

How to fill Online Dakshana Scholar Application

Enter the Online Scholarship Application form link in your browser (Preferably Google Chrome)

Link: <http://scholarship.dakshana.org/>

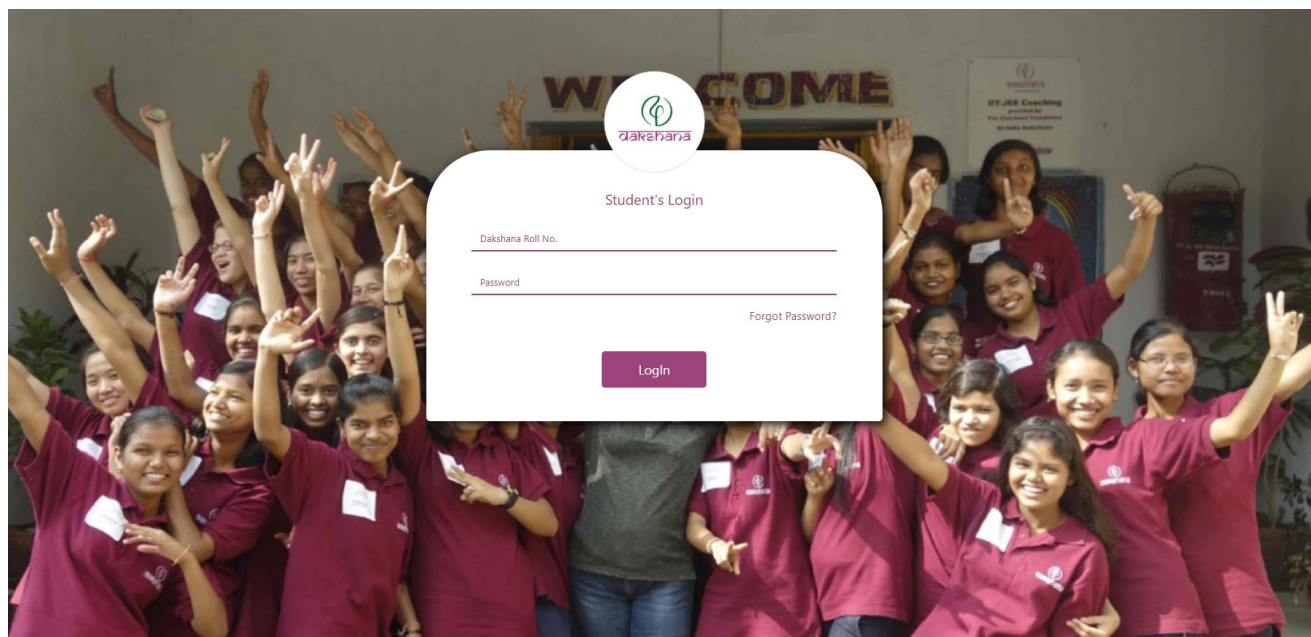


Image 1: Login page of Dakshana Scholar application (<http://scholarship.dakshana.org/>)

Once the page opens, enter your Dakshana Roll No. and Password. Your Password is your Date of Birth in "YYYY-MM-DD"

For e.g. If your Dakshana Roll No. is "22512591528" and Date of Birth is "June 25, 2004". Enter 22512591528 in Dakshana Roll No. field and "2004-06-25" in password field. (Including the '-')

If you don't know your Dakshana Roll No:

Option 1: Your Dakshana Roll No is mentioned in the Invited list of Students from your school. Please ask your school to provide your roll number from that list.

Option 2: Check the Invited list at: <https://dakshana.org/become-a-scholar>

If you are getting the following error message: "Your Dakshana Roll No. or password may be incorrect, please try again."

Option 1: Check that you are entering the Dakshana Roll Number and Date of birth in correct format.

Option 2: We have shared the password in an email with your school.

Once you enter correct Dakshana Roll No. and Date of birth, the system will ask you to **create a password**.

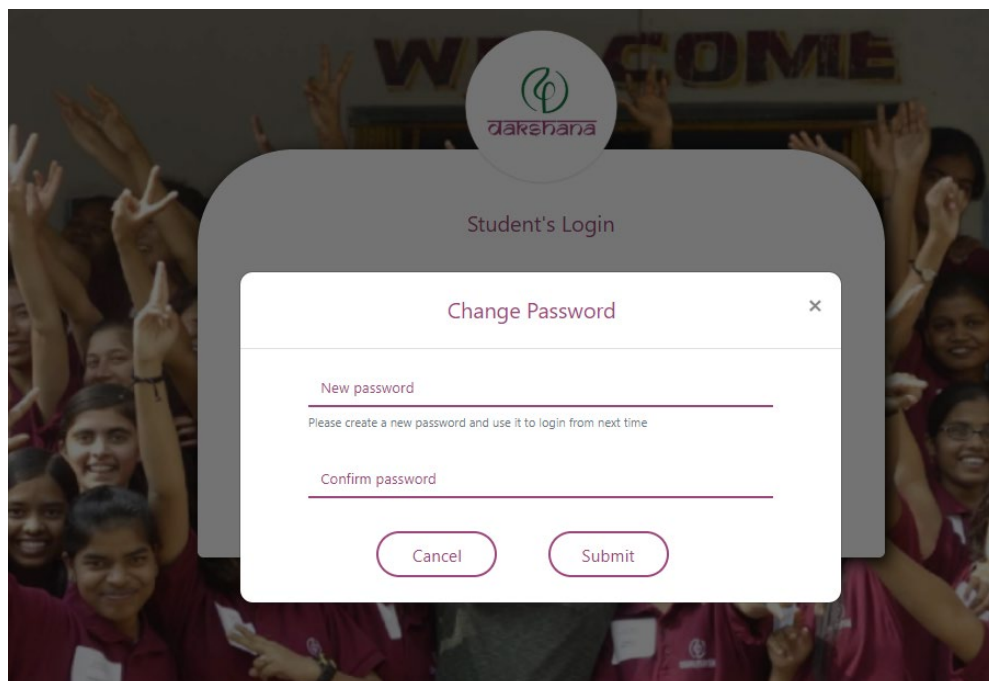


Image 2: Create new password page

Please create a new password and keep the password safe. This password will be required for filling the application, downloading the admit card, checking of result etc.

Once you enter a new password and click on the 'Submit' button a new scholar application page will open.


Image 3: First page of Scholar Application (Student Information)

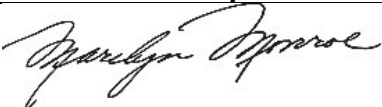
In the Application form, you will see some boxes with pre-filled information such as Full Name, Date of Birth, Gender, Category, Disability etc.

The pre-filled information is submitted by your school. In case you feel the data is incorrect, you can update the same when you are filling the Scholar Application. There will no facility to update later.

Red star mark (*) questions are mandatory fields and you **MUST** fill that information.

Following fields are asked in the Student Information page.

Fields Asked	What you should fill	Example
First Name Middle Name Last Name	You need to fill your name by separating the First, Middle, Last name/Surname Once these 3 fields are joined, your name should exactly match with Full Name as in your Class X registration.	For Deepayan Nayak (First name) (Last name) For Rohit Raja Roy (First name) (Middle name) (Last name) If you don't have a last name just insert a '.' (dot) in the box.
Full Name	In this field you will see your name, but you must check that the name is as per your CBSE registration.	Deepayan Nayak
Physically Disabled?	If you have any physical disability you must select 'Yes' and provide relevant information; otherwise select 'No'. If 'Yes', provide information for Disability: type, affected body part, percentage of disability, condition, and upload the Disability Certificate. Disability less than 40% are not eligible for reservation.	
Aadhar Card PAN Card	If you have any of these documents, select 'Yes' and provide the registration number. Providing Aadhar number will ease the process of identification later.	Aadhar Card: 547185265895 PAN Card: ABNP8855H
Gender	Select your Gender	Male
Category	The category you see is provided by your school. In case you wish to change the category, you can change it now. You will not be allowed to change the category, later.	GEN
Category Certificate	Except GEN, students of all other categories must upload a Category Certificate issued by the Govt. In case you don't have a certificate upload a document issued by your Principal mentioning your Category. However, this document will not be valid at the time of admission. You must submit Category Certificate issued by a Govt. body during the document verification process.	
Passport Photo	Upload a colour passport size photograph. Background must be light in colour. The best action will be to upload the photo used by your school for CBSE registration.	

Fields Asked	What you should fill	Example
Signature	Upload your own signature.	
School Identity Card	Upload your school Identity card.	
Mobile & Email ID	<p>You must enter a valid mobile number – either yours or your Parents' / Guardian's / Relative's etc.)</p> <p>Email ID: Enter your OWN email ID.</p> <p>YOU MUST NOT GIVE YOUR SCHOOL EMAIL ID AND MOBILE NUMBER OF ANY OF YOUR TEACHERS.</p> <p>You will be communicated with only on the mobile number and email ID you provide here.</p>	<p>7845259578</p> <p>deepasdak.dasda@gmail.com</p>

Once you have filled all the information on the "Student Information" page click on the Save button at the bottom right corner of the screen.

After clicking on the Save button, you may receive either of the following messages:

Message 1: "There are validation errors on the form. Please fix those and try saving again."

Check where you have not filled/entered/uploaded the data. Enter those correctly and Save again.

Message 2: "Your form is saved. Please click Next button to continue with your application."

Click on **Next** button at the bottom right corner.

Ensure you save the information before moving to the next part of the form.

You will see a pop-up window as shown below:

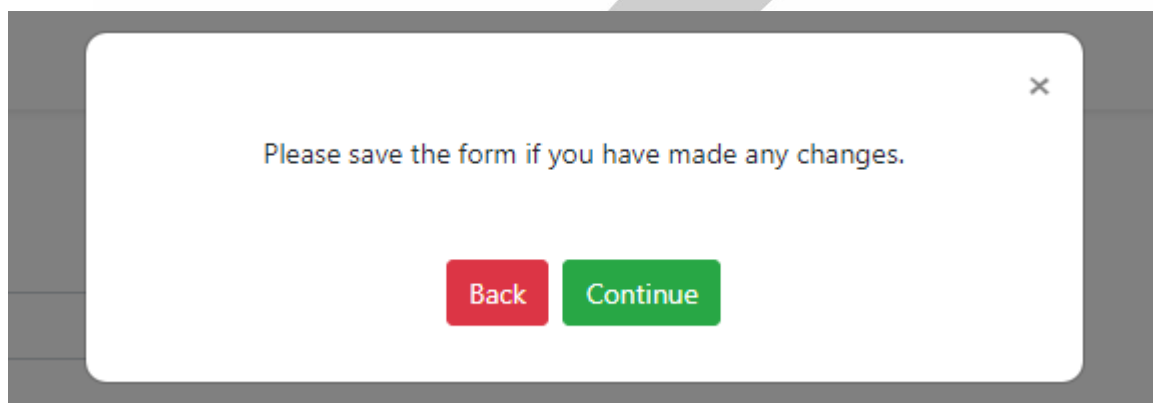


Image 4: Confirmation message for moving to next page.

In case you wish to change some information, you can click on the 'Back' button and edit the form; otherwise click on the 'Continue' button to move ahead.

Clicking on **Continue** button will take you to the next page (Parent's/Guardian Info) of the form.

On the next page you will be asked to provide details on your:

1. Father
2. Mother
3. Siblings
4. Other Adults

Scholar Application Form

Student Information | **Parent's/Guardian Info** | Household Info | Academic Info

Father's Details

Late/Deceased ☐ (Tick, if your father is not alive)

Father's Full Name *
(Do not add surnames like Mr/Mrs etc)

Full name

Father's Email

Email

Occupation *
(Multiple options can be selected, if applicable)

- ☐ Farmer on own land
☐ Farmer on other land
☐ Private employee
☐ Business/Shop/Self-employed
☐ Labour/Group D Employee
☐ Unemployed
☐ Retired
☐ Government Employee
☐ Other

Father's Age *

Land Owned

Father land

Hectare

Organization

Organization

Designation

Designation

Annual Pension
(if any)

Father's Mobile

+91

Mobile

Education *

Language *

Read

Write

Speak

English

☐

☐

☐

Hindi

☐

☐

☐

Other/Local

☐

☐

☐

Local language

Father's Annual Income *

(Please mention actual income and not the income mentioned in the Income Certificate)

Father's Annual Income *

(From all sources)

(Please mention actual income and not the income mentioned in the Income Certificate)

(Please write Actual Income in figures. For e.g 50000)

Mother's Details

Late/Deceased ☐ (Tick, if your mother is not alive)

Mother's Full Name *
(Do not add surnames like Mr/Mrs etc)

Full Name

Mother's Email

Email

Occupation
(Multiple options can be selected, if applicable)

- ☐ House Wife
☐ Farmer on own land
☐ Farmer on other land
☐ Private employee
☐ Business/Shop/Self-employed
☐ Labour/Group D Employee
☐ Unemployed
☐ Retired
☐ Government Employee
☐ Other

Mother's Age *

Land Owned

Mother land

Hectare

Organization

Organization

Designation

Designation

Mother's Mobile

+91

Mobile

Education *

Language *

Read

Write

Speak

English

☐

☐

☐

Hindi

☐

☐

☐

Other/Local

☐

☐

☐

Local language

Annual Pension
(if any)

Mother's Annual Income *

(Please mention actual income and not the income mentioned in the Income Certificate)

Mother's Annual Income *

(From all sources)

(Please mention actual income and not the income mentioned in the Income Certificate)

(Please write Actual Income in figures. For e.g 50000)

Sibling Info (Own brother & sister)

Add +

Relation

Name

Age

Education Qualification

Current Occupation

Monthly Income

Marital Status

Is/has been a Dakshana Scholar

☐ Yes

☒ No

(Please mention what your sibling is doing:
Student, Govt. Employee, Private Employee,
Business & Mention their current location.
*For e.g: Govt. Employee, Delhi)

Other Adults in your household (Please mention details of grandparents/uncles living in your home only)

Add +

Relation

Name

Age

Occupation

Typical Monthly Income/Pension

Who is your Guardian?

☒ Mother

☐ Father

☐ Other

Guardian is required

Previous

Save

Next

Please save your form frequently.
You can edit a Saved form, any number of times, before you finally submit it.

Image 5: Second page of Scholar Application (Parents'/Guardian's Information)

Fields Asked	What you should fill	Example
Father's/Mother's Details		
Late/Deceased	Check the box/Tick the box, in the respective section, if your father/mother is not alive.	
Father's Full Name Mother's Full Name	Enter your Father's, Mother's full name without adding any salutation like "Mr./Mrs./Dr. etc"	Raghvendra Nayak Rasmita Nayak
Father's Mobile Father's Email Mother's Mobile Mother's Email	Enter your Father's/Mother's Mobile number, Email ID. In case it is not available you can leave it blank.	9875268545 ragh.nayak85@gmail.com
Education	Select the highest education your father and mother have received.	Postgraduate (For Father) Illiterate (For Mother)
Language	Tick on the respective box, if your father can read/write/speak the language mentioned. Enter the local language you speak in your area.	<div> <div>Language *</div> <div> <div>Read</div> <div>Write</div> <div>Speak</div> </div> <div> <div>English</div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input type="checkbox"/></div> </div> <div> <div>Hindi</div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> </div> <div> <div>Other/Local</div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> </div> <div>Odia</div> </div>
Occupation	Tick on multiple options if your father is earning from different sources. In case the option for your parents' occupation is not available, please select 'Other' option and mention your father/mother's occupation.	<div> <div>Occupation *</div> <div>(Multiple options can be selected, if applicable)</div> <div> <input checked="" type="checkbox"/> Farmer on own land <input type="checkbox"/> Farmer on other land <input type="checkbox"/> Private employee <input type="checkbox"/> Business/Shop/Self-employed <input type="checkbox"/> Labour/Group D Employee <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input checked="" type="checkbox"/> Government Employee <input type="checkbox"/> Other </div> </div>
Organization Designation	Mention the organization name where your father/mother works and their designation fully (no short form).	Organization: Indian Army Designation: Subedar
Land owned	Mention the measurement of land owned by your father, mother. Choose the appropriate unit from those provided (Hectare, Acres, Bigha, Kattha, Biswa, Guntha, Decimal, Kanal). Land owned includes your agricultural land and the land on which your home is built.	05 Guntha
Father's Age Mother's Age	Enter your father's/mother's current age in digits.	Father's Age: 45 Mother's Age: 40
Annual Income	There are 2 fields for income. One is a drop-down menu where you need to choose the income range. In other field you need to enter the income in digits. Do not enter comma or Rs. in the second Income field. PLEASE MENTION THE ACTUAL INCOME FROM ALL THE SOURCES.	Drop Down: More than 2.5 lakh 360000
Annual Pension	Mention the amount of pension in digits if your father/mother receives pension every month.	
Sibling Info (Own brother & sister) (Add siblings if you have more than one brother or sister)		
Relation	Choose from drop down (Brother/ Sister)	Brother
Name	Name of your sibling	Rohit Nayak
Age	Age of your sibling	28
Education qualification	Highest/Current qualification of your sibling	Graduate
Current Occupation	Please mention what your sibling is doing: Student, Govt. Employee, Private Employee, Business & Mention their current location.	Govt. Employee, Delhi

Fields Asked	What you should fill	Example
Monthly income	Mention the income earned by your sibling	50000
Marital status	Mention whether your sibling is married or unmarried	Unmarried
Is/has been a Dakshana Scholar	Click on the 'Yes' button if your sibling is/has been a Dakshana Scholar	No
Other Adults in your household (Please mention details of grandparents/uncles living in your home only) (Click on Add button, if more than one adult is living in your home)		
Relation	Mention the relation with you	Uncle
Name	Name of your Uncle/Grandparents	Mohit Nayak
Age	Age of your Uncle/Grandparents	55
Occupation	Mention what your Uncle/Grandparent is doing	Farmer
Typical Monthly income	Earning by your uncle or Grandparents Include if they are receiving any pension also	10000
Who is your Guardian?	Select your guardian (Father/ Mother/Other) In case your father and mother are not alive, providing information on Guardian is mandatory	Father

After clicking on the 'Save' button you may receive any one of the following messages:

Message 1: **There are validations errors on the form. Please fix those and try saving again.**

Check where you have not filled/entered/uploaded the data. Enter correctly and 'Save' again.

Message 2: **"Your form is saved. Please click Next button to continue with your application."**

Click on **Next** button at the bottom right corner.

Ensure you save the information before moving to the next page of the form.

You will see a pop-up window as below:

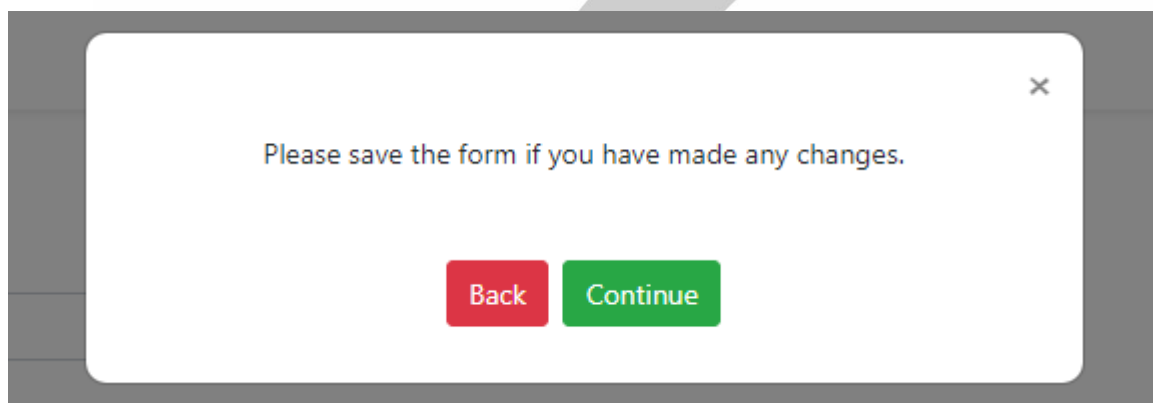


Image 6: Confirmation message for moving to next page.

In case you wish to change some information, you can click on the Back button and edit the form, otherwise click on the Continue button to move ahead.

Clicking on **Continue** button will take you to next page (Household Info) of the form.

Scholar Application Form

Student Information

Parent's/Guardian Info

Household Info

Academic Info

Address

House No

Village *

Nearest Landmark

Post Office *

State *

District*

Pin Code*

Family Financial Information

Total approximate value of all household assets*

Total earning members in the house *

Total typical annual household income *

Total household cash savings *

House Details

Your house is *

Number of Bedrooms *

City/Town Type you live in *

Do you belong to Below Poverty Line (BPL) Category? *

Does your family hold a ration card? *

Ration available to you *

Which of these does your family own? (Please Tick Appropriate)

Name	Model
<input type="checkbox"/> Cable TV	
<input type="checkbox"/> 2-Wheeler	
<input type="checkbox"/> 4-Wheeler	
<input type="checkbox"/> Tractor/Truck/Other Vehicle	
<input type="checkbox"/> Fridge	
<input type="checkbox"/> Laptop/Desktop	

Name	Model
<input type="checkbox"/> Washing Machine	
<input type="checkbox"/> Air Cooler	
<input type="checkbox"/> Air Conditioner	
<input type="checkbox"/> Microwave Oven	
<input type="checkbox"/> Geyser	

Previous

Save

Next

Please save your form frequently.

You can edit a Saved form, any number of times, before you finally submit it.

Image 7: Third page of Scholar Application (Household Information)

Fields Asked	What you should fill	Example
Address		
House No	Mention your house number. In case your house doesn't have a number, do not write anything.	410/12
Nearest Landmark	Mention the nearest landmark for your home.	Near Kadus Dam
Village	Mention your village or colony name.	Audar
Post office & Pin Code	Mention your post office and pin code of your area.	Kadus 412404
State/ District	Select drop-down values of your home state and district	Maharashtra/ Pune

Page 8 of 13

Fields Asked	What you should fill	Example																										
Family Financial Information																												
Total approximate value of all household assets	Mention the total value of land, house, and other assets owned by family but not including cash in the house and bank account. This is a total number not a monthly number.	More than 10 Lakhs 2500000																										
Total earning members in the house	Mention number of earning members in your house.	2 Two																										
Total typical annual household income	Mention total annual household income earned by your parents, siblings and other adults living in your house.	More than 5 Lakh 1080000																										
Total household cash savings	Mention the total value of cash held in your house and the value of cash in bank account. This is a total number not a monthly number.	More than 10 Lakhs 1500000																										
House Details																												
Your house is	Select appropriate choice: Owned - Mention the area of your home. Rented - Mention the monthly rent.	Owned 1200 Sq Ft.																										
No of Bedroom	Mention the number of bedrooms in your home.	2																										
City/Town Type you live in	Your home is in which type of area "Urban/ Semi Urban/ Rural"	Semi Urban																										
Do you belong to Below Poverty Line (BPL) Category?	If you are covered under BPL category, select Yes.	No																										
Does your family hold a ration card?	If your family has a Ration Card issued by the Govt. select 'Yes'.	No																										
Ration available to you	Tick the ration available to your family through the Ration Card.																											
Which of these does your family own? (Please Tick Appropriate)	Tick on the box against the Item that is owned by your family. Mention the name of the manufacturing company and model name of the item.	<table border="1"> <thead> <tr> <th>Name</th><th>Model</th></tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Cable TV</td><td><input type="text" value="Samsung"/></td></tr> <tr> <td><input checked="" type="checkbox"/> 2-Wheeler</td><td><input type="text" value="Honda Shine- 2010 Model"/></td></tr> <tr> <td><input checked="" type="checkbox"/> 4-Wheeler</td><td><input type="text" value="Creta- 2016 Model"/></td></tr> <tr> <td><input type="checkbox"/> Tractor/Truck/Other Vechile</td><td><input type="text"/></td></tr> <tr> <td><input checked="" type="checkbox"/> Fridge</td><td><input type="text" value="LG"/></td></tr> <tr> <td><input checked="" type="checkbox"/> Laptop/Desktop</td><td><input type="text" value="Lenovo Ideapad S 145"/></td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Name</th><th>Model</th></tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Washing Machine</td><td><input type="text" value="Whirlpool"/></td></tr> <tr> <td><input type="checkbox"/> Air Cooler</td><td><input type="text"/></td></tr> <tr> <td><input checked="" type="checkbox"/> Air Conditioner</td><td><input type="text" value="Voltas"/></td></tr> <tr> <td><input checked="" type="checkbox"/> Microwave Oven</td><td><input type="text" value="LG"/></td></tr> <tr> <td><input type="checkbox"/> Geyser</td><td><input type="text"/></td></tr> </tbody> </table>	Name	Model	<input checked="" type="checkbox"/> Cable TV	<input type="text" value="Samsung"/>	<input checked="" type="checkbox"/> 2-Wheeler	<input type="text" value="Honda Shine- 2010 Model"/>	<input checked="" type="checkbox"/> 4-Wheeler	<input type="text" value="Creta- 2016 Model"/>	<input type="checkbox"/> Tractor/Truck/Other Vechile	<input type="text"/>	<input checked="" type="checkbox"/> Fridge	<input type="text" value="LG"/>	<input checked="" type="checkbox"/> Laptop/Desktop	<input type="text" value="Lenovo Ideapad S 145"/>	Name	Model	<input checked="" type="checkbox"/> Washing Machine	<input type="text" value="Whirlpool"/>	<input type="checkbox"/> Air Cooler	<input type="text"/>	<input checked="" type="checkbox"/> Air Conditioner	<input type="text" value="Voltas"/>	<input checked="" type="checkbox"/> Microwave Oven	<input type="text" value="LG"/>	<input type="checkbox"/> Geyser	<input type="text"/>
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After clicking on the 'Save' button you may receive any one of the following messages:

Message 1: **There are validations errors on the form. Please fix those and try saving again.**

Check where you have not filled/entered/uploaded the data. Enter correctly and 'Save' again.

Message 2: **"Your form is saved. Please click Next button to continue with your application."**

Click on **Next** button at the bottom right corner.

Ensure you save the information before moving to the next page of the form.

You will see a pop-up window as below:

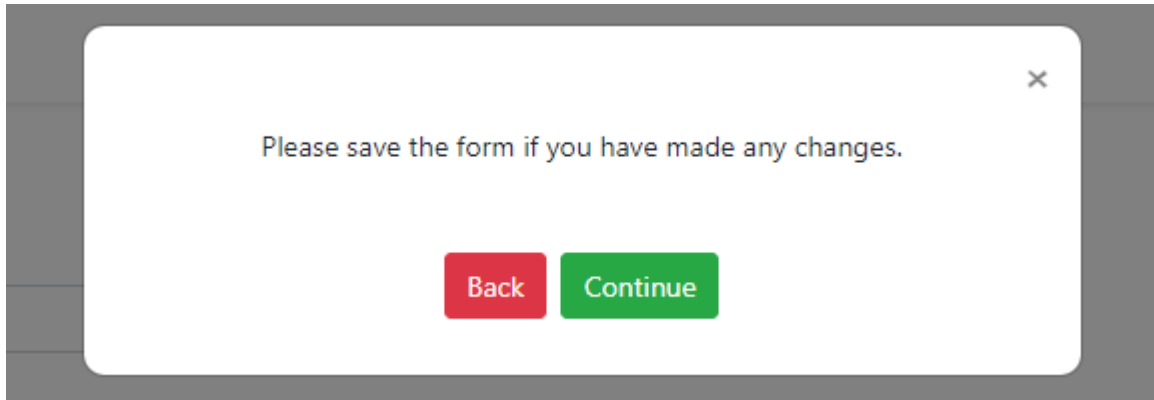


Image 8: Confirmation message for moving to next page.

In case you wish to change some information, you can click on the Back button and edit the form, otherwise click on the Continue button to move ahead.

Clicking on **Continue** button will take you to next page (Household Info) of the form.

Once you provide all the information, click on the 'Save' button in the bottom right corner and 'Continue' to the next page (Academic Info)

Image 9: Fourth page of Scholar Application (Academic Information).

Fields Asked	What you should fill	Example
School Details		
School Fees	Mention the Annual School fees you pay every year. In case you are paying nothing mention 0	10000
Applying For	Mention the stream you would like to appear for in the Dakshana Selection Test.	Medical
Class X Details		
Class X Board	Select the Board in which you are taking the exam in Class 10 or 12.	CBSE
Maths %, Science %, Aggregate %	In case you are in Class 12, mention the % secured by you in Class X. In case you are in Class X, provide your PT2 or half yearly result. To convert GPA (under 10point grading system) to %, please multiply your GPA with 9.5. For example, if your GPA is 9.2, then $9.2 * 9.5 = 87.4\%$. Your Overall aggregate % is 87.4%	Maths 80%, Science 90% Aggregate 87%

Click on the save button once you fill all the information on the Academic Info page. Clicking on the 'Save' button will show you a message as below:

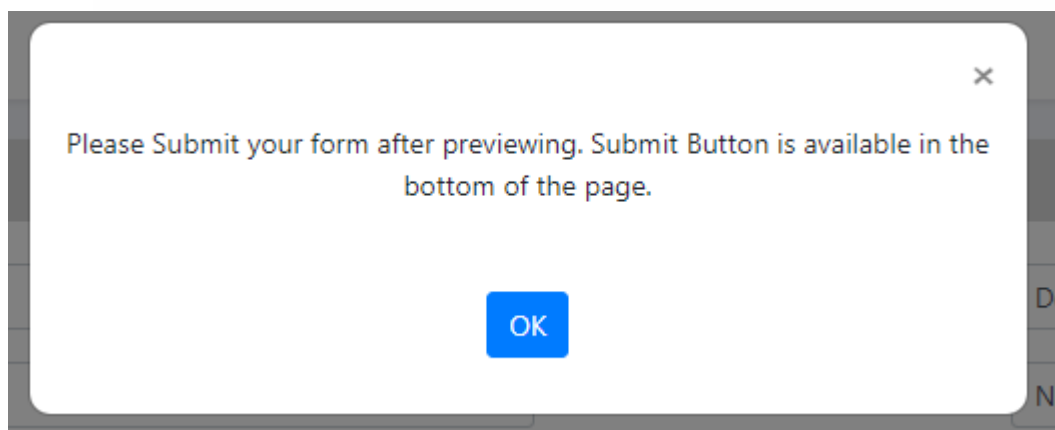


Image 10: Message after clicking on Save button on the last page.

Click on 'OK' button and preview your form.

Imp Note: **Your Form is still not complete.** Check the information you have filled by scrolling the page. Once you have confirmed that the information is correct, click on the **Submit** button at the bottom of the page. Otherwise, click on the **Cancel** button and edit the form.

When you click on the **Submit** button, a confirmation message will be seen as shown below:

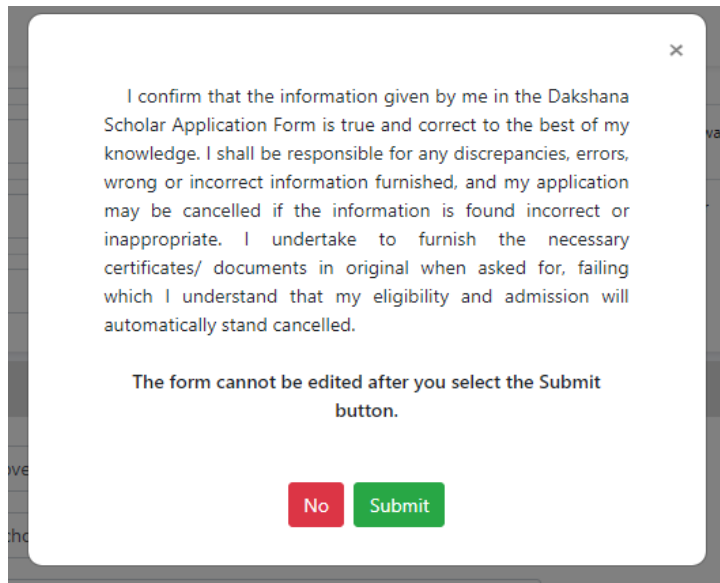


Image 11: Confirmation message to submit the application form.

Read the message and if you are sure you have filled all the information correctly, click on the **Submit** button.

Please remember you cannot edit the application once you click on 'Submit'.

After clicking on the **'Submit'** button you will receive a confirmation message as:

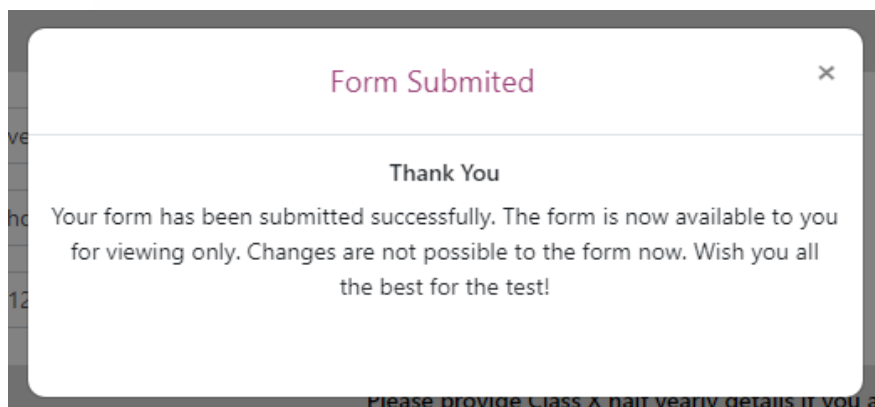


Image 12: Confirmation message after submitting the application form.

Once you receive the above message it means your application is successfully submitted.

Click on the 'x' mark in the pop-up window and download the form.

Download button is available in the top left corner of the form.



Image 13: Page view after application is submitted.

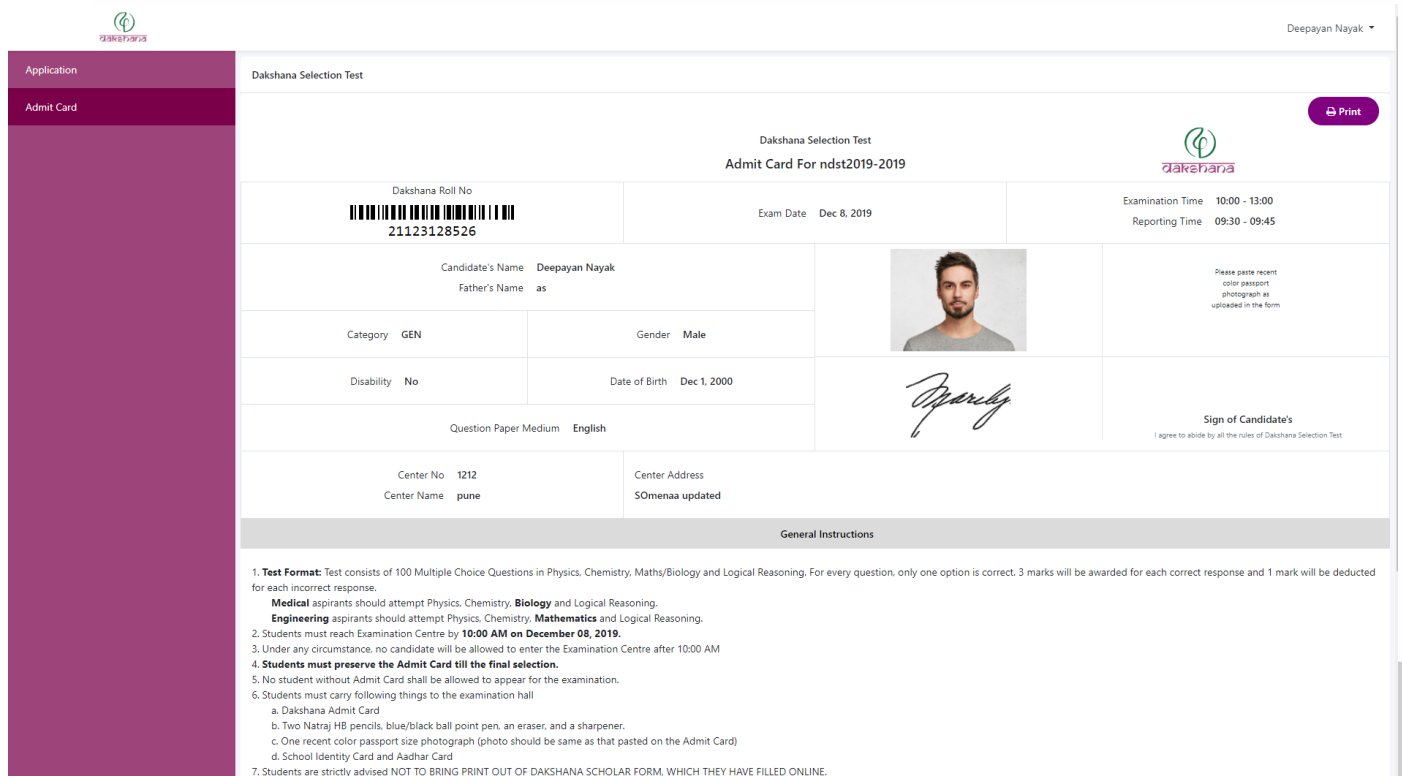
After this step, logout from the page by clicking on your name in the right corner and click on **Logout** button.

Downloading Admit Card:

Login at <http://scholarship.dakshana.org/> after December 01, 2019 with your Dakshana Roll Number and password (created at the time of filling the application).

Click on '**Admit Card**' button in the left panel.

'**Print**' button is available in the top right corner.



Application

Admit Card

Dakshana Selection Test

Dakshana Selection Test

Admit Card For ndst2019-2019

Dakshana Roll No
21123128526

Exam Date Dec 8, 2019

Examination Time 10:00 - 13:00
Reporting Time 09:30 - 09:45

Candidate's Name Deepayan Nayak
Father's Name as

Category GEN Gender Male

Disability No Date of Birth Dec 1, 2000

Question Paper Medium English

Center No 1212
Center Name pune

Center Address
Somenaa updated

Print

Please paste recent color passport photograph as uploaded in the form

Sign of Candidate's
I agree to abide by all the rules of Dakshana Selection Test

General Instructions

1. **Test Format:** Test consists of 100 Multiple Choice Questions in Physics, Chemistry, Maths/Biology and Logical Reasoning. For every question, only one option is correct. 3 marks will be awarded for each correct response and 1 mark will be deducted for each incorrect response.
Medical aspirants should attempt Physics, Chemistry, **Biology** and Logical Reasoning.
Engineering aspirants should attempt Physics, Chemistry, **Mathematics** and Logical Reasoning.

2. Students must reach Examination Centre by **10:00 AM on December 08, 2019.**

3. Under any circumstance, no candidate will be allowed to enter the Examination Centre after 10:00 AM

4. **Students must preserve the Admit Card till the final selection.**

5. No student without Admit Card shall be allowed to appear for the examination.

6. Students must carry following things to the examination hall

a. Dakshana Admit Card
b. Two Natraj HB pencils, blue/black ball point pen, an eraser, and a sharpener.
c. One recent color passport size photograph (photo should be same as that pasted on the Admit Card)
d. School Identity Card and Aadhar Card

7. Students are strictly advised NOT TO BRING PRINT OUT OF DAKSHANA SCHOLAR FORM, WHICH THEY HAVE FILLED ONLINE.

Image 14: Image of Admit Card page.

Click on the Print button and print your Admit Card.

You can save your Admit Card by clicking on the **Print** button and choose "**Save as PDF**" in the Printer options.