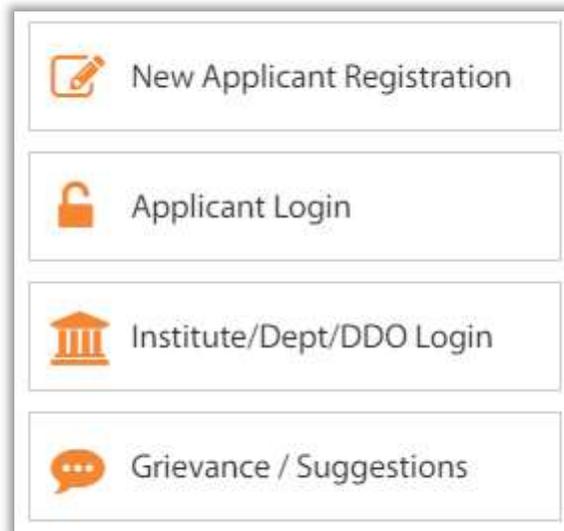


5. Online Registration for Aaple Sarkar DBT:

Applicants will be able to register themselves through online registration process.

Online Registration done through the website <http://www.aaplesarkardbt.gov.in> from any of the internet access point.

New user to Register into the portal, click on —New Applicant Registration button



5.1. Registration using Aadhaar Number

Registration process explained below.



New Registration All * marks fields are mandatory

Do You Have Aadhaar Number? *

Yes No

Step 1- Do You Have Aadhaar Card?

If selected —Yes, click on Continue button to continue with Registration process.

Step 2 - Choose Authentication Type - There are two types of authentication available.

OTP - If the mobile number registered with Aadhaar, then the user can select the authentication type —OTP

Biometric – If the mobile number not registered with Aadhaar, then the user can select the authentication type as Biometric.

If your Mobile Number is registered with Aadhaar, then choose the authentication type as —OTP .

Tick on the consent check box to agree to share your information with Maharashtra government for DBT purpose

New Registration

All * marks fields are mandatory

Do You Have Aadhaar Number? *

Yes No



Sample Aadhaar slip
← Zoom to view

Enter the Aadhaar Number (UID) *

Choose Authentication Type *

OTP Biometric

Enter Aadhaar number and click on “Send OTP” button. The system validates the aadhaar number and sends the system generated “OTP” to the registered mobile number

testdbtapp.mahaonlinegov.in says

OTP has been sent to registered Mobile Number Successfully for UID
██████████ Please Wait for OTP SMS.

New Registration

Do You Have Aadhaar Number? *

Yes No

Enter the Aadhaar Number (UID) *

Choose Authentication Type *

OTP Biometric

An alert message displayed saying that – OTP for Aadhaar authentication has been sent to your Aadhaar linked registered Mobile number. Click on OK button.

The screenshot shows a web form titled "New Registration". Below the title is a section titled "Do You Have Aadhaar Number?". This section contains two rows of options. The first row asks "Do You Have Aadhaar Number?" with radio buttons for "Yes" (selected) and "No". The second row asks "Choose Authentication Type" with radio buttons for "OTP" (selected) and "Biometric". To the right of these options is a text input field labeled "Enter the Aadhaar Number (UID)" containing a masked number. Below the "Do You Have Aadhaar Number?" label is a green "Send OTP" button. To the right of the Aadhaar input field is another text input field labeled "Enter OTP" containing a masked number. To the right of the OTP input field is a blue "Verify OTP" button.

Enter the received OTP in the system and click on —Verify OTP button

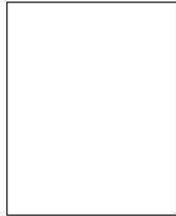
Post successful OTP verification an alert message —Authentication Successful! Please click on Continue will be displayed on the screen. Click on OK button to continue with registration

Step 3: Post Successful OTP verification the Applicant details fetched from UIDAI will be auto populated in the Personal details fields Personal Details, Address Details, Bank Details.

If there is any change in the details, the applicant should contact UIDAI to update the relevant information

New Registration

All * marks fields are mandatory



Aadhaar Number (UID) *

Applicant Name *

Applicant Name (Marathi) *

Date Of Birth *

Gender *

Address *

State *

District *

Taluka *

PinCode *

Username *

Suggested Usernames:

Note: Username should contain only alphabets and numbers and Username should be greater than 4 characters and less than 15 characters.

Password *

Note: Password Length should be minimum 8 characters and maximum 20 characters. Password must contain atleast 1 UpperCase Alphabet, 1 LowerCase Alphabet, 1 Number and 1 Special Character.

Confirm Password *



Note: Email ID if entered then Email ID verification is mandatory.



Email ID

Get OTP for Email ID Verification



Note: Mobile Number verification is mandatory.



Mobile Number *

Get OTP for Mobile Number Verification

Captcha

Refresh

Note: Only after entering correct captcha Save button will enable.

Save

Back to Login

Reset

Step 4- Creation of Applicant's Username and Password - Applicant will need to create the User Name and Password to access the system in this step.

The screenshot shows a registration form with two main columns. The left column is for the Username, and the right column is for the Password. The Username field is empty, and below it, there are three suggested usernames: DARS05011989, DARS050119897, and DARS05011989. A note below the suggestions states: "Note: Username should contain only alphabets and numbers and Username should be greater than 4 characters and less than 15 characters." The Password field is empty, and a note below it states: "Note: Password Length should be minimum 8 characters and maximum 20 characters. Password must contain atleast 1 UpperCase Alphabet, 1 LowerCase Alphabet, 1 Number and 1 Special Character." Below the Password field is a Confirm Password field, which is also empty.

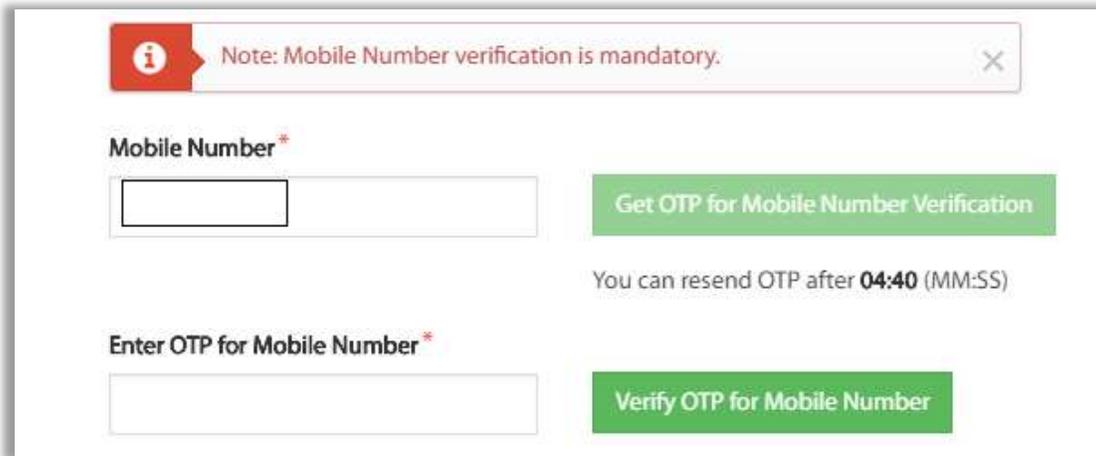
Username *	Password *
<input type="text"/>	<input type="text"/>
Suggested Usernames:	Note: Password Length should be minimum 8 characters and maximum 20 characters. Password must contain atleast 1 UpperCase Alphabet, 1 LowerCase Alphabet, 1 Number and 1 Special Character.
DARS05011989	
DARS050119897	Confirm Password *
DARS05011989 DARS05	
Note: Username should contain only alphabets and numbers and Username should be greater than 4 characters and less than 15 characters.	<input type="text"/>

For Username, suggestion is also provided which are not used in the system as it should be unique. Also Username should contain only alphabets and numbers and Username should be greater than 4 characters and less than 15 characters.

Password format is also provided in the note section

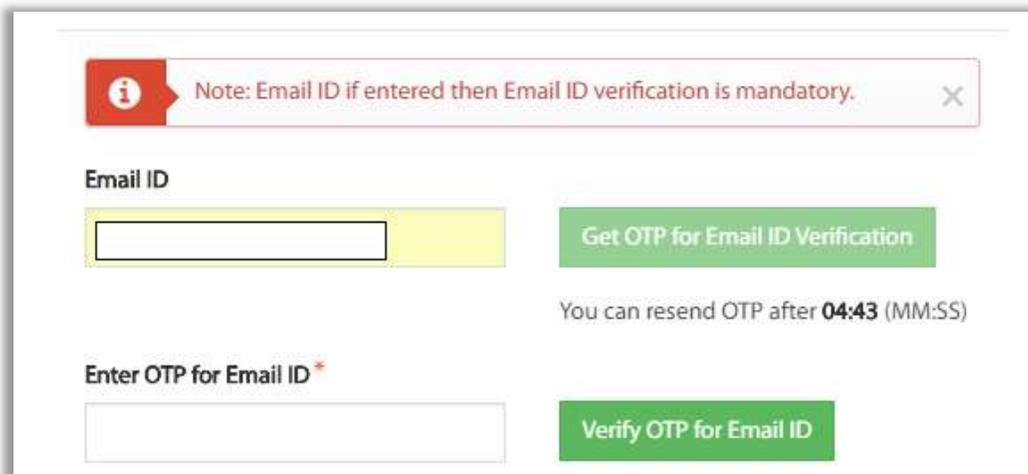
Applicant should enter the User Name, Password, Confirm Password

Applicant should enter a valid Personal mobile number. It is a mandatory step as it will help the system to recognize the applicant. For this, Applicant should enter the mobile number and click on “Get OTP for Mobile Number Verification”. On click, OTP will be received on the entered mobile number. Applicant should enter the OTP in the textbox and then click on “Verify OTP for Mobile number” button. OTP will be verified for 30 minutes



The screenshot shows a web form for mobile number verification. At the top, there is a red notification banner with an information icon and the text "Note: Mobile Number verification is mandatory." Below this, the form has two main sections. The first section is labeled "Mobile Number*" and contains a text input field and a green button labeled "Get OTP for Mobile Number Verification". Below the button, it says "You can resend OTP after 04:40 (MM:SS)". The second section is labeled "Enter OTP for Mobile Number*" and contains another text input field and a green button labeled "Verify OTP for Mobile Number".

Applicant should enter valid Email – ID and click on “Get OTP for email ID verification”. Note - Email ID verification is not compulsory, but it is recommended to enter email id as it will help the applicant receive time to time updates about the application. For this, Applicant should enter the email ID and click on “Get OTP for Email ID Verification”. On click, OTP will be received on the entered email address. Applicant should enter the OTP in the textbox and then click on “Verify OTP for Email ID” button. OTP will be verified for 30 minutes



The screenshot shows a web form for email ID verification. At the top, there is a red notification banner with an information icon and the text "Note: Email ID if entered then Email ID verification is mandatory." Below this, the form has two main sections. The first section is labeled "Email ID" and contains a text input field with a yellow highlight and a green button labeled "Get OTP for Email ID Verification". Below the button, it says "You can resend OTP after 04:43 (MM:SS)". The second section is labeled "Enter OTP for Email ID*" and contains another text input field and a green button labeled "Verify OTP for Email ID".

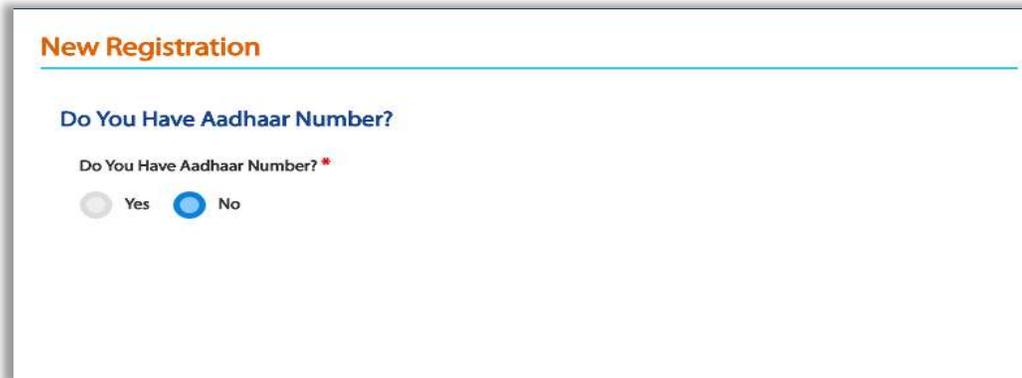
After verification, CAPTCHA should be entered and click on save

User can use the registered User Name and Password to login into the Aaple Sarkar DBT portal.

5.2. Registration using Non Aadhaar

Step 1: Click on New Applicant Registration. Applicant can have multiple Scenarios for Registration as below.

A) For Question - Do you have Aadhaar Number? Select No option and continue

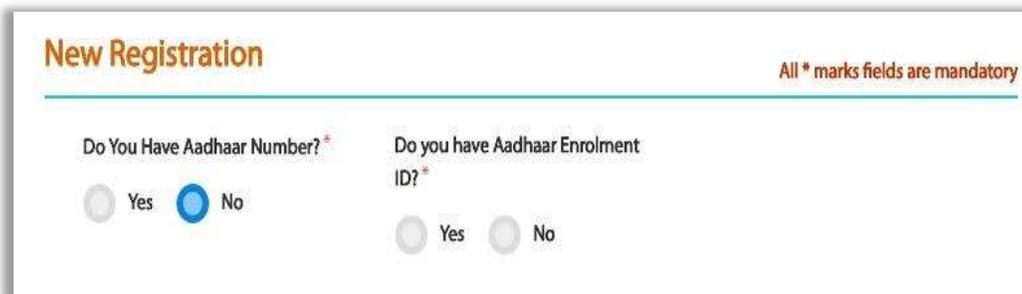


New Registration

Do You Have Aadhaar Number?

Do You Have Aadhaar Number? *

Yes No



New Registration All * marks fields are mandatory

Do You Have Aadhaar Number? * Do you have Aadhaar Enrolment ID? *

Yes No Yes No

After No is selected - "Do you have Aadhaar Enrollment ID?" is asked

New Registration All * marks fields are mandatory

Do You Have Aadhaar Number? *
 Yes No

Do you have Aadhaar Enrolment ID? *
 Yes No

Do you want to know the status of your Enrolment ID? *
 Yes No

[Check your Aadhaar Status](#) [Generated](#) [Under Process](#) [Rejected](#)

Note:

- 1. Generated: If your Aadhaar Number has been generated then please click on Generated button to continue with the registration using Aadhaar.
- 2. Underprocess: If your Aadhaar Number generation is still in progress then please click on In Progress button to continue registration with Enrolment ID.
- 3. Rejected: If your request for Aadhaar has been rejected then please click on Rejected button to continue registration using Enrolment ID.

If Yes is selected, “Do you want to know the status of Enrollment ID?” is asked and again if Yes is selected, the above screen will get displayed on the Portal UIDAI page will get opened in new tab

If Applicant clicks on “Generated” button then will be proceeded for Registration with Aadhaar number screen

If Applicant clicks on “Under Process” button then will be proceeded for Registration with Non-Aadhaar number screen.

If Applicant clicks on “Rejected” button then will be proceeded for New Registration (Non Aadhaar flow)

B) For Question - Do you have Aadhaar Number? Select —No option and continue

New Registration

Do You Have Aadhaar Number?

Do You Have Aadhaar Number? *

Yes No

New Registration All * marks fields are mandatory

Do You Have Aadhaar Number? * Yes No

Do you have Aadhaar Enrolment ID? * Yes No

After No is selected - “Do you have Aadhaar Enrollment ID?” is asked and if Yes is selected

New Registration All * marks fields are mandatory

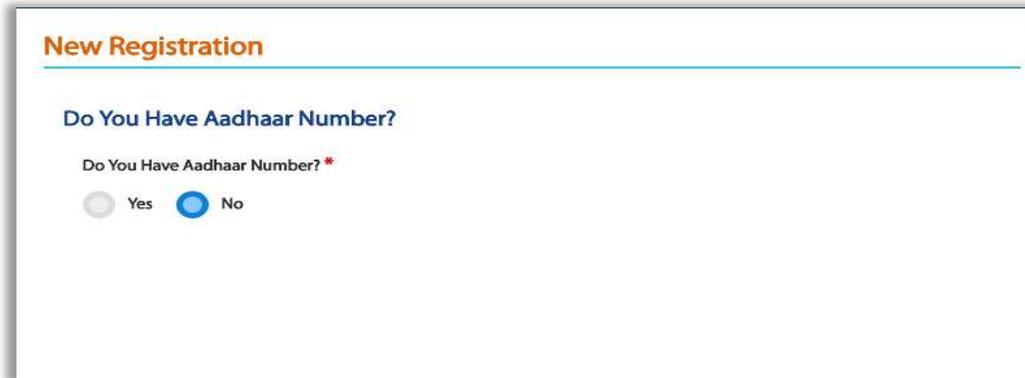
Do You Have Aadhaar Number? * Yes No

Do you have Aadhaar Enrolment ID? * Yes No

Do you want to know the status of your Enrolment ID? * Yes No

Again question will be asked, “Do you want to know the status of your Enrollment ID? And if No is selected then New Registration (Non Aadhaar flow) screen will be displayed.

C) For Question - Do you have Aadhaar Number? Select —No option and continue

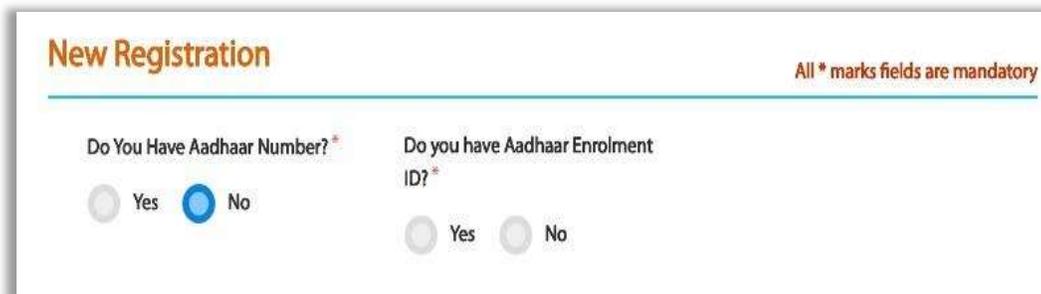


New Registration

Do You Have Aadhaar Number?

Do You Have Aadhaar Number? *

Yes No



New Registration All * marks fields are mandatory

Do You Have Aadhaar Number? * Do you have Aadhaar Enrolment ID? *

Yes No Yes No

After No is selected - “Do you have Aadhaar Enrollment ID?” is asked where if user selects No then user is redirected to New Registration (Non – Aadhaar flow)

Step 2 : New Registration (Non Aadhaar) form page will be displayed -

Back to Aadhaar Registration

New Registration (Non Aadhaar)

All * marks fields are mandatory

Do you have Aadhaar Enrolment ID? *

Yes No

Sample Enrolment Slip
← Zoom to view

Book Appointment for Aadhaar

i Note: Email ID if entered then Email ID Verification is mandatory.

Email ID

Get OTP for Email ID Verification

i Note: Mobile Number verification is mandatory.

Mobile Number*

Get OTP for Mobile Number Verification

User can also click on “Book Appointment for Aadhaar” to get enrolled in Aadhaar Scheme

Applicant should enter a valid Personal mobile number. It is a mandatory step as it will help the system to recognize the applicant. For this, Applicant should enter the mobile number and click on “Get OTP for Mobile Number Verification”. On click, OTP will be received on the entered mobile number. Applicant should enter the OTP in the textbox and then click on “Verify OTP for Mobile number” button. OTP will be verified for 30 minutes

Applicant should enter valid Email – ID and click on “Get OTP for email ID verification”. Note - Email ID verification is not compulsory, but it is recommended to enter email id as it will help the applicant receive time to time updates about the application. For this, Applicant should enter the email ID and click on “Get OTP for Email ID Verification”. On click, OTP will be received on the entered email address. Applicant should enter the OTP in the textbox and then click on “Verify OTP for Email ID” button. OTP will be verified for 30 minutes

Step 3 : Enter Further Form details

The form contains the following fields and instructions:

- Applicant Name ***: Text input field.
- Date Of Birth ***: Text input field.
- Gender ***: Dropdown menu with "--Select--" as the current selection.
- Address ***: Text input field with a small icon at the bottom right.
- State ***: Dropdown menu with "--Select--" as the current selection.
- District ***: Dropdown menu with "--Select--" as the current selection.
- Taluka ***: Dropdown menu with "--Select--" as the current selection.
- Pincode ***: Text input field.
- Username ***: Text input field. Below it is a green note box: **Note:** Username should contain only alphabets and numbers. Username should be greater than 4 characters and less than 15 characters.
- Password ***: Text input field. Below it is a green note box: **Note:** Password Length should be minimum 8 characters and maximum 20 characters. Password must contain atleast 1 UpperCase Alphabet, 1 LowerCase Alphabet, 1 Number and 1 Special Character.
- Confirm Password ***: Text input field with a green arrow icon to its left.

User should enter the basic details in the Non-Aadhaar Workflow

Enter Applicant Name.

Select Date of Birth

Select Gender from the given dropdown options.

Enter Address of the applicant

Select State from the dropdown options provided

Select District from the dropdown options. List will be displayed as per the State selected.

Select Taluka from the dropdown options. List will be displayed as per the District selected

Enter Pincode .

Step 4 : Upload Identification Proofs required -

1 File Size 5 KB to 20 KB
The size of the PDF file should be less than 256 KB.
The size of JPEG/JPG file should fall between 5KB to 20KB

2 File Format should be JPEG, JPG, PDF.
JPEG
PNG
TIFF

Identity Proof* Upload File*
--Select-- Choose File No file chosen

Address Proof* Upload File*
--Select-- Choose File No file chosen

Birth Proof* Upload File*
--Select-- Choose File No file chosen

Relationship Proof* Upload File*
--Select-- Choose File No file chosen

1. Identity Proof - Select from the dropdown values and upload file PDF file should be less than 256kb and size of jpeg/jpg file should be between 5kb to 20kb
2. Address Proof - Select from the dropdown values and upload file PDF file should be less than 256kb and size of jpeg/jpg file should be between 5kb to 20kb
3. Birth Proof - Select from the dropdown values and upload file PDF file should be less than 256kb and size of jpeg/jpg file should be between 5kb to 20kb
4. Relationship Proof - Select from the dropdown values and upload file PDF file should be less than 256kb and size of jpeg/jpg file should be between 5kb to 20kb

Step 5:

The screenshot displays a user interface for photo upload and cropping. It is divided into three main sections: 'Instruction for UploadPhoto', 'Upload Photo', and 'Crop Photo'.

- Instruction for UploadPhoto:** Contains four numbered steps:
 - File Size: 5 KB to 20 KB
 - Photograph Format should be JPEG, PNG, or TIFF
 - The width of the photograph should be 160px
 - The height of the photograph should fall between 200 to 212 pixels
- Upload Photo:** Shows a silhouette of a person's head and shoulders within a red-bordered box. Dimensions are indicated: 'रूंदी १६० पिक्सेल' (Width 160 pixels) and 'उंची २०० ते २१२ पिक्सेल' (Height 200 to 212 pixels). Below the image is a 'Choose File' button.
- Crop Photo:** Provides instructions for users who do not have a photo of the required size. It lists steps: 'Click on below link to crop photo', 'Select option for "Crop photo"', 'Upload your photo', 'Resize your photo and fit it inside the red mark given', and 'After resizing click on "crop image". Click on "Download button" to get the photo'. A red button labeled 'Click here to Crop Photo' is located at the bottom of this section.

At the bottom of the interface, there is a 'Captcha' section with a refresh button and a text input field labeled 'Enter Captcha'. The captcha image shows the number '9945'. A green note box states: 'Note: Only after entering correct captcha Save button will enable.' Below the input field are 'Save' and 'Reset' buttons.

Here user will upload the photo required according to the Portal's requirement. In case Applicant is not having the image as per requirement, applicant can click on "Click here to Crop Photo" button and on new tab screen will get opened.

Applicant can edit the signature as well as photo and then upload it to the portal.

After the above steps, User needs to enter the CAPTCHA and click on save in order to get Registered.

6. User Login

To login into Aaple Sarkar DBT portal, Applicant has to perform following steps.

a) Click on “Applicant Login” button -

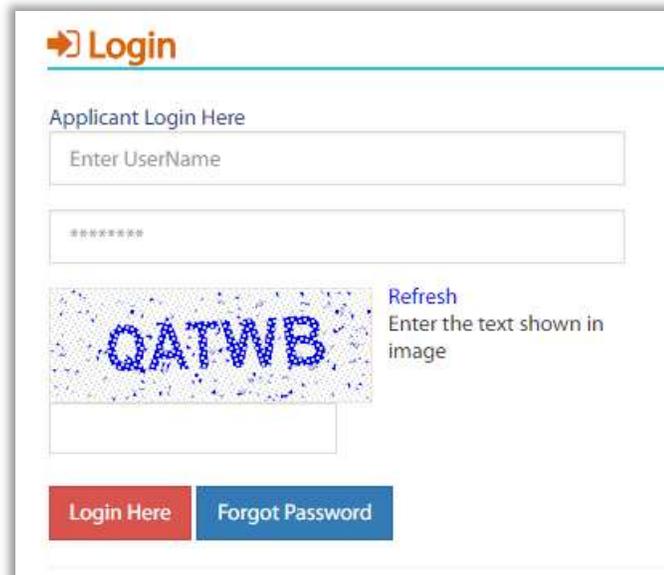
The screenshot displays the Aaple Sarkar DBT Portal homepage. At the top, a banner reads "Welcome to Aaple Sarkar DBT Portal" with the tagline "Unprecedented expansion of direct benefits to the deprived and deserving" and a row of five portraits. Below the banner is a navigation menu titled "All Schemes" listing various departments: Social Justice and Special Assistance Department, Tribal Development Department, Directorate of Higher Education, Directorate of Technical Education, School Education and Sports Department, VJNT,OBC and SBC Welfare Department, Directorate of Medical Education and Research, and Minority Development Department. On the right side, there is a vertical list of service links: "New Applicant Registration", "Applicant Login", "Institute/Dept/DDO Login", "Grievance / Suggestions", "User Manuals" (with sub-links for "Instruction Set for Online Application Process", "Pop Up Blocker Guidance", "Forgot Password", "Offices Contact Details", and "Instruction for Cropping Photo and Signature"), and "Frequently Asked Questions".

b. Username & Password – Enter the Username and Password as entered during registration.

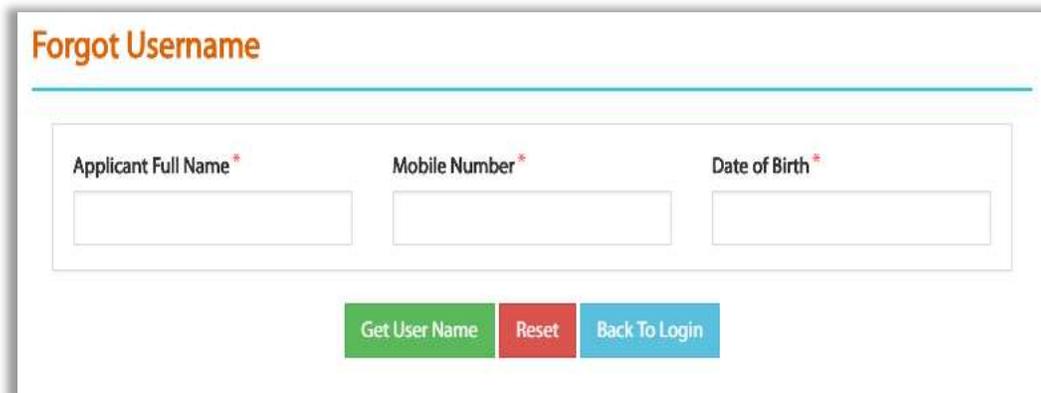
c. Captcha - Enter the valid Captcha and Click on Login

Forgot User Name :

If Applicant Forgets User Name then Click on Forgot User Name button on the Home DBT page.



The screenshot shows a login form titled "Login" with a right-pointing arrow icon. Below the title is the text "Applicant Login Here". There are two input fields: the first is labeled "Enter UserName" and the second is a password field with asterisks. Below the password field is a CAPTCHA image showing the text "QATWB" in blue on a white background with a blue dotted pattern. To the right of the CAPTCHA is a "Refresh" link and the text "Enter the text shown in image". At the bottom of the form are two buttons: "Login Here" in a red box and "Forgot Password" in a blue box.



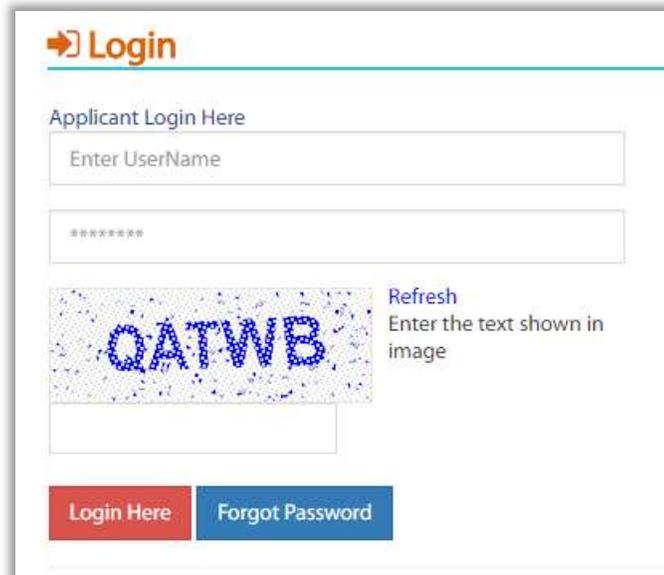
The screenshot shows a form titled "Forgot Username". It contains three input fields: "Applicant Full Name *", "Mobile Number *", and "Date of Birth *". Below these fields are three buttons: "Get User Name" in a green box, "Reset" in a red box, and "Back To Login" in a blue box.

Applicant will have to enter Full Name, Mobile number which is registered on the portal and Date of birth

After entering the details, Click on Get User Name button. Applicant will receive SMS on the Mobile number which was used while registration into the Portal.

Forgot Password :

If Applicant Forgets Password then Click on Forgot Password button on the Home DBT page.



The screenshot shows a login form titled "Login" with a right-pointing arrow icon. Below the title is the text "Applicant Login Here". There are two input fields: the first is labeled "Enter UserName" and the second is filled with asterisks. Below these fields is a CAPTCHA image showing the text "QATWB" in blue on a white background with a blue dot pattern. To the right of the CAPTCHA is a "Refresh" link and the instruction "Enter the text shown in image". At the bottom of the form are two buttons: a red "Login Here" button and a blue "Forgot Password" button.



The screenshot shows a page titled "Forgot Password". It features a large input field labeled "Username" with a red asterisk indicating it is required. To the right of the input field is a green "Get OTP" button. Below the input field and button is a "Get Help" link.

Applicant will have to enter Username as Registered on the Portal

After the above step user will have to click on "Get OTP" button. SMS will be received on Registered mobile number.

User will have to enter OTP. Enter New Password ,Confirm Password and click on Set Password button.

7. User Dashboard:

After Successful Login to the Portal, the user will see Welcome page by default.

The MahaDBT portal has launched a feature that allows simultaneous application acceptance for two academic years.

The screenshot displays the MahaDBT user dashboard. At the top, there are navigation links for 'Skip To Main Content' and 'Skip To Navigation'. The user is logged in as 'Shreyas Kailas Sarate' and is on the 'Post Matric Home' page. The dashboard features a navigation menu with icons for 'How to Apply Online?', 'Benefit Schemes', 'Post Matric Scholarship', 'Pre Matric Scholarship', 'Pension Schemes', 'Farmer Schemes', 'Labour Schemes', and 'Special Schem'. The main content area is titled 'Select Academic Year' and contains a form with a dropdown menu for 'Academic Year: *' and a 'Submit' button. The dropdown menu is open, showing options for '2024-2025' and '2025-2026'. To the left of the form is a 'Click here for Help' link and a 'Guidelines' section with links for 'Instruction Set for Online Application Process', 'Pop Up Blocker Guidance', 'Forgot Password', 'Forgot Username', 'Offices Contact Details', and 'Instruction for Cropping Photo and Signature'. To the right of the form is an 'Important Guidelines' section with a warning box stating 'Before submitting the application for any scheme under A.Y. 2024-25 and A.Y. 2025-26' and three bullet points: 'For Fresh/ New Application' the applicant should register on MahaDBT Portal and create his profile; 'For Renewal Application' Applicant must ensure that the application for the previous academic year A.Y. 2023-24 / A.Y. 2024-25 has already been submitted successfully before proceeding with the application for the current year; and Applications for each academic year must be submitted in **chronological order**, corresponding to the applicant's current course duration. The footer contains 'Terms & Condition', 'FAQ', 'MahaIT', 'Copyright MahaIT. All Rights Reserved.', and the MahaIT logo.

Profile Status

Profile Completeness **100%**

Suggested Eligible Schemes (On the basis of Caste, Religion and Income)

Scheme Name	Department Name	Take Action	Download GfTs	Tentative Benefits
Maintenance Allowance for student Studying in professional courses.	Social Justice and Special Assistance Department	Apply	PDF	Tentative Benefits
Rajarshri Chhatrapati Shahu Maharaj Merit Scholarship.	Social Justice and Special Assistance Department	Apply	PDF	Tentative Benefits
Post-Matric Scholarship for persons with disability.	Social Justice and Special Assistance Department	Apply	PDF	Tentative Benefits
Rajarshri Chhatrapati Shahu Maharaj Shikshan Shulkh Shishyavrutti Scheme.	Directorate of Higher Education	Apply	PDF	Tentative Benefits
Assistance to Meritorious Students scholarship.	Directorate of Higher Education	Apply	PDF	Tentative Benefits
Education Concession to the Children of Ex-Servicemen.	Directorate of Higher Education	Apply	PDF	Tentative Benefits
Eklavya Scholarship.	Directorate of Higher Education	Apply	PDF	Tentative Benefits
State Government Open Merit Scholarship.	Directorate of Higher Education	Apply	PDF	Tentative Benefits
Scholarship to Meritorious students possessing Mathematics /Physics	Directorate of Higher Education	Apply	PDF	Tentative Benefits
Government Vidyanketan Scholarship.	Directorate of Higher Education	Apply	PDF	Tentative Benefits

1 2 >

7.1. Left panel – Menu

The following items shown on the Left panel of the Applicant dashboard after login

1. Home

The applicant will land on Home page after login

1 Home Page Information: The applicant can view profile completeness status and add or update accordingly. User can also view the “Suggested Eligible Schemes” according to the profile as filled up

2. Profile

User will click on profile button in order to fill in details of profile.

Profile is divided into the following categories

1. Personal Information – User will fill in Personal Information details relating to - Personal Details, Domicile Details, Income Details, Personal Eligibility Details, Caste Details -

Personal details

Personal Details :

Applicants have to fill all mandatory fields in the form

Aadhaar Number

Name

Mobile number

Email ID

Date of Birth

Age

Gender

Religion (Dropdown)

Marital Status (Married/Unmarried)

Note – Applicants registered via Non – Aadhaar flow, should click on “Update Profile as per Aadhaar” as it is mandatory for DBT scheme benefit disbursement. Applicant after acquiring Aadhaar number should enter the number –

The screenshot displays a web interface for updating a profile. At the top, there are three tabs: 'Personal Information' (highlighted in orange), 'Address Information', and 'Other Information'. Below these tabs is a progress bar with three green circular icons representing each section. The main heading is 'Update Profile'. Underneath, there is a section titled 'Personal Details' with a light blue background. This section contains two input fields: 'Aadhaar Number' and 'Name'. The 'Aadhaar Number' field is currently empty, and a red button labeled 'Link Aadhaar' is positioned to its right. The 'Name' field is partially filled with the text 'Aadhaar Number' and has a red asterisk indicating it is a required field. A black rectangular box highlights the 'Link Aadhaar' button.

User should click on Link Aadhaar button

Link profile to Aadhaar

Enter the Aadhaar Number (UID) *

Send OTP

Enter OTP *

Verify OTP

After Entering aadhaar number click on send OTP and enter the OTP in the box

Link profile to Aadhaar

Enter the Aadhaar Number (UID) *

Send OTP

Enter OTP *

429005

Verify OTP

Note: The details below are as per Aadhaar. Please verify and in case of any corrections please visit the Aadhaar website or nearest Aadhaar Enrolment Center.

<input type="text"/>	Aadhaar Number (UID) *	<input type="text"/>	Applicant Name *	<input type="text"/>
	xxxxxxxx3528			
	Applicant Name (Marathi) *	<input type="text"/>	Date Of Birth *	<input type="text"/>
	Gender *	<input type="text"/>	Age *	<input type="text"/>
	<input type="text"/>			
	State *	<input type="text"/>	District *	<input type="text"/>
	Taluka	<input type="text"/>	Pincode *	<input type="text"/>
	<input type="button" value="Update Profile"/>		<input type="button" value="Reset"/>	

After verifying OTP successfully, data will be displayed of the applicant on screen. Applicant should verify and click on Update Profile button in order to update the Profile with Aadhaar details.

Caste Details

Caste Details

Caste Category*	Caste*	Do you have Caste Certificate?*
<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
Did you receive the certificate from Aaple Sarkar Seva Kendra or Aaple Sarkar Portal and have a barcode on it?*		
<input type="radio"/> Yes <input checked="" type="radio"/> No		
Caste Certificate Number*	Issuing District*	Applicant Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Issuing Authority*	Caste Certificate*	View Document
<input type="text" value="Sub Divisional Officer(SDO)"/>	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="View Document"/>
	<small>(Only .jpeg, .jpg, .pdf files allowed And File size between 15 KB To 256 KB)</small>	
Issuing Date*		
<input type="text"/>		

Caste Details :

Applicants have to fill all mandatory fields in the form

Caste Category

Caste

Sub Caste

Do you have Caste Certificate?

Did you receive the certificate from Aaple Sarkar Seva Kendra or Aaple Sarkar Portal and have a barcode on it?

Caste Certificate Number

Income Details

Income Details

Family Annual Income*

Do you have Income Certificate?*
 Yes No

Did you receive the certificate from Aaple Sarkar Seva Kendra or Aaple Sarkar Portal and have a barcode on it? *
 Yes No

Income Certificate No*

Issuing Authority*

Income Certificate*
 No file chosen
(Only .jpeg, .jpg, .pdf files allowed And File size between 15 KB To 256 KB)

Date of Issue*

Income Details :

Applicants have to fill all mandatory fields in the form

Family Income

Do you have Income Certificate?

Did you receive the certificate from Aaple Sarkar Seva Kendra or Aaple Sarkar Portal and have a barcode on it?

Enter Barcode Here

Domicile Details

Domicile Details

Are you Domicile of Maharashtra?*

Yes No

Do you have Domicile Certificate (Self)?*

Yes No

Did you receive the certificate from Aaple Sarkar Seva Kendra or Aaple Sarkar Portal and have a barcode on it?*

Yes No

Domicile Certificate No*

Applicant Name*

Issuing Authority*

Domicile Certificate* No file chosen

Date of Issue*

(Only .jpeg, .jpg, .pdf files allowed And File size between 15 KB To 256 KB)

Domicile Details :

Applicants have to fill all mandatory fields in the form

Are you Domicile of Maharashtra?

Do you have Domicile Certificate (Self/Parents)?

Did you receive the certificate from Aaple Sarkar Seva Kendra or Aaple Sarkar Portal and have a barcode on it?

Enter Barcode Details

Personal Eligibility Details

Are you Salaried?*

Job Type

Disability of any Type?*

Sibling Number

Personal Eligibility Details

Personal Eligibility Details:

Applicants have to fill all mandatory fields in the form

Are you Salaried?

Job type

Disability Type

Person with Disability?

Do you have Disability Certificate (Yes/No)

Sibling Number

Bank Details



The screenshot shows a web form titled "Bank Details" in a light blue header. Below the header, the question "Is your Jandhan Account is linked with your Aadhaar ?" is displayed in a light blue box. There are two radio buttons: "Yes" (unselected) and "No" (selected). At the bottom of the form, there are two buttons: "Save" (green) and "Reset" (red).

Bank Details:

Is your Jandhan Account linked with your Aadhaar?

2. Address Information - User will fill in Address Information details –

Profile Completeness 100%

Personal Information **Address Information** Other Information Current Course Past Qualification Hostel Details

Permanent Address Details All * marks fields are mandatory

Address* State* District*

Taluka* Village Pincode*

Is Correspondence Address same as Permanent?
 Yes No

Correspondence Address Details

Address* State* District*

Taluka* Village Pincode*

Personal Information **Address Information** Other Information

Permanent and Correspondence Address Details

Permanent Address Details

Applicants have to fill all mandatory fields in the form

Address

State

District

Taluka

Village

Pincode

If “is Correspondence Address as same as Permanent?” if Yes is selected then Permanent address content details will get copied in Correspondence address. If no is selected, then Applicant will have to manually enter Correspondence Address Details

Correspondence Address Details

Applicants have to fill all mandatory fields in the form

Address

State

District

Taluka

Village

Pincode

3. Other Information – User will fill in Parent’s/Guardian’s details relating to –

The screenshot shows a web form interface for 'Parent's/Guardian's Details'. At the top right, a green bar indicates 'Profile Completeness 100%'. Below this is a progress bar with six steps: Personal Information, Address Information, Other Information (highlighted in orange), Current Course, Past Qualification, and Hostel Details. The main form area is titled 'Parent's/Guardian's Details' and includes a note: 'All * marks fields are mandatory'. The form is divided into two sections for Father and Mother. The Father section includes: 'Is Father Alive?' with radio buttons for 'Yes' (selected) and 'No'; 'Father Name' with a text input field; 'Is Salaried?' with a dropdown menu; and 'Occupation' with a dropdown menu. The Mother section includes: 'Is Mother Alive?' with radio buttons for 'Yes' (selected) and 'No'; 'Mother Name' with a text input field; and 'Is Salaried?' with a dropdown menu. At the bottom of the form are two buttons: 'Save' (green) and 'Reset' (red).

Parent’s/Guardian’s Details

Parent’s/Guardian’s Details:

Applicants have to fill all mandatory fields in the form

Is Father alive? (Yes/No)

Father Name

Is Salaried?

Occupation

Applicants have to fill all mandatory fields in the form

Is Mother alive? (Yes/No)

Mother Name

Is Salaried?

Occupation

4. Course Applied – User will fill in Current Course details information

Profile Completeness 100%

Personal Information

Address Information

Other Information

Current Course

Past Qualification

Hostel Details

Current Course Details All * marks fields are mandatory

▲ Kindly fill all the details of current pursuing course by chronological orders

Admission year in college * <input type="text"/>	Institute State * <input type="text"/>	Institute District * <input type="text"/>
Institute Taluka * <input type="text"/>	Qualification Type * <input type="text"/>	Stream * <input type="text"/>
College Name / School Name * <input type="text"/>		Course Name * <input type="text"/>
CAP ID/Admission Application ID * <input type="text"/>	Upload CAP ID Certificate * <input type="button" value="Choose File"/> No file chosen <small>(Only .jpeg, .jpg, .pdf files allowed And File size between 15 KB To 256 KB)</small>	Admission Type * <input type="text" value="--Select--"/>
Completed Or Continue * <input type="text" value="--Select--"/>	University Name * <input type="text"/>	Year Of Study * <input type="text" value="--Select--"/>
		Course Type <input type="text"/>
		Is Professional ? * <input type="text"/>
Gap Years * <input type="text" value="0"/>		

Sr.No.	Action	Delete	Admission year in college	College Name / School Name	Course Name	University Name	Year Of Study	Completed	Result
1	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

← Other Information
Past Qualification →

5. Past Qualification Information – User will fill in Details relating to Past Qualification Information

Profile Completeness 100%

Personal Information

Address Information

Other Information

Current Course

Past Qualification

Hostel Details

Past Qualification Information All * marks fields are mandatory

! Kindly Fill SSC And HSC/Diploma Details, Ignore if you already filled

Qualification Type*
--Select--

Institute State*
MAHARASHTRA

College Name / School Name*
--Select--

Mode
--Select--

Admission Year*
--Select--

Percentage*
0

Stream*
--Select--

Institute District*
--Select--

Course*
--Select--

Passing Year*
--Select--

Attempts*

Completed*
Completed

Institute Taluka*
--Select--

Board/University*
--Select--

Result*
--Select--

Upload Marksheet*
 No file chosen
(Only .jpeg, .jpg, .pdf files allowed And File size between 15 KB To 256 KB)

Was any Gap in this Qualification / Course?*

Yes No

Sr.No.	View Document	Action	Delete	Qualification Type	Stream	Course	Institute State	Board/University	Result	Admission Year	Passing Year	Percentage
1	View Document	Edit	Delete									
2	View Document	Edit	Delete									

Current Course
Hostel Details

Past Qualification Information

Past Qualification Information

Applicants have to fill all mandatory fields in the form

Qualification type

Degree

Subject

Completed or Pursuing

State

Board/University

Admission Date

Result

Passing Year

Attempts

Percentage

Course Duration (in months)

Class/Grade

Mode

Upload Marksheet

Was any GAP in this Qualification/Course? (Yes/No)

SrNo	View Document	Action	Delete	Qualification Type	Degree	Year Of Study	Subject	State	Board/University	Resu
1	 View Document	 Edit	 Delete	Under Graduate Course	Other	Final Year	12th Composite	MAHARASHTRA	Amravati University, Amravati	Pass
2	 View Document	 Edit	 Delete	Under Graduate Course	Law	Final Year	3 Years LL.B	MAHARASHTRA	University of Mumbai, Mumbai	Pass

After saving qualification details, grid view will be displayed above

6. Hostel Details – User will fill in Hostel / Day Scholar information

Profile Completeness 100%

Personal Information Address Information Other Information Qualification Information Hostel Details Course Applied

Hostel Details

Beneficiary Category

Hosteller Day Scholar

State * Maharashtra **District *** --Select-- **Taluka *** --Select--

Hostel Type * --Select-- **Hostel Name *** **Is Hostel Aided ? *** --Select--

Hostel Address * **Date of Admission *** **Is Mess Available ? *** --Select--

Rent Per Month * 0 **Hosteller Certificate *** Choose File No file chosen
(Only .jpeg, .jpg, .pdf files allowed)

In hostel information, if day scholar is selected then no form will be displayed. Applicant will click on save button

Hostel Details

Applicants have to fill all mandatory fields in the form

Beneficiary Category (Hosteller/Day Scholar)

State

District

Taluka

Hostel Type

Hostel Name

Is Hostel Aided?

Hostel Address

Date of Admission

Is mess available?

Rent per Month

Hosteller Certificate

After saving the profile, User can either click on All schemes button or Home button

Home button will display the landing page of the Portal where “Suggested eligible Schemes” according to the Profile will be displayed.

System will suggest schemes to applicant only after filling up the profile to 100 % completeness and on the basis of Caste, Religion & Income.

If clicked on All schemes, System will display all the schemes on the Portal.

3. All Schemes

This screen will display all the Post Matric schemes after clicked on All Schemes

Schemes

Post-Matric Schemes

Department * Scheme Name

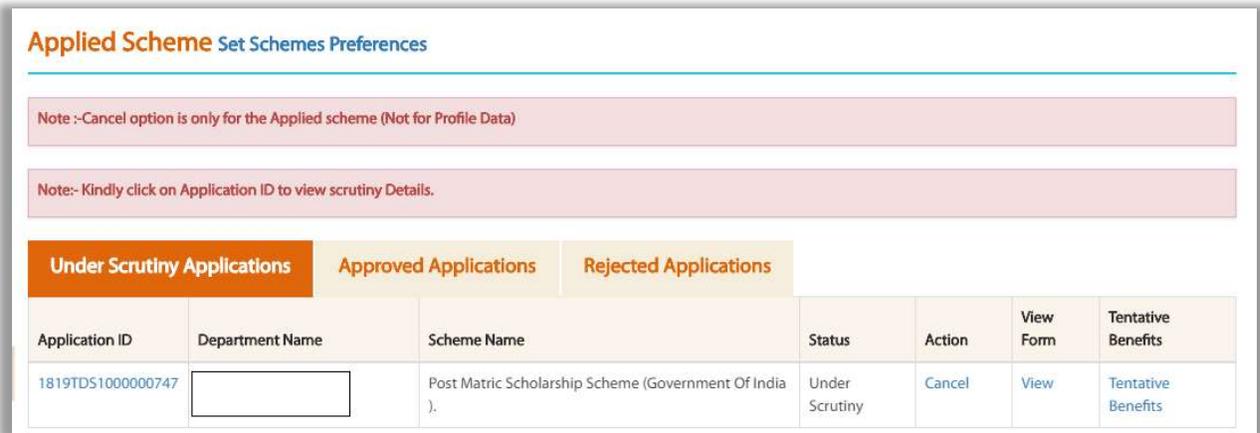
Scheme Name	Department Name	Application Start Date	Application End Date	Take Action	Download GRs
Assistance to Meritorious Students scholarship.	Directorate of Higher Education	04/09/2018	04/09/2019	Apply	PDF
Dr. Panjabrao Deshmukh Hostel Maintenance Allowance.	Directorate of Medical Education and Research	04/09/2018	04/09/2019	Apply	PDF
Dr.Punjabrao Deshmukh Vastigruh Nirvah Bhatta Yojna(DTE)	Directorate of Technical Education	04/09/2018	04/09/2019	Apply	PDF
Education Concession to the Children Freedom Fighter.	Directorate of Higher Education	04/09/2018	04/09/2019	Apply	PDF
Education Concession to the Children of Ex-Servicemen.	Directorate of Higher Education	04/09/2018	04/09/2019	Apply	PDF
Eklavya Scholarship.	Directorate of Higher Education	04/09/2018	04/09/2019	Apply	PDF
Government of India Post-Matric Scholarship.	Social Justice and Special Assistance Department	04/09/2018	04/09/2019	Apply	PDF
Government Research Adhichatra.	Directorate of Higher Education	04/09/2018	04/09/2019	Apply	PDF
Government Vidyaniketan Scholarship.	Directorate of Higher Education	04/09/2018	04/09/2019	Apply	PDF
Jawaharlal Nehru University Scholarship.	Directorate of Higher Education	04/09/2018	04/09/2019	Apply	PDF
Maintenance Allowance for student Studying in professional courses.	Social Justice and Special Assistance Department	04/09/2018	04/09/2019	Apply	PDF
Merit Scholarships for Economically Backward Class Students.	School Education and Sports Department	04/09/2018	04/09/2019	Apply	PDF
Open Merit Scholarships in Junior College.	School Education and Sports Department	04/09/2018	04/09/2019	Apply	PDF

1 2 3 >

User can either apply for schemes or Click on PDF to view the GR of the schemes

4. My Applied Scheme

In order to check for the total number of schemes applied, applicant should click on applied schemes button.



The screenshot displays the 'Applied Scheme' section of a web application. At the top, there is a header 'Applied Scheme' with a sub-link 'Set Schemes Preferences'. Below the header, there are two red informational boxes: the first states 'Note :-Cancel option is only for the Applied scheme (Not for Profile Data)' and the second states 'Note:- Kindly click on Application ID to view scrutiny Details.' Below these notes are three tabs: 'Under Scrutiny Applications' (highlighted in orange), 'Approved Applications', and 'Rejected Applications'. A table is shown below the tabs with the following columns: Application ID, Department Name, Scheme Name, Status, Action, View Form, and Tentative Benefits. The table contains one row with the following data: Application ID '1819TDS100000747', Department Name (empty field), Scheme Name 'Post Matric Scholarship Scheme (Government Of India)', Status 'Under Scrutiny', Action 'Cancel', View Form 'View', and Tentative Benefits 'Tentative Benefits'.

Application ID	Department Name	Scheme Name	Status	Action	View Form	Tentative Benefits
1819TDS100000747		Post Matric Scholarship Scheme (Government Of India)	Under Scrutiny	Cancel	View	Tentative Benefits

Under Scrutiny Applications –

Under Applied Schemes option, user can view –

1. Application ID
2. Department Name
3. Scheme Name
4. Status
5. Action
6. View Form
7. Tentative Benefits

After Application is submitted successfully by applicant, it will be displayed in under Scrutiny Applications section.

Applicant can click on Cancel button if want to take back application form.

Applicant can click on view button if want to view Applicant Details section.

For example - After application is submitted and applicant wants to view the details filled in, it is possible on click on view button under view form and also can take the print out of the form after click of Print button which is present to the bottom of the page

It is also possible, Application is sent successfully but during scrutiny major/minor issue is found. At such stage, Desk officers can send the application back and Applicant can view the application again after login.

Reason for sent back will also be provided by respective officer which will be displayed to the Applicant.

Under Scrutiny Applications		Approved Applications	Rejected Applications			
Application ID	Department Name	Scheme Name	Status	Action	View Form	Tentative Benefits
1819TDS1000000757	Tribal Development Department	Post Matric Scholarship Scheme (Government Of India).	Sent Back To Applicant	Cancel Re-apply	View	Tentative Benefits

Here Applicant should make the necessary changes in the Profile as per the given reason for sent back and click on the Re – apply button under My Applied Scheme option

4.1 Set Scheme Preferences

In the DBT system, applicant can apply for multiple schemes if applicable according to the criteria.

If applicant applies for two schemes, then applicant should give preference as “1” and “2” according to the choice.

Applied Scheme Set Schemes Preferences

Note :-Cancel option is only for cancelling the Scheme Application. One can cancel the scheme application only if it is pending for scrutiny at Institute Clerk or if it has been sent back to him for modification.

Note:- Kindly click on Application ID to view scrutiny status and details.

Under Scrutiny Applications Approved Applications Rejected Applications

Schemes Preference

Application ID	Scheme Name	Department Name	Scheme Type	Status	Preference Order
1819DHA1000000111	Assistance to Meritorious Students scholarship.	Directorate of Higher Education	Merit	Under Scrutiny	<input type="text" value="1"/>
1819SEE1000000061	Merit Scholarships for Economically Backward Class Students.	School Education and Sports Department	Merit	Under Scrutiny	<input type="text" value="2"/>

[Save Preferences](#)

As displayed in above image, both schemes are of type “Merit”, hence user needs to set Preference as “1” or “2” as per the choice

Also For example – Under Tribal development department, if applicant is studying a professional course and if eligible with the other scheme criteria, then applicant can apply for Post Matric Scholarship (GOI) scheme and Vocational Education Maintenance Allowance scheme from the same department.

Applied Scheme [Set Schemes Preferences](#)

Note :- Cancel option is only for cancelling the Scheme Application. One can cancel the scheme application only if it is pending for scrutiny at Institute Clerk or if it has been sent back to him for modification.

Note:- Kindly click on Application ID to view scrutiny status and details.

Under Scrutiny Applications **Approved Applications** **Rejected Applications**

Schemes Preference

Application ID	Scheme Name	Department Name	Scheme Type	Status	Preference Order
1819TDM1000000051	Vocational Education Maintenance Allowance.	Tribal Development Department	Maintenance	Under Scrutiny	<input type="text" value="1"/>
1819TDS1000000051	Post Matric Scholarship Scheme (Government Of India).	Tribal Development Department		Under Scrutiny	<input type="text" value="1"/>

[Save Preferences](#)

As displayed above, user can apply for Maintenance scheme and Scholarship scheme where user can apply simultaneously hence Preference can be set as “1” for both the schemes.

Tentative benefits -

The screenshot displays the 'Scheme Benefits' section of the Post Matric Scholarship Scheme (Government Of India) application portal. The interface features a blue header with the scheme name and a logo for 'आपले सरकार DBT'. Below the header, there is a table of benefits with four rows. Each row contains the benefit name, the amount in Indian Rupees (₹), a 'Status' field, and a 'Redeem' button. The benefits listed are: Number of Months (₹ 10), Hostel Allowance (₹ 1200.00), Reader Allowance (₹ 240.00), and Escort amount per month (₹ 160.00). The 'Status' field for all benefits is currently empty, and the 'Redeem' buttons are visible for each row.

Benefit Name	Amount (₹)	Status	Action
Number of Months	₹ 10		Redeem
Hostel Allowance	₹ 1200.00		Redeem
Reader Allowance	₹ 240.00		Redeem
Escort amount per month	₹ 160.00		Redeem

Applicant can also view the Tentative benefits by clicking on Tentative benefits button.

These are the Tentative Benefit calculation which are displayed by System as per the Profile filled by the Applicant and as per the scheme applied by applicant.

Approved Applications –

After the successful submission of application from applicant's login. Application will be checked by respective Institute and Department.

After the Application is approved by Desk 2 officer of Department, Status of the Application will change to Approved and will be displayed under Approved Applications tab from Under Scrutiny.

Applied Scheme Set Schemes Preferences

Note :-Cancel option is only for the Applied scheme (Not for Profile Data)

Note:- Kindly click on Application ID to view scrutiny Details.

[Under Scrutiny Applications](#)
[Approved Applications](#)
[Rejected Applications](#)

No Approved Applications

Rejected Applications –

After the successful submission of application from applicant’s login. Application will be checked by respective Institute and Department.

If under any of the Desk officer Application is rejected, then the application will be displayed under Rejected Applications tab. Rejection can be totally invalid Application or maybe also Fraud applications.

In My Applied Scheme, User can Set Schemes Preferences- Applicant can be eligible for more than one scheme in the Portal. At such situations, User can apply for more than one scheme but Scholarship/Freeship amount will be disbursed into bank account only for one scheme, according to the Preference set by the Applicant.

5. My Canceled Scheme

Applicant can cancel the scheme after successful submission to the respective Institute/School by clicking on Cancel button under Action column in My Applied Scheme option.

Canceled Scheme

Canceled Scheme

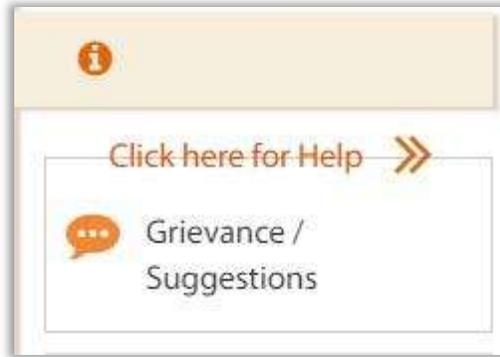
Application ID	Department Name	Scheme Name	Status	View Form
718TDFG100000032	<input type="text"/>	Post Matric Scholarship Scheme (Government Of India).	Application Canceled	View
718TDGH100000014	<input type="text"/>	Tuition Fee & Exam Fee for Tribal Students (Freeship)	Application Canceled	View

Transaction history will be maintained for the Canceled scheme.

7. Grievance/Suggestions –

Applicant May have Grievance (Complaint) / Suggestions for Aaple Sarkar DBT Portal.

In Such scenarios, Applicant should click on Grievance/Suggestions which is displayed after login under left hand side panel of the page.



Grievance / Suggestions

Name *	Mobile Number *
<input type="text"/>	<input type="text"/>
Email ID *	Department *
<input type="text"/>	--Select--
Scheme Name *	Category *
--Select--	--Select--
Grievance / Suggestions Type *	
--Select--	
Comments *	
<input type="text"/>	
Number of characters left: 500	
Enter the text shown in image	Captcha
<input type="text"/>	
Refresh	
Note: Only after entering correct captcha Save button will enable.	
<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Back"/>	

Here Applicant will have to fill up all the Mandatory fields –

1. Name
2. Mobile Number
3. Email ID
4. Department
5. Scheme Name
6. Category
7. Grievance/ Suggestions type
8. Comments

Also it is necessary to enter the CAPTCHA, only then Submit button will be enabled.