

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HIGHER EDUCATION
SWAMI VIVEKANANDA MERIT SCHOLARSHIP SCHEME (SVMS)
Application for Academic Year 2026-27

Investing in Talent. Empowering Futures.

Applications are made in the official data-capture workbook issued for this Scheme. Download the blank workbook and the filling manual from this page. Complete one workbook for one student, and send it with the required documents to svms@wb.gov.in.

This application is under Notification No. 336-(T)10M-15/2026 dated 9 September 2026. Submission of the workbook does not by itself sanction the scholarship. Sanction rests with the Competent Authority.

Download

Blank workbook: SVMS Data-Capture Template, AY 2026-27 (Template 1.3).

Filling manual, document list and e-mail format: SVMS Template Filling Manual and Document List.

Use only the files downloaded from this page. Do not use a copy from any other source, and do not use one student's filled workbook for another student.

Who may apply

A student who has passed Class X or Class XII in regular mode from a recognised school in West Bengal, whose ordinary residence is in West Bengal, and whose parent or guardian — or the student, if an orphan — is an elector in West Bengal.

Assistance is for a full-time Undergraduate or Master's programme begun on or after 1 April 2026, in an institution on the list built into the workbook:

- outside India: a university in the QS World University Rankings 2027 Overall Top 100;
- in India: an Institution of National Importance, a Public Institution of Eminence, or a Government or Government-aided institution in the NIRF Overall Top 50 (India Rankings 2025).

An affiliated college does not become eligible because the affiliating university is ranked. The name on the Offer Letter must be the name chosen from the workbook list. Assistance under this Scheme can be taken only once in a lifetime.

How to fill the workbook

1. Open the file in Microsoft Excel, WPS or LibreOffice. Enable editing if asked.
2. Type only in the yellow cells on 02_MasterData. Grey cells are calculated. Do not type over them.
3. Choose the institution in this order: Component, then Country, then State or UT (for a college in India), then Institution. If a list looks empty, press F9 and open it again.
4. Mark every row on 13_Documents, and accept every clause on 04_AnnexIII_Undertaking before the first payment.
5. Check 01_ControlPanel. Send the file only when it reads READY TO SUBMIT.
6. Fill a later sheet — continuation, reimbursement, direct payment, change, or withdrawal — only when that event actually arises.

The filling manual explains each field, the documents to attach, and the file names.

What to send

To: svms@wb.gov.in

Attach the completed workbook, with the Control Panel reading READY TO SUBMIT, and the prescribed documents as separate PDF files, named as directed in the manual.

Do not lock the workbook with a password. Do not send a photograph of the spreadsheet in place of the Excel file. Do not put the scans inside the workbook.

Subject line

Use this exact order, with a vertical bar between items and no extra spaces:

SVMS|<TXN>|<COMP>|<LVL>|<DIST>|<NAME>|<INST>|<APPID>|<YYYYMMDD>

- TXN: APPL for a first application. Later: CONT, REIMB, DPAY, CHG, WTH, UPD or QRY. COMP: INT or DOM. LVL: UG or PG.
- DIST: district of residence, in capitals, hyphens instead of spaces. NAME: SURNAME-GIVENNAME, in capitals. INST: short name, hyphens instead of spaces.
- APPID: NA on the first mail; after an ID is allotted, use that ID in every later mail. YYYYMMDD: date of the mail.

Example: SVMS|APPL|DOM|UG|KOLKATA|BANERJEE-ARITRA|IIT-KHARAGPUR|NA|20261005

One student, one mail. A mail whose subject line is not in this form will not be treated as filed until a corrected subject is received.

After you send it

Quote the same subject if you write again about that application. When an Application ID is allotted, use it in every later mail. For a query on an application already sent, mail svms@wb.gov.in with TXN as QRY.

A false statement, a suppressed fact, or a fabricated document may lead to cancellation, recovery with interest, debarment for five years, and legal proceedings.

Higher Education Department, Government of West Bengal