User Manual for eGrantz 3.0 Portal (https://egrantz.kerala.gov.in)

1. One-Time Registration Process
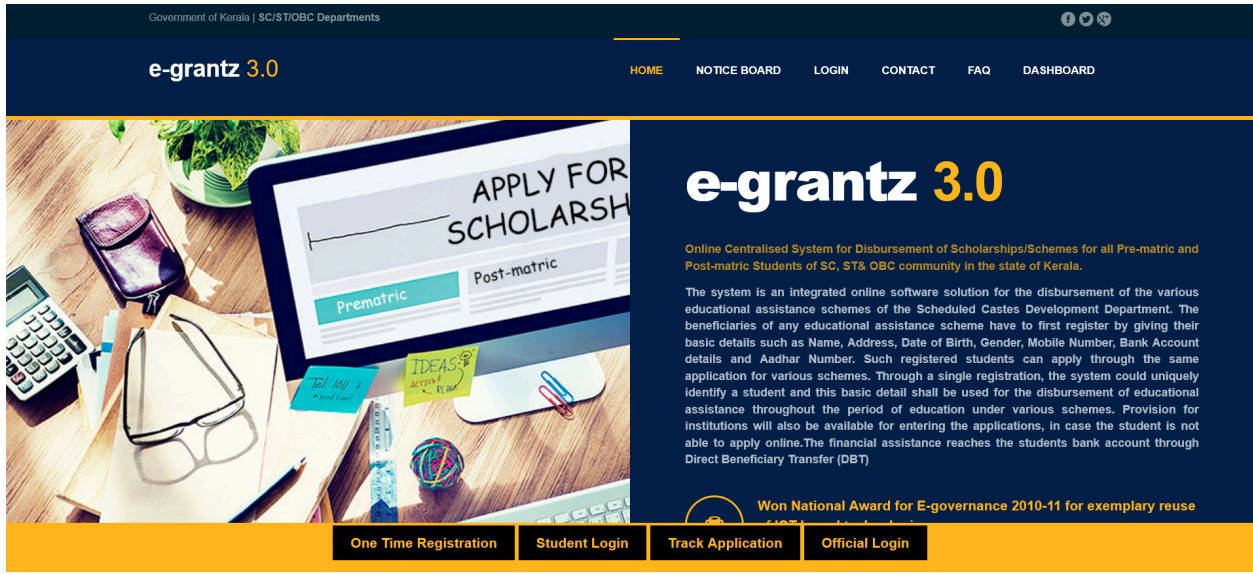
1.1. **Accessing the Registration Page**

- Visit eGrantz portal at egrantz.kerala.gov.in.
- Locate and click on the "One-Time Registration" button.

1.2. **Verification with Aadhaar Number and Name**

- Enter your Aadhaar Number and Name in the respective fields.
- Click on the "Validate" button.
- If the Aadhaar Number and Name match, proceed to the next step.
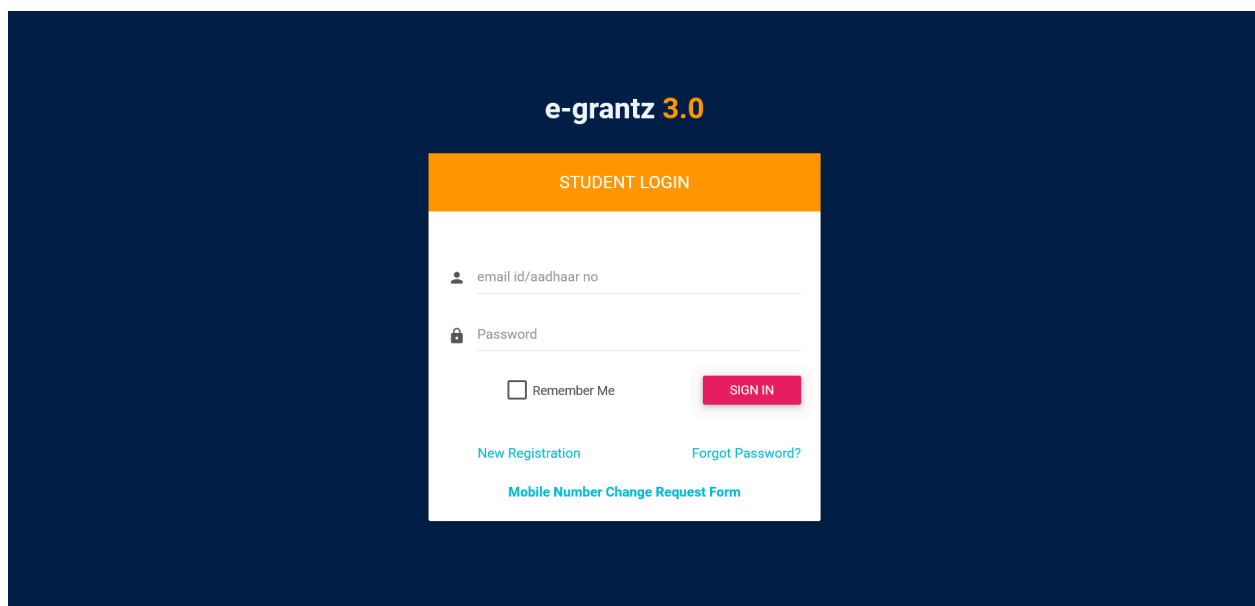
1.3. Entering Additional Details

- After validation, enter your Mobile Number, Email Address, Date of Birth, and Password.
- Ensure all required fields are filled correctly.

1.4. Completing the Registration

- Click on the "Register" button to complete the registration process.
- Upon successful registration, you will be redirected to the student login page.

2. Student Login

2.1. Accessing the Login Page

- If you are already registered, go to the eGrantz homepage.
- Click on the "Student Login" button.

2.2. Entering Login Credentials

- On the Login page, enter your Username (Email/Aadhaar Number) and Password.
- Click on the "Login" button.

2.3. Successful Login

- Upon successful login, you will be redirected to your homepage.

3. Completing Your Profile

BASIC DETAILS (അടിസ്ഥാന വിവരങ്ങൾ)	
Student Name / വിദ്യാർത്ഥിയുടെ പേര് *	TesT Name
Adhaar Number / ആധാർ നമ്പർ *	@gÀûK%FJÖÆQ£t>Y
Gender / ലിംഗം*	--select one--
Date of Birth / ജനന തീയതി *	01/08/2007
Category / വിഭാഗം *	--select one--

Present Status / നിലവിലെ അവസ്ഥ *	◯ Ongoing Student / നിലവിൽ വിദ്യാർത്ഥി 🟢 Course Completed / പഠനം പൂർത്തിയാക്കി
അവസാനം പഠിച്ച സ്ഥാപനം *	
അവസാനം പഠിച്ച കോഴ്സ്*	

3.1. Navigating to Profile Completion

- Once logged in, navigate to your homepage.
- Complete all the required details in your profile.
- Ensure to select "Present Status / നിലവിലെ അവസ്ഥ" as "Course Completed" if applying for Advocate Grant Scheme.

4. Uploading Qualification Details

Add Qualification

Qualification Type / യോഗ്യത ഇനം	-- Select --
Qualification Stream / പഠന ശാഖ	eg: Science/Computer/general
Register Number of Exam/ പരീക്ഷാ രെജിസ്ട്രേഷൻ നമ്പർ	Exam Registration No.
Institution Name Last attended/ സ്ഥാപനത്തിന്റെ പേര്	Name of Institution
University/Board Name / യൂണിവേഴ്സിറ്റി / ബോർഡ്	University/Board Name
Percentage of Mark / മാർക്ക് (ശതമാനത്തിൽ)	
Month & Year of Passing/ ജയിച്ച മാസവും വർഷവും	-- select -- -- select --

**Upload Certificate**   Browse... No file selected.

4.1. **Adding Qualifications**

- Navigate to the "Add Qualification" menu.
- Upload all necessary qualification details as per the guidelines provided.

5. Applying for Scholarship

LIST OF SCHEMES YOU ARE ELIGIBLE TO APPLY(അപേക്ഷിക്കുവാൻ യോഗ്യതയുള്ള സ്കീമുകളുടെ ലിസ്റ്റ്)

ന് മുൻപേ താങ്കൾ പ്രൊഫൈലിൽ നൽകിയ വിവരങ്ങൾ ശരിയാണോയെന്ന് ഉറപ്പുവരുത്തുക ,പ്ര

ADVOCATE GRANT
Scholoship

Apply Now
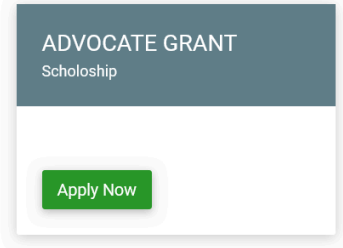
5.1. Viewing Eligible Schemes

- Navigate to the "Apply for Scholarship - Post Matric" menu.
- View the list of eligible schemes.

5.2. Applying for a Scheme

ADVOCATE GRANT

Description:-

ADVOCATE GRANT

List of Attachments

Non Creamy layer/Caste/SSLC - Certificate		Mandatory
Degree Certificate		Mandatory
LLB Certificate		Mandatory
Enrollment Certificate		Mandatory
Affidavit from Senior Advocate		Mandatory

Instructions

1. Certificate From Senior Advocate - Format
2. Upload attachment in PDF format only
3. File size should be less than 200kb

NB:- Update your qualification details before applying for the scholarship. To update Click here

Proceed

- Click on the eligible scheme to apply.

- Applicants can download certificate from senior advocate - format from instruction page
- Read through the instructions on the instruction page before proceeding to the application form.

5.3. **Filling the Application Form**

അഭിഭാഷക ധനസഹായ പദ്ധതി -2024-2025

1. അപേക്ഷകന്റെ പേര് :	TesT Name
2. മതം/ജാതി :	OBC/ANGLO INDIAN
3. വയസ്സ് :	16
4. ജനന തീയതി:	2007-08-01
5. ആൺ /പെൺ :	ആൺ
6. കുടുംബ വാർഷിക വരുമാനം :	223
7. റേഷൻകാർഡ് ടൈപ്പ് :	Select Option ˅
8. റേഷൻകാർഡ് :	

9.സ്ഥിര മേൽവിലാസം	ഇപ്പോഴത്തെ മേൽവിലാസം (ജില്ല, പിൻകോഡ് എന്നിവ സഹിതം)

- Fill out all the required fields in the application form.
- Upload all the necessary documents as specified.

Additional Notes:

- Ensure that all information provided is accurate and up-to-date.
- Follow the portal's guidelines and instructions at each step to avoid errors.
- Contact support through the portal for any technical assistance or queries.

This user manual outlines the step-by-step process for registration, login, profile completion, qualification upload, and application for scholarships on the eGrantz portal.