

FRESH

**GOVERNMENT OF NAGALAND
DIRECTORATE OF HIGHER EDUCATION
NAGALAND : KOHIMA**

Paste a passport size photo of the student below, which must be signed by the student thereon:



(INCOMPLETE APPLICATION FORM WILL BE REJECTED DURING SCRUTINY)

POST MATRIC CENTRAL SCHOLARSHIP

(CAN BE APPLIED ONLY BY THOSE STUDENTS BELONGING TO THE SCHEDULED TRIBE OF NAGALAND FOR STUDIES IN INDIA ONLY, WHOSE PARENTS/GUARDIAN'S INCOME FROM ALL SOURCES DOES NOT EXCEEDS RS. 1,08,000/- PER YEAR OR RS. 9,000/- PER MONTH)

PART - A

TO BE FILLED UP BY THE STUDENT IN HIS/HER OWN HAND WRITING

1. Name of Applicant (in capital letters) :
- And Phone/Mobile No. if any :
2. Name of educational institution :
3. Class :
4. Father's name/Occupation/Phone No. :
5. Department, address and designation if employed :
6. Mother's name/Occupation/Phone No. :
7. Department, address and designation if employed :
8. Nationality : Tribe :
9. State where permanently settled : State: District: Address:
10. Name of guardian : Relationship: Address:
- (if both parents are expired)
11. Date of Admission :

(for Directorate Office use only)

Issued by-

Directorate SHA

Price Rs. TEN only



Received by-

Last date of Form submission-

30 SEP 2010

11. Particulars of examinations commencing from Matriculation (to be supported by xerox attested copy of Admit Cards, Certificates, Marksheets).

Name of examination	Year in which taken	Percentage of marks and Division	Board/institution/University	Remarks
i				
ii				
iii				
iv				
v				
vi				

12. Whether scholarship was received under this or any other scheme? If Yes:

- i) Name of the Scholarship Scheme:
- ii) Course of Study and class in which it was given:
- iii) Name of the institution where it was given:

13. Course of study for which scholarship is now desired (indicate course and class)

14. Whether Residing in Hostel? If Yes (tick ✓ one)

- i) Residing in Hostel approved by the State Government? Name & Address:
- ii) Residing the Hostel run by the Institution?
- iii) Date of admission in the Hostel:

Note : For Hostellers a blank Hostel Certificate Format is to be collected seperately from the Directorate of Higher Education Kohima, which is to be filled up and submitted along with the scholarship form to this Office

15. DECLARATION OF THE STUDENT AND COUNTERSIGNED BY THE PARENT/GUARDIAN:

I HEREBY DECLARE THAT I HAVE READ THE RULES OF THE POST MATRIC CENTRAL SCHOLARSHIP SCHEME AND HEREBY ABIDE BY THE RULES. THE ABOVE STATEMENTS OF MINE ARE CORRECT AND IF FOUND TO BE WRONG, I WILL ABIDE BY THE DECISION OF THE GRANTING AUTHORITY AND HERE BY UNDERTAKE TO REFUND TO THE GOVT. OF INDIA ON DEMAND THE ENTIRE AMOUNT RECEIVED BY ME.

Signature of the student

Full name and address

.....

0115 992 05

Signature of Parent/Guardian-

Full name

Occupation

(designation if employed)

Relationship with student

STD/Phone/Mobiel Number



PART B (I)

(to be filled up by the Head of Institutions)

1. If there is any break in Educational Career of the student mention the details in the column given below:
 - (i) The Gap period.....
 - (ii) The Reasons and also mention how the student remained engaged during the Gap period
.....
 - (iii) Name of the last College/Institute attended (before the Gap period).....
2. A student who was getting scholarship in the previous year/ last year, but failed in the examination that year, cannot apply for scholarship in the same class for the second time (Repeaters) during the current year.

CERTIFICATE TO BE SIGNED BY THE HEAD OF THE INSTITUTION:**THIS IS TO CERTIFY THAT:**

- (i) The present applicant is a regular student of this institution. He has not failed in the last/previous examination.
(strike out the one which is not applicable)
- (ii) The present applicant came on transfer from College. As per record, he/she has not failed in the last year/previous examination.

Signature/Seal
(of Head of the Institution)

3. **However, if student could not sit in the Annual Examinations due to sickness or unavopidable reasons He/She may apply for the scholarship for the same class, if the Head of Institution is satisfied and issue a certificate stating the reasons why the student failed to appear the examination and also mention must be made that THE STUDENT COULD HAVE PASSED HAD HE/SHE APPEARED IN THE ANNUAL EXAMINATION.**

This is mandatory so as to do away with the false claim of sholarships.

4. The Head of the Institution is required to CERTIFY either of the following and append signature thereon, which is mandatory.

PART - B (II)**TO BE FILLED IN BY THE HEAD OF INSTITUTION**

(statement if incomplete will be rejected during scrutiny)

1. Class in which the applicant is studying :.....
2. Duration of the course in which the student is studying :.....
3. Likely date/month/year in which the annual examination of the current session will be over?.....

4. Compulsory fees (OBLIGATORY FEES) to be paid by the student to the institution during the current year: from..... to are as follows:

FEES PARTICULARS	RATE PER MONTH	RATE PER YEAR	TOTALS AMOUNT	REMARKS
1. Tuition Fee				
2. Registration Fee				
3. Examination Fee				
4. Enrolment Fee				
5. Games Fee				
6. Library Fee				
7. Student's Union Fee				
8. Magazine Fee				
9. Medical Fee				
10. Others if any?				

Total Amount Rs.....

4. If Hosteller, whether the student is given free lodging/boarding?
5. Designation and full address of the Head of the Institution to whom the scholarship amount is to be sent
6. Against which Bank the Cheque/Draft is to be sent (give detail address).....
7. THIS IS TO CERTIFY THAT:
- The information given by the student in Part-A are CORRECT/INCORRECT (Tick)
 - The course in which the student is studying is a post matric course.
 - This institution is affiliated to..... Board/University (Write in long form) and is recognized by the Govt. of..... (Name of the State)
 - The student is studying in..... class of this institute and the minimum educational qualification required for admission to this course is pass in class of Board/University.
 - The course in which the student is studying is a Regular Course/Correspondence Course (strike out the one which is not applicable).

UNDERTAKINGS

I UNDERTAKE THAT THE SCHOLARSHIP AMOUNT WILL BE DISBURSED AS SOON AS IT IS RECEIVED. IF THE APPLICANT LEAVES THE INSTITUTION/DISCONTINUES STUDIES/ACCEPT ANY OTHER SCHOLARSHIP/FAIL TO SECURE SIXTY PERCENT ATTENDANCE IN CLASS/PARTICIPATES IN STRIKE WITHOUT PERMISSION FROM THE COLLEGE AUTHORITY, THE FACT WILL BE REPORTED TO THE DIRECTOR, HIGHER EDUCATION AND THE UNDISBURSED AMOUNT WILL BE REFUNDED TO THE SENDING AUTHORITY IMMEDIATELY.

Signature of the College Authority-

Full Name :
 Designation :
 Full Address :
 STD Code :
 Telephone Number :
 Mobile Number :

OFFICE SEAL

INCOME CERTIFICATE

1. If the parent/Guardian of the student are employed (job holder) use the format given in Annexure-I.
2. If the parents/Guardian of the student are self-employed/Un-employed use either Annexure -II (or) Annexure III format.

ANNEXURE-I

(can be fill up and use as it is)

TO BE FILLED UP AND USED BY THE PARENTS/GUARDIANS (IF PARENTS ARE NOT ALIVE) WHO ARE EMPLOYED IN GOVT. OFFICES/INSTITUTIONS OR PRIVATE INSTITUTIONS/ ESTABLISHMENTS.

DECLARATIONS:

I DO HEREBY SOLEMNLY AFFIRM AND DECLARE AS FOLLOWS:

1. I am employed as (designation of the job)
2. My total income per month is Rs..... (Rupees.....)
3. My total income per month from other sources is Rs..... (Rupees.....)
4. Thus my overall total income from all sources per year is Rs..... (Rupees.....).

I am making the above statements in the presence of my Employer, which are true to the best of my knowledge and belief.

Signature of the parent/Guardian-_____

Full Name & address & STD/Phone Number-_____

TO BE CERTIFIED BY THE EMPLOYER:

Certified that the statements made by the employee serving under me are true.

Signature of the Head of the Office/Establishments-

Full Name:

Address :

STD/Phone Number:

Office Seal:

NOTE : The student's Parent/Guardian, whose income from all other sources exceeds Rs. 1,08,000 per year or Rs. 9,000/- per month not apply for Scholarships under this scheme.

ANNEXURE -II (for unemployed or self-employed Parents/Guardians)
(can be fill up and use as it is)

TO BE FILLED UP AND USED BY THE PARENTS/GUARDIAN (FOR GUARDIANS-IF PARENTS ARE NOT ALIVE) WHO ARE SELF-EMPLOYED/UNEMPLOYED:

DECLARATIONS:

I, Shri/Smti..... do hereby solemnly affirm and declares as follows:

1. I am the Father/Mother/Guardian of Mr/Ms.....who is applying for scholarships.
2. I am not employed in any Govt/Private office establishment/institution.
3. My total income from all sources in one month is Rs..... (Rupees.....)
4. My total income from all sources during the past twelve months is Rs..... (Rupees.....).

Signature of Parents/Guardian-

Full Name:

Complete address with telephone Number:

COUNTERSIGNATURE OF:

DC/ADDL. DC/SDO (Civil) Below:

Signature:

Full Name:

Designation :

Office Seal:

NOTE : Those student whose Parent's/Guardian's, income from all other sources exceeds Rs. 1,08,000 per year or Rs. 9,000/- per month not apply for Scholarships under this scheme.

Note: For unemployed or self employed parents/guardians, use either Annexure -II or Annexure - III.

ANNEXURE -III

WORDS GIVEN BELOW ARE TO BE TYPED OUT ON THE NON-JUDICIAL PAPERS AND COUNTERSIGNED BY THE DESIGNATED/EMPOWERED JUDICIAL MAGISTRATE ONLY OR NOTARY PUBLIC IN THE PRESENCE OF THE PARENTS/GUARDIAN:

(can be used by selfemployed/unemployed Parents/Guardian, if they do not want to use Format given in Annexure-II)Unemployed:

DECLARATIONS:

I, SHRI/SMTI..... DO HEREBY AFFIRM AND DECLARES AS FOLLOWS:

1. I am the Father/Mother/Guardian of Mr/Ms.....who is applying for scholarships.
2. I am not employed in any Govt or Private institutions/ establishments.
3. My total income from all sources in one month is Rs..... (Rupees.....)
4. My total income from all sources during the past twelve months is Rs..... (Rupees.....).

Signature of Parents/Guardian-_____

Full Name:_____

Full address with telephone Number:_____

IDENTIFIED AND VERIFIED BY ME AND SOLEMNLY DECLARED BEFORE ME BY THE DEPONENT/PARENT/GUARDIAN:

Signature:_____

(of the competent Judicial Magistrate or Notary Public)

Full Name:_____

Designation :_____

Office Seal:_____

NOTE : Those student whose Parent's/Guardian's, income exceeds Rs. 1,08,000 in one year or Rs. 9,000/- per one month must not apply for Scholarship.

**IMPORTANT INSTRUCTIONS FOR THE HEAD OF THE INSTITUTIONS:
and
THE STUDENTS-APPLICANTS:**

1. Piecemeal submission of form by the institution located within Nagaland will not be accepted.
2. For institutions located within Nagaland, the heads must attach the Statistical Data format a copy of the students enrolment list submitted to NBSE and NU while submitting the scholarship forms bundles. Collect the format from this office.
3. The students studying outside Nagaland must produce identity Card or Admission Receipt while collecting the scholarship forms.
4. The students whose Fresh Scholarship forms were rejected from the first year class during scrutiny in this Directorate cannot apply for scholarship for the First Year. Such students who have been promoted to the next higher class/second year must fill up the Fresh Scholarship forms and not Renewal form.
5. The students of National Institute of Open Schooling studying in class-11 and 12 are permitted to apply for scholarships only twice for the whole course.
6. To apply scholarships for class 11 and class 12, the NIOS students must have passed the Class 10 under NIOS with the following subject combinations, namely, i) English, ii) Alternative English or MIL, iii) Science, iv) Mathematics and v) Social Science. Similarly, a NIOS students who passed Class 12 under NIOS system and would like to apply for scholarships for Degree Course must have taken the following subjects combination, namely i) English, ii) Alternative English or MIL, iii) Any three optional subjects as prescribed in the NIOS course of study.
7. The student will not be given scholarship if he/she participates in strikes/is guilty of misconduct in the institution/attendance in class is less than 60 percent.
8. If it is detected as a later stage that a student had got the scholarship through false statements in the scholarship forms the scholarship amount awarded to him will be recovered and the said student will not be permitted to apply for scholarship thereafter.
9. If any dispute arises regarding scholarships, the decision of the Govt. of Nagaland will be final and binding.
10. The Heads of the institutions are to cross-check the correctness of the statements made by the applicants in the scholarship forms and reject the forms if false statement are detected.
11. All the documents attached with the scholarship forms must be attested by the Govt Gazetted Officers (including Public Notaries) and not by any other officials.
12. Scholarship forms must be submitted : to, the Director, Directorate of Higher Education, Governemnt of Nagaland, Nagaland : Kohima (Below Nagaland Secretariat)
13. **Attach a Recognition letter of the said institute from where the students is applying for scholarship. Very often it has been detected that the students are studying in educational institutions which are not affiliated to any recognised Board/Council/University. As such, the letter issued by the Board/Council/University recognizing the course/Class conducted in the said institution must be attached by the student. The Xerox copy may be obtained by the student from the Head of the Institution and attach with the scholarship form.**

**THE SCHOLARSHIP FORMS WILL BE REJECTED DURING SCRUTINY FOR
NON-FULFILMENT OF ANY OF THE FOLLOWING**

1. If the Income Certificate is not signed by the designated Officer.
2. If the Income Certificate is not attached in Original (if no-judicial paper is used by student).
3. If the photograph is not pasted and signed by the student as instructed.
4. If the attested copy of Marksheets, Admit Cards, Certificates are not attached.

Note: Certificates are not necessary if Marksheets are attached.

5. If the attested copy of Scheduled Tribe certificate is not attached.
6. If the attested copy of Indigenous certificate is not attached.
7. If rubber stamp signature is used by the Head of the Institution instead of real signature.
8. If the Head of the Institution does not sign in the space given for his/her signatures.
9. **If the Column given inside the scholarship forms, that is, THIS INSTITUTION IS AFFILIATED TO in page 4 Board/University/Council is not filled up/wrong filled up. However, if the Affiliated/Recognition letter is attached the form will not be rejected.**
10. If the scholarship forms is not in the original one issued by the office.
11. If the column given in the form, that is, PARTICULARS OF EXAMINATIONS COMMENCING FROM HSLC/MATRICULATION is not properly filled up.
12. If the declaration/undertaking by the parents/guardians are not complete.
13. If the Part-A of the form is not filled up by the student in his/her own handwriting.
14. If the applicant is Employed.
15. If the NIOS students whether studying within or outside Nagaland have not taken the required subjects as mentioned in the instructions in this application form.
16. Class 11 and 12 NIOS students is allowed to enjoy scholarship two times only for the whole Higher Secondary Course. If the scholarship is applied for more than two times, the forms will be rejected.

IMPORTANT INSTRUCTIONS TO THE HOSTELLERS STUDYING:

1. STUDYING WITHIN NAGALAND:

Blank Hostel Forms are issued seperately for Hostellers. The forms are to be collected from this office only by the Hostel Wardens or the Head of institution running Hostels. They will thereafter issue the forms to the Hostellers.

2. STUDYING OUTSIDE NAGALAND:

Students studying outside Nagaland and staying in Hostels may collect the Hostel Forms seperately from this office while collecting the scholarship forms.

Sd/-
 DIRECTOR
 DIRECTORATE OF HIGHER EDUCATION
 GOVT. OF NAGALAND
 KOHIMA - 797001