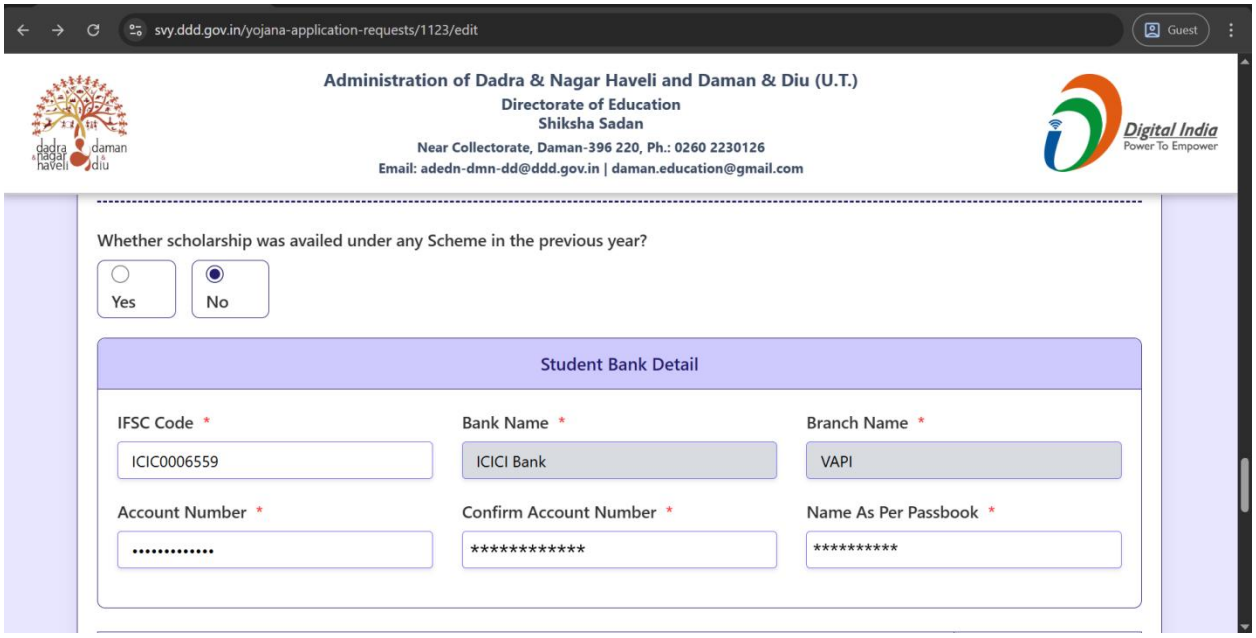
The system allows entering **multiple receipts** as needed.

Step 9: Previous Year Scholarship & Bank Details

Previous Year Scholarship

If the student has taken any scholarship previously, she selects **YES** and enters the required details.
If she has **not** taken any scholarship earlier, she selects **NO**.

Step 10 : Bank Details



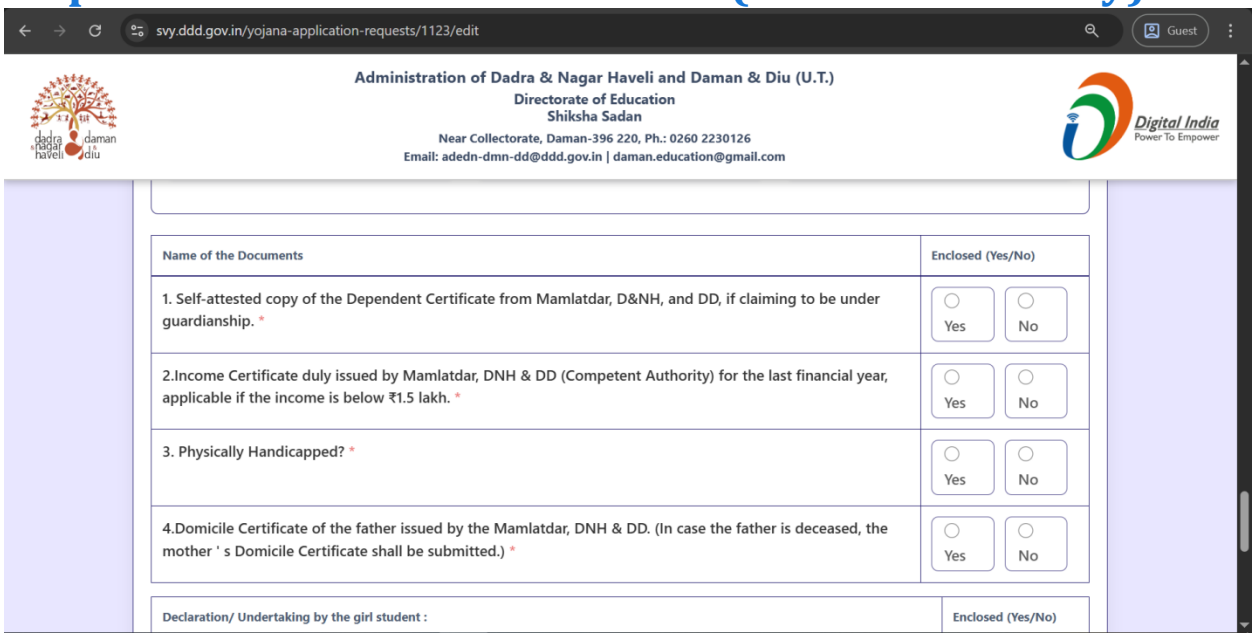
In this step, the student enters her **IFSC Code**.
As soon as she enters the IFSC Code, the **bank details will auto-fetch** (Bank Name, Branch Name, etc.).

She must then enter:

- **Account Number**
- **Account Holder Name** (as per passbook)

After filling these details correctly, she can proceed to the next step.

Step 11: Document Confirmation (Read & Tick Only)



Name of Documents

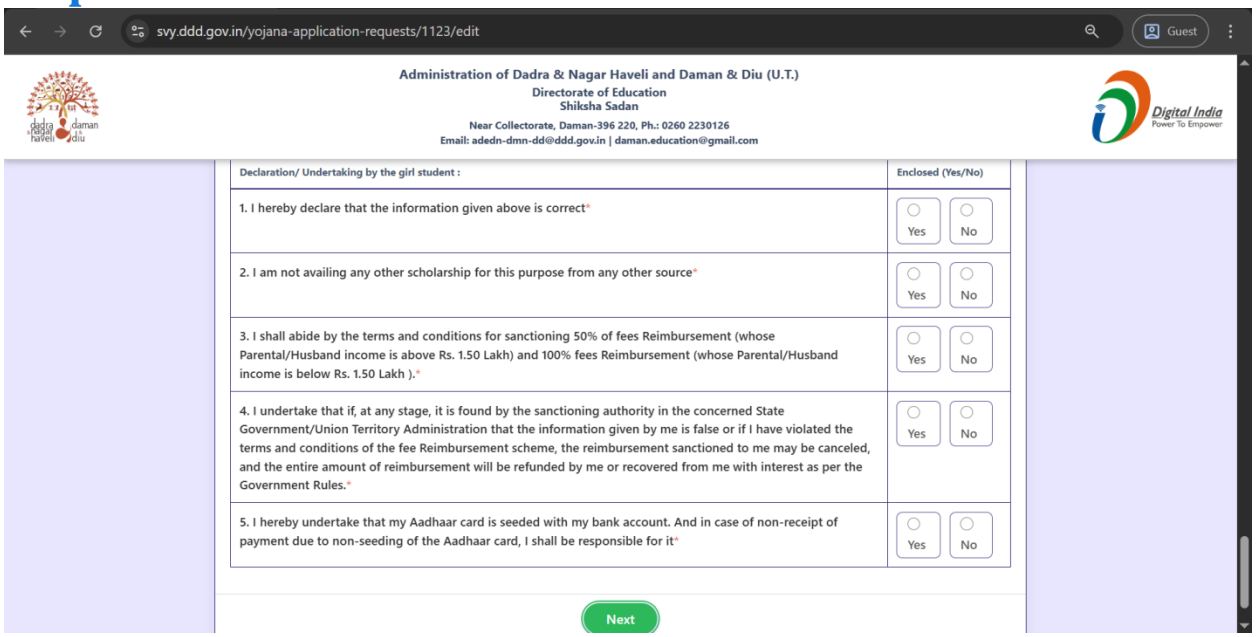
The student will see a list of all required documents.
She must **read each document name carefully** to understand what will be needed (like income certificate, domicile, Physically Handicapped, etc.).

Confirmation (YES / NO)

After reading, she must select:

- **YES** → if she has the correct document and will upload it in the next step
- **NO** → if she does not have it

Step 12: Student Declaration

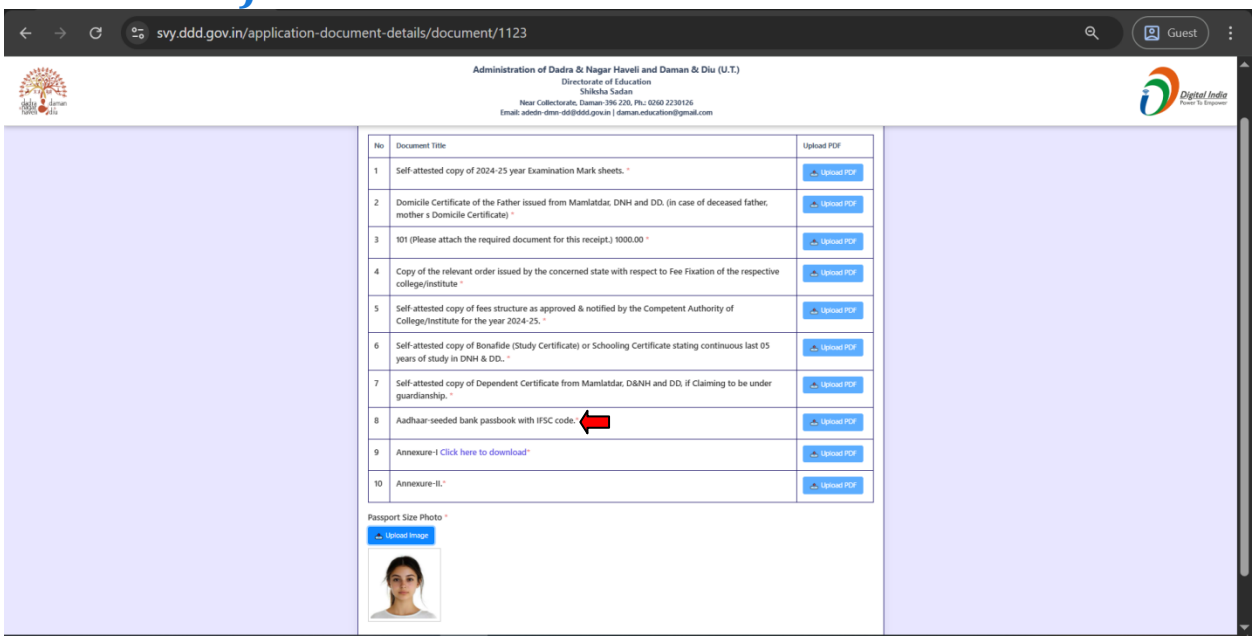


In this step, the student must read and accept the **mandatory declaration**, which includes points like:

- All information provided is true
- All documents are genuine
- Any false information may lead to rejection
- She agrees to the terms of the scholarship

The student must **tick the declaration checkbox** to proceed.

Step 13: Document Upload (All Required Documents + Annexures)



In this step, the student must upload all required documents for the scholarship application.

Upload All Required Documents

The student uploads:

- Personal documents
- Educational certificates
- Identity & address proof
- Bank passbook copy
- Any other required certificates

After uploading each document, the student can **VIEW** the uploaded file to check if it is clear and correct.

The student can also **VIEW** the uploaded annexure files to confirm they are scanned properly.

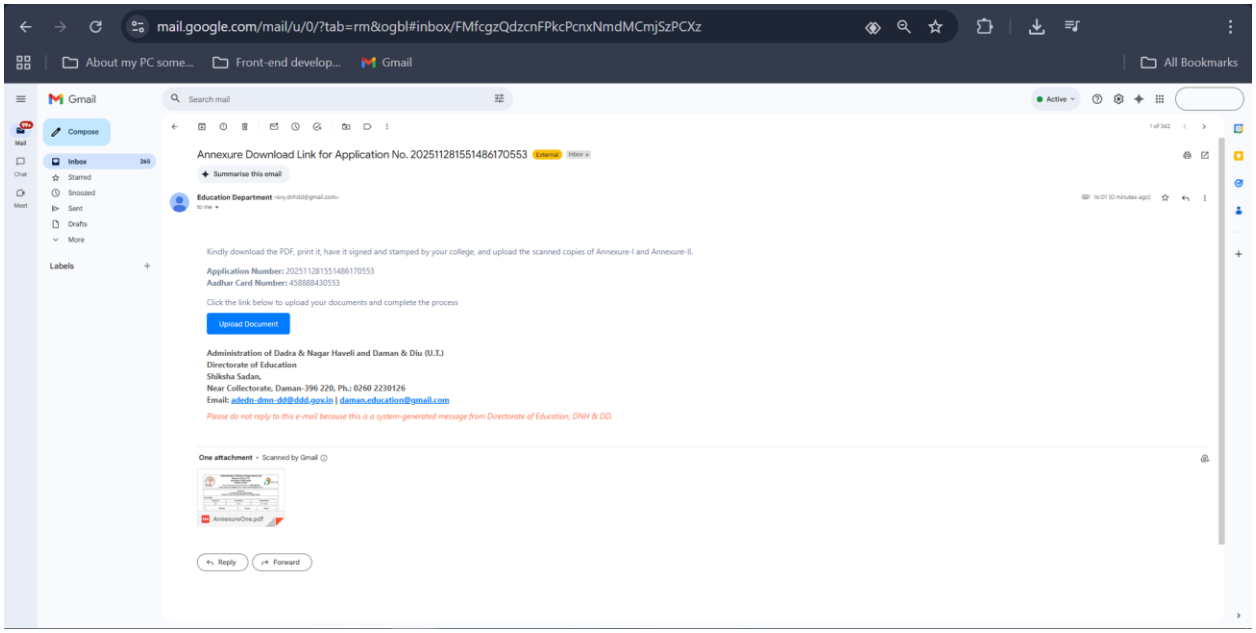
Passport-Size Photograph

The student must upload her **recent passport-size photo**.

The red arrow shows the option from where the student can directly download the Annexure files.

This is the process for Annexure 1 & Annexure 2.

This is how the mail will appear for Annexure 1 & 2, and where the user can download them.



Annexure-1 & Annexure-2 Upload

Annexure-1 and Annexure-2 are sent to the student in **two ways**:

Option 1: Download from Portal

The student can download both annexure PDFs directly from the portal.

Option 2: Download from Email

The system also sends both annexures to her registered email address.
She can download them from there as well.

✔ Steps for Annexures

1. Download Annexure-1 and Annexure-2
2. Print both forms
3. Get them **signed and stamped** by the college
4. Scan the signed copies
5. Upload them into the portal

Step 14: Form Preview & Submit

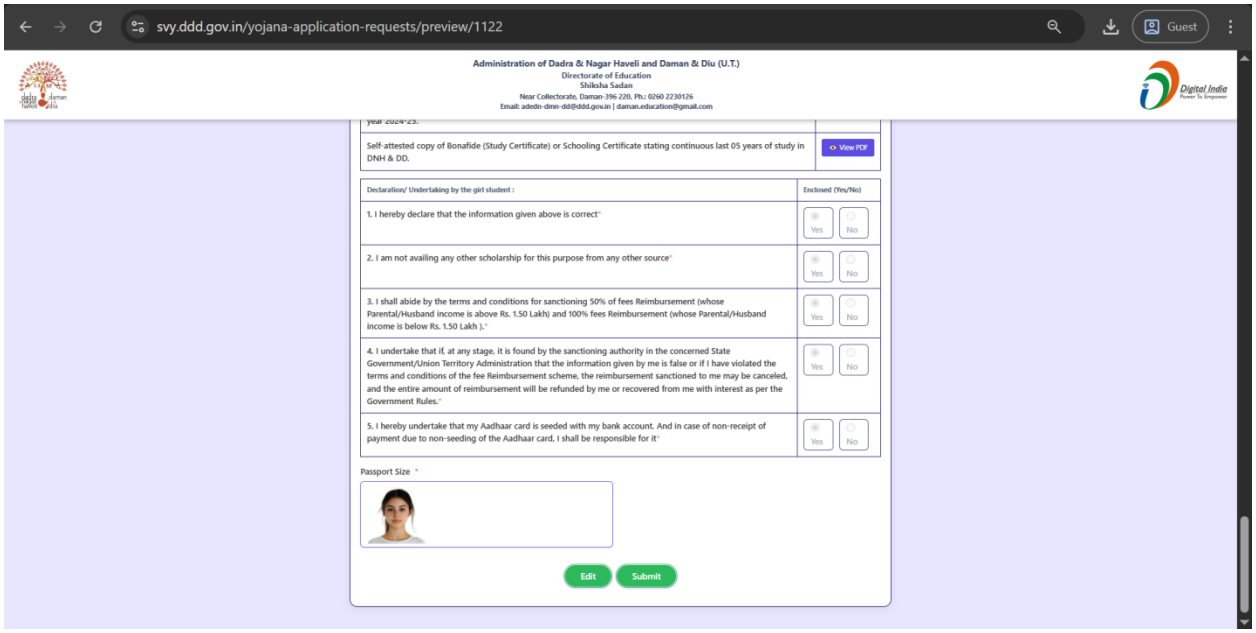
After uploading all documents, the student clicks **Preview**.

A full form preview opens where she checks all entered details and uploaded documents.

If anything is wrong, she can click **Edit** at the bottom to correct it.

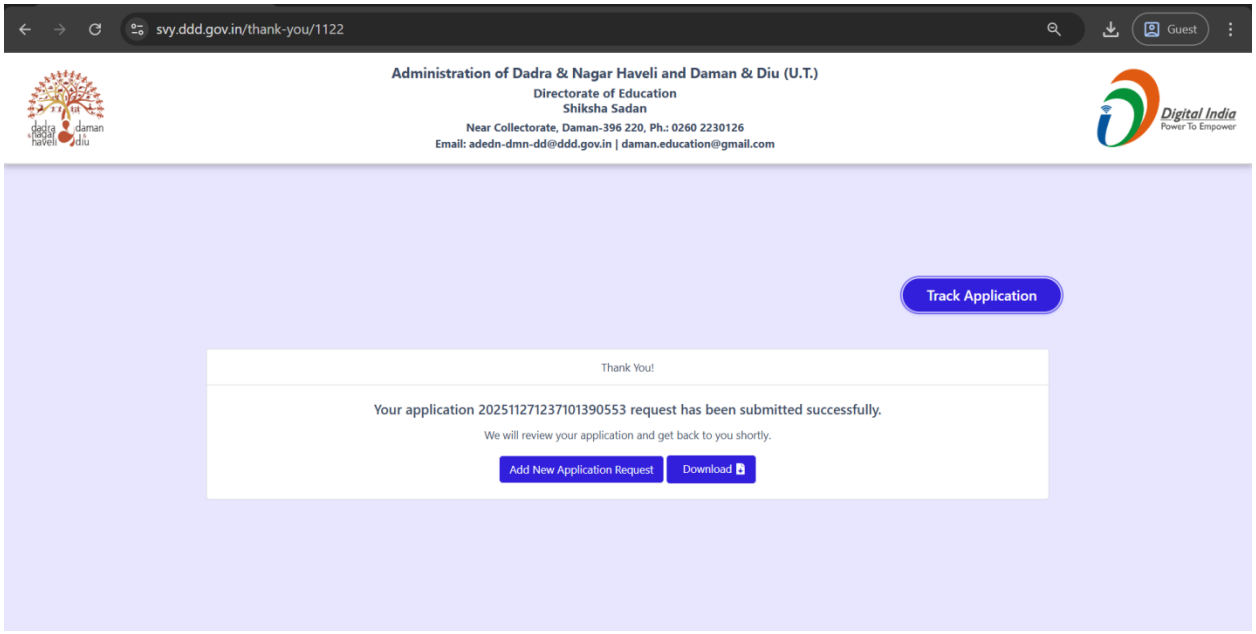
If everything is correct, she clicks **Submit Form** to complete the application

Once submitted, the form will be forwarded for further processing and cannot be edited again.



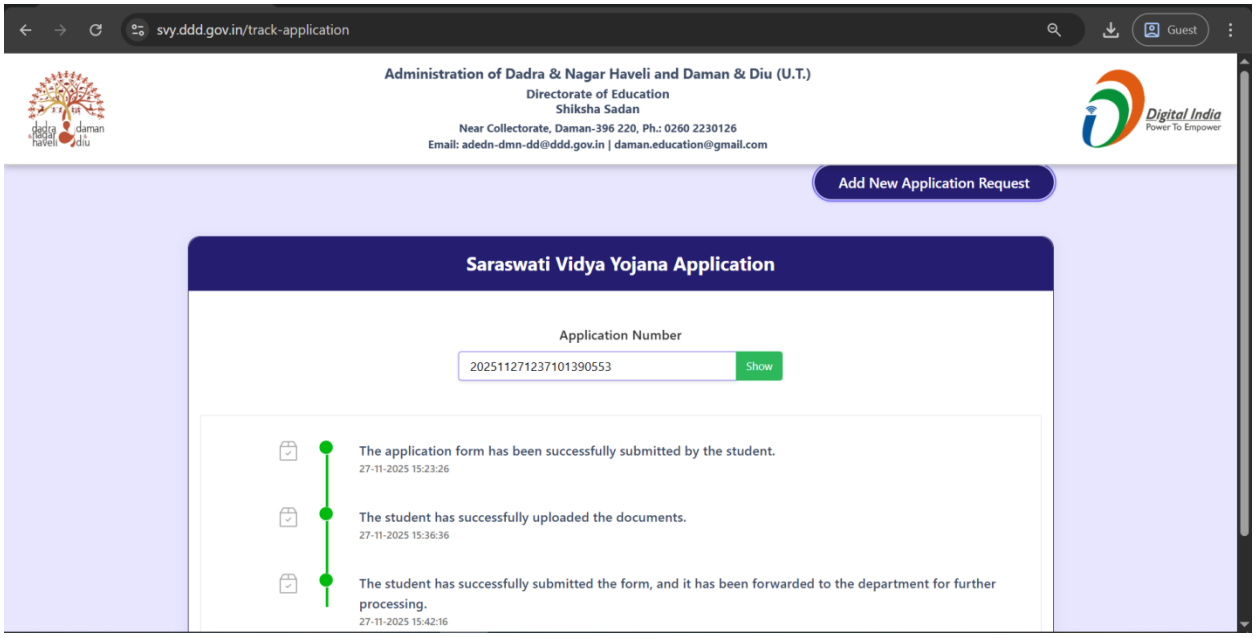
Step 15: Download Submitted Form

After clicking **Submit**, the student can **download a copy of the submitted form** for her records.



Application Tracking

After submitting the form, the student can **track her application status** anytime using her **Application Number**.



1. "Once the final submission is completed, the user will automatically receive a PDF copy of the filled form on their registered email address. "