

User Guide to fill Online Application form of NMMS

USER NAME AND PASSWORD ARE YOUR SCHOOL U-DISE CODE

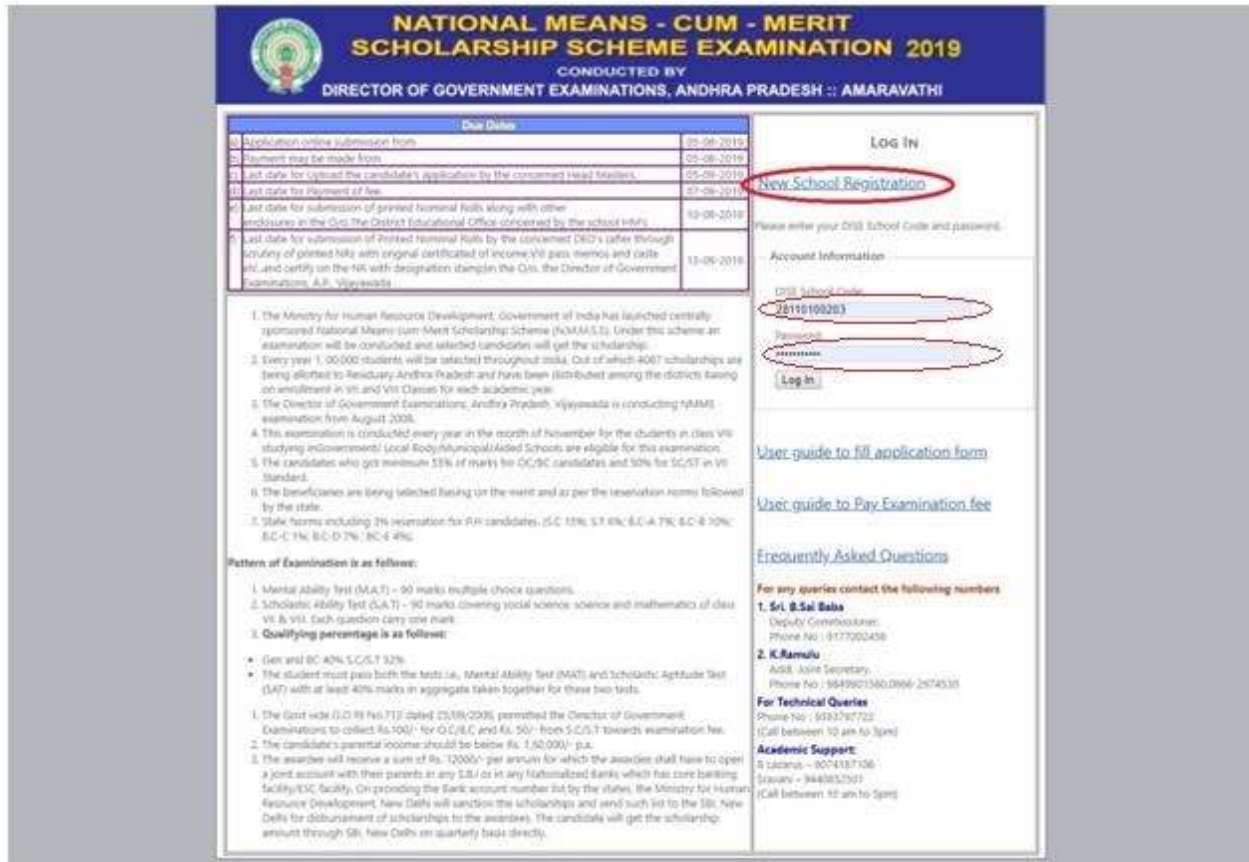
Step 1. Open “www.bseap.org” in any web browser then you can find the following web page:

The screenshot shows the homepage of the Directorate of Government Examinations, Andhra Pradesh. The header includes the organization's name and logo, along with navigation links like 'Home', 'Organisation and Services offered by Directorate', and 'Statistics of SSC 2014 Results'. A 'QUICK LINKS' sidebar is on the left. The main content area features a large logo and the text 'DIRECTORATE OF GOVERNMENT EXAMINATIONS'. Below this, there is a 'Welcome to Directorate of Government Examinations' section, followed by 'Major Examinations' and a list of various exams. On the right, there are portraits of officials. The 'NTSE & NMMS' section is highlighted in red.

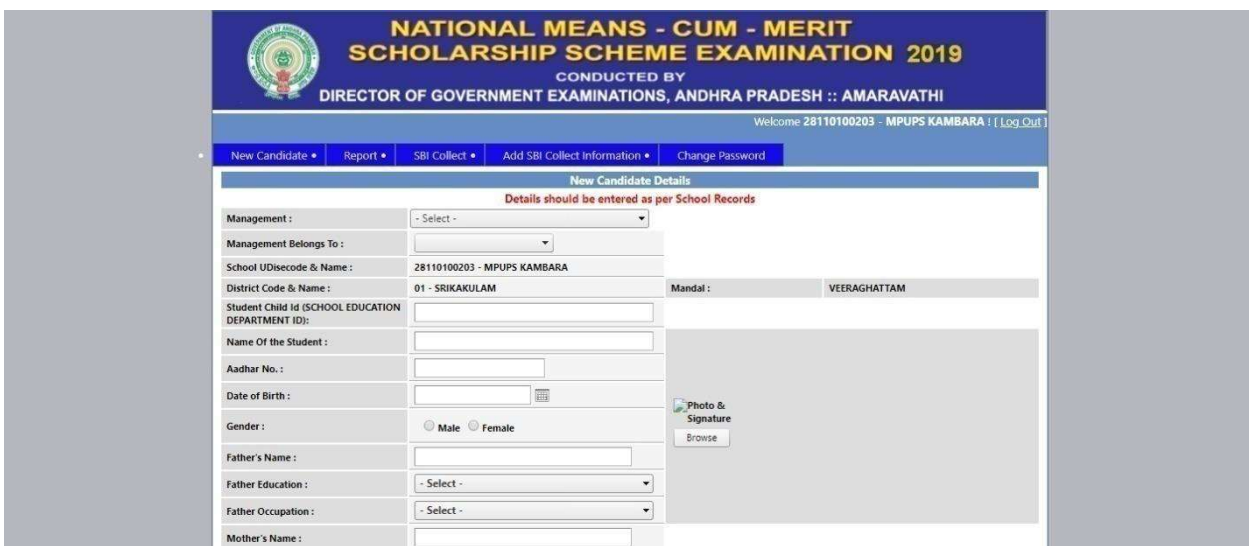
Step 2. Click on “**NMMS**” (Rounded in red color) in the web page. Then the following screen appears

The screenshot shows the 'POPULARLY KNOWN AS SSC BOARD' section of the website. It lists various links under the 'NMMS' heading, including 'NMMS Online application Form', 'Instructions to DEOs-NMMS Nov 2019', 'Instructions to Head Masters - NMMS Nov 2019', and 'User Guide to pay NMMS Examination Fee'. The 'NMMS Online application Form' link is circled in red.


Step 3. Click on **Online Application Form (Rounded in red color)**. Then the following screen appears

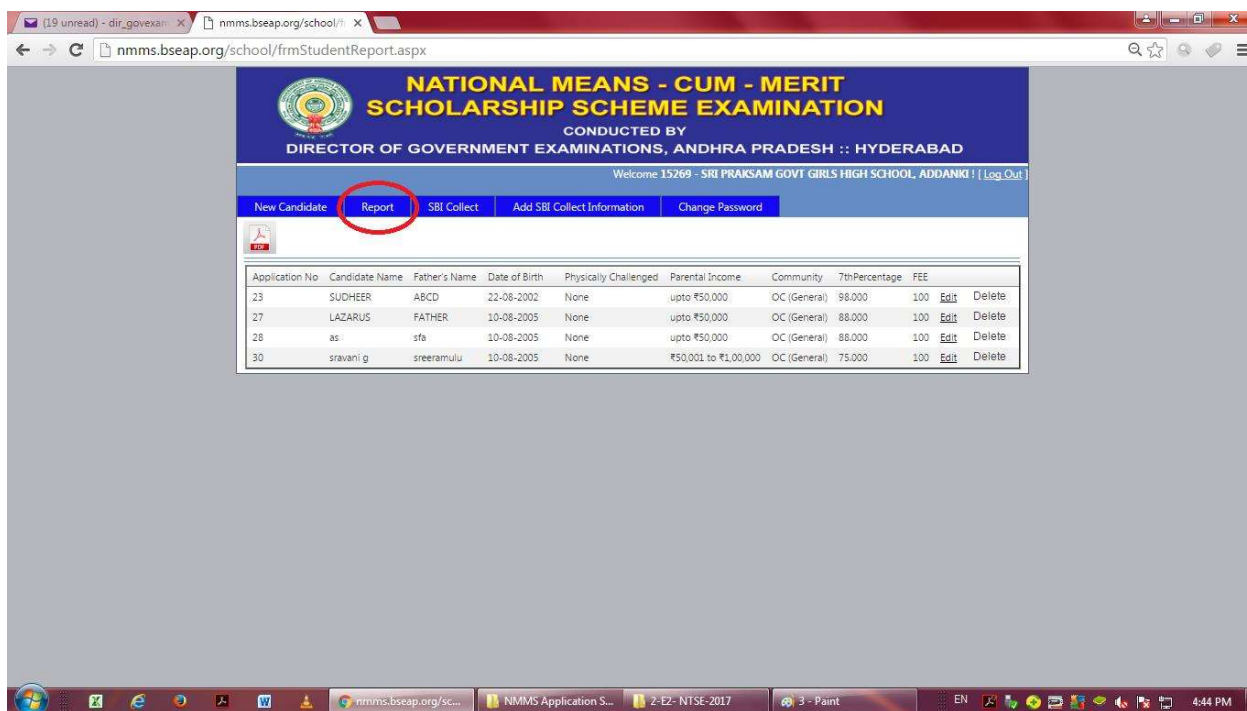


Step 4. For first time registration, click on **“New School Registration”** (Rounded in red color) and fill all the details carefully and click on **“Create School”**. After successful registration, reopen the NMMS login page and enter **“U-DISE Code”** and **“Password”** in the boxes provided **(Rounded)**. Then the following screen appears



Step 5: Select Management Type from the Drop Down List. Fill each and every column in the application form as per the school records. The concerned School Head Master/Principal must enter the “**Child ID**” in the application form where space is provided. (Child-ID is the Unique ID given by the School Education Department, Government of Andhra Pradesh). To upload the photo along with signature and required certificates by click on Browse button. (The photo with signature file size should be less than 30KB and format should be **JPEG**) and click on “**Submit Application**” (**Rounded in color**) button.

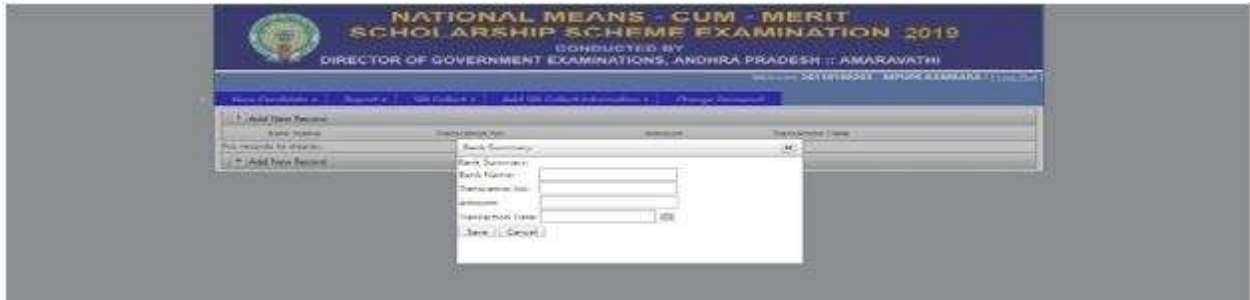
Step 6: Enter the details of another candidate by click on “New Candidate” button. Fill all the candidates’ details in the same procedure. After completion of uploading all the candidates’ applications click on “**Report**” (**Rounded in color**) button for generating Nominal Roll. Then the following screen appears. Click on  to download the Nominal Roll.



The screenshot shows the NMMS application portal interface. The header includes the logo and text: "NATIONAL MEANS - CUM - MERIT SCHOLARSHIP SCHEME EXAMINATION CONDUCTED BY DIRECTOR OF GOVERNMENT EXAMINATIONS, ANDHRA PRADESH :: HYDERABAD". Below the header, there is a navigation bar with buttons: "New Candidate", "Report", "SBI Collect", "Add SBI Collect Information", and "Change Password". The "Report" button is circled in red. Below the navigation bar, there is a table with the following data:

Application No	Candidate Name	Father's Name	Date of Birth	Physically Challenged	Parental Income	Community	7thPercentage	FEE		
23	SUDHEER	ABCD	22-08-2002	None	upto ₹50,000	OC (General)	98.000	100	Edit	Delete
27	LAZARUS	FATHER	10-08-2005	None	upto ₹50,000	OC (General)	88.000	100	Edit	Delete
28	as	sfa	10-08-2005	None	upto ₹50,000	OC (General)	88.000	100	Edit	Delete
30	sravani g	sreeramulu	10-08-2005	None	₹50,001 to ₹1,00,000	OC (General)	75.000	100	Edit	Delete

Step 7: Click on “**SBI Collect**” button (**Rounded in red color**) to pay the examination fee. To know more about the payment of examination fee, click on the link “**user guide to pay Examination**”



Step 9: Fill all the columns i.e., Bank Name, Transaction number (**started with DU**), Amount and Transaction Date. Then click on **SAVE** button to save all the transaction details. The application may be rejected if the particulars are entered wrongly. Care should be taken while entering the details.

Step 10: Submit the following items in your concerned District Educational Officer's Office as per schedule date given in the notification.

- 1) ***Two Sets of Printed Nominal Rolls (Attested by the Head Master).***
- 2) ***Attested copies of Caste Certificates in case of BC/SC/ST and Medical certificate in case of PH category.***
- 3) ***Computer generated Original SBI Collect Receipt.***

Change Password button is provided to change the password of a school. New Password and Confirm Password should be same.