

# APPLICATION FORM

FOR POST-MATRIC SCHOLARSHIP TO THE SCHEDULED CASTES <sup>Tribe</sup> STUDENTS OF ASSAM  
PURSUING POST MATRIC COURSES DURING \_\_\_\_\_ YEAR

LATE, INCOMPLETE OR DEFECTIVE APPLICATION WILL BE SUMMARILY  
REJECTED

N. B. - This application should be submitted to the Project Director  
I.T.D.P. (Local) through the Head of the Institution.

DIRECTOR, WELFARE OF S.C.  
(IN CASE OF STUDENTS STUDYING OUTSIDE THE STATE)

Applicant must  
affix a passport size  
photograph with  
his/her signature  
thereon.

## PART A (TO BE FILLED IN BY THE APPLICANT IN NEAT AND LEGIBLE HANDWRITING)

1. (a) Name of the applicant in full .....  
(in block capital letters).  
(b) Bank A/C No ..... (c) Name of Bank .....  
(d) IFSC No. - ..... (e) Branch Name - .....
2. (a) Name of the Institution where the student is studying during 20 .....  
.....  
(b) Class ..... Roll No. ....
3. Date of birth-  
(attested copy of the birth certificate to be enclosed)
4. Father's/Husband's name in full  
(in case of married girl student, husband's particulars are invariably required)  
(i) Occupation .....
5. (a) Permanent address: Village/Town .....  
P.O. .... P.S. ....  
Mouza .....  
Dist .....  
Municipality Ward No. ....  
(b)  
P.O. .... P.S. ....  
Mouza ..... District ..... Municipality Ward No. ....
6. Applicant's occupation, if any .....
7. Who supports you in studies, i.e. Father/Mother/Guardian/Husband  
(i) Name ..... (ii) Occupation .....  
(iii) Full address .....

8. Name of your own brother/Sister receiving post Matric Scholarship under this Scheme during ( )

Serial No.	Name of the Student	Class in which reading	Name of the Institution Where prosecuting studies	Whether in receipt of Scholarship Particulars with allotted Number and whether fresh or renewal
1	2	3	4	5

9. Year of the last University/Board/Annual Examination Passed .....

(a) Activities during the gap period, if any .....

(A prescribed declaration form, which is available with the head of the Institution, is to be filled up and signed by both student and parent/guardians and also to be countersigned by the head of the Institution where the student is prosecuting his/her studies is to be furnished without which the application will be rejected.)

(b) Whether you studied in any institution after passing the last annual/final examination and if so, name of the institution .....

(c) Were you awarded scholarship for the course which you could not complete? .....

.....

(iii) Income Certificate (Annexure-II)

(iv) Income declarations (Annexure-III)

I/We hereby declare that I/We have read the regulations of the scheme and agreed to abide by the terms and conditions of the award. I/We certify that the statements made in application are correct and if any of them is found to be false and incorrect by the authority, whose decision will be final and binding on me/us. I/We undertake to refund to the said authority on demand the entire amount of scholarship received by me/us or overpaid to me/ us failing which the said authority may recover the amount from me/us through whatever means it deems proper.

**N.B.** If father/husband (in case of married unemployed woman), is alive signature of only father/husband (as the case may be) is acceptable

**Signature of the applicant**

(a) Signature/left/Right hand thumb impression of the parents/guardian.

Place .....

(b) Full name in capital letters

Date .....

(c) Relationship with the student.

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**ANNEXURE I**

**CASTE CERTIFICATE**

Note- (i) This certificate is to be signed by the DEPUTY COMMISSIONER OF THE DISTRICT OR SUB DIVISIONAL OFFICER (CIVIL) OF THE SUBDIVISION (Where the parents/Guardian of the candidate is permanently residing) or Commissioner for Scheduled Castes/Tribes.

(ii) This is a very important document as the scholarship is awarded mainly on the basis of this certificate. The issuing authority is, therefore, advised to issue this certificate with due caution.

(iii) The particulars must be filled in by the issuing authority in his own handwriting.

I certify that to the best of my knowledge Shri/Kumari/Shrimati (Name of the student) .....

## 10. Particulars of examination from Matriculation or onward

Examination Taken	Date in which examination Taklen	Year in which examination passed	Whether University Board or Class examination	Percentage of marks secured in the examination	Class or division obtained in the examination	Name of the Institution from which passed
(1)	(2)	(3)	(4)	(5)	(6)	(7)

1. H.S.L. Certificate
2. Higher Secondary School Leaving Certificate.
3. Indian School Certificate Examination
4. B.A./B.Sc./B. Com.
5. 1st M.B.B.S./ Engg. I/II
6. M.B.B.S.
7. M.A./M.Sc. M.Com Prev.
8. M.A./M.Sc./ M.Com. etc.
9. B.T./LL.B. Prel/Int.
10. Any other Post-Matric Course with name
11. Whether you are/were in receipt of scholarship under any other scheme in this/the preceding year (s) : Yes or No .....  
If Yes, please furnish-
  - (i) Name of the scholarship scheme .....
  - (ii) Course of study with the name of the institutions for which scholarship was granted .....
  - (iii) Year and class of scholarship enjoyed last .....
  - (iv) Sanctioning No. and date .....  
Alloted No. .... Value of scholarship .....
12. Whether residing in the hostel of the Institution : Yes or No  
(i) if yes, name of the hostel .....
13. Documents to be attached-
  - (i) Part "B" of application form duly completed and signed by the head of Institution.
  - (ii) Caste and Citizenship Certificate (Annexure - I)

(5)

Son/daughter/wife of Shri (name of father/husband) .....  
..... permanent resident of village .....  
P.O. .... Mouza ..... P.S. ....  
District ..... State .....  
Shri/Kumari/Shrimati ..... (name of the student)  
Belongs to the Caste ..... Sub-Caste .....  
and his/her religion is .....

Place ..... \* Signature of the issuing authority .....

Date ..... Full name in capital letters .....

Designation .....

\*\*Seal ..... Address in full .....

\*Stamped signature will not be accepted.

\*\*Certificate not bearing the seal of issuing authority will not be accepted.

## ANNEXURE II

### INCOME CERTIFICATE

This certificate in respect of the parent/guardian is to be issued by-

- (1) Circle Officer (Revenue)/BDO/Mouzadar in case of cultivator
- (2) Employer in case of Govt./Quasi Govt. Employees/Employees working in private sector
- (3) Income tax officer in case of Businessmen

Certified to the vest of my knowledge that Sri/Srimati .....  
..... father/mother/guardian/  
husband of Shri/Shrimati ..... (name of the  
student) is a permanent resident of village .....  
P.O. .... District .....  
State ..... Assam. His/her .....

(6)

profession is ..... and his/her total annual income from all sources (including student's own earning, if any) in the preceding year ending 31st March ..... was Rs. .... Rupees .....) Only.

.....  
\*\*Signature of the Income Tax Officer/ C.O./BD.O./Mouzadar/ Employer/Proprietor

SEAL ..... Full name .....  
..... Designation.....  
..... Address.....  
..... Countersigned by-  
..... Signature of D.C./S.D.O.  
..... Full Name .....  
..... Designation .....  
Place ..... Seal .....  
Date .....

\*\*Stamped signature will not be accepted.

### ANNEXURE III

## FORM OF DECLARATION OF INCOME

### FORM A

(TO BE GIVEN BY PARENTS/GUARDIAN. WHEN PARENTS ARE ALIVE, PARENTS DECLARATION IS REQUIRED. FOR MARRIED FEMALE CANDIDATE HUSBAND'S DECLARATION IS REQUIRED)

Whereas my son/daughter/dependent/Shri/Shrimati (in case of married female candidate Miss ..... Student of ..... College, has applied for grant of a scholarship

I, Shri ..... Son of Shri .....  
..... Address Village .....

P.O. .... District ..... State ..... declare that

my total annual income from all sources in the preceding year ending 31st March

I also affirm that particulars of property held by me are (as per details furnished in the Schedule hereunder) and that I have correctly indicated the amount of various taxes, cesses and land revenues paid by me. I make myself personally responsible for the accuracy of the facts and figures furnished.

I further undertake that in the event of the particulars given in this declaration being found to be false. I shall refund to the President of India, the whole amount of the scholarship paid to the (name of the student) ..... and the Government's decision or whether the declaration or particulars is taken shall be final and binding on me.

I further declare that I am a permanent resident of the state of ..... and belonging to (Sub-Cast) ..... carrying my professions as .....

Place .....

Date .....

Signature

Relationship to the Student

## SCHEDULE

(as owner of tenant)

### I. EXTENT OF LAND HELD

- (i) Areas .....
- (ii) Village ..... Mouza .....
- (iii) Survey No/Patta No .....
- (iv) Land revenue assessed .....

### II PROPERTY HELD

(House, Shops, House-sites, etc.)

- (i) Brief description of the property .....
- (ii) Location : Street ..... Vill/Town.....
- (iii) Rent derived, if any .....
- (iv) House tax paid .....
- (v) Nature of Business .....
- (vi) Sales-tax/income-taxes paid .....
- (vii) Trade Permit/Licence No .....

### III. SALARIES DRAWN

- (i) Name of the Employer .....
  - (ii) Office/Unit in which he/she (is) working with designation .....
- Monthly emoluments (including all deductions):

(a) Basic Pay Rs. ....

(b) Other Allowances Rs. ....

**OTHERS**

(i) Income from part-time occupation Rs. ....

(ii) Amount drawn as wages Rs. ....

(iii) Any other income Rs. ....

Total Rs. ....

**N.B.** Father/Husband (in case of married) .....  
 unemployed woman if alive, signature .....  
 of father/husband (as the case may be .....  
 is acceptable) husband as the case may be

Place .....  
 Date.....

Name .....  
 Address .....

**PART – B**

**TO BE FILLED IN BY THE HEAD OF THE INSTITUTION WHERE THE APPLICANT IS STUDYING**

- (i) The statement made by the applicant in Part (A) are correct to the best of my knowledge. Caste certificate has been checked.
- (ii) Character, conduct and attendance of the applicant (general review) .....
- (iii) Whether regular pass or supplementary or provisionally promoted .....
- (iv) If provisionally promoted, the name of the back subject to be cleared .....
- (v) Whether you recommend the applicant for the award of scholarship .....
- (vi) Duration of the course in which the applicant is studying in your Institution.
- (vii) Whether Degree/Diploma, Certificate/Trade professional course .....
- (viii) Date of commencement of the current Academic Session of the course .....
- (ix) Exact date on which the applicant joined That course/class this year .....
- (x) Likely date, month and year on which the annual examination in the current session will be over (including practical subjects) .....

- (xi) (a) Is the applicant exempted from payment of tuition fees? Yes or No .....
- (b) If yes, Please indicate whether exemption is for half or full tuition fees.
- (xii) If the applicant is residing in an approved hostel, Please indicate if he/she is entitled to free board/free lodging .....
- (xiii) Exact date of admission in the hostel .....
- (xiv) The name of the nearest branch of State Bank of India in respect of outside the State and the name of the Bank and Account No. in respect of inside the state, through which the payment of scholarship is desired should be stated here.
- (xv) The designation and full address of the Head of the Institution to whom the scholarship amount in respect of the student may be sent.
- (xvi) The student is required to pay the following fee during which are not re-imbursed by state Government or from any other sources-

**N.B. -** The Head of the Institutions is to see that no other fee charged excepting the fee as listed below :-

- (a) Enrolment or Registration fee
- (b) (i) Tuition fee-
- (ii) Science or Laboratory fee (if any non-refundable portion.
- (c) Game fee
- (d) Union fee
- (e) Library fee
- (f) Common Room fee.
- (g) Magazine fee
- (h) Medical examination fee charged by the institution.
- (i) Examination fee charged by the Institution/ University Total fee payable during

Course .....		Course .....	
Amount payable for the year		Amount for the year	
Rs.	P	Rs.	P

For use of the office of the  
Project Director. I.T.D.P.,  
.....Assam

Maintenance from .....  
to .....  
Rs. ....

(1) Project Director I.T.D.P.  
..... Assam

Amount passed for payment Rs. ....  
Checked by .....

(2) Director, Welfare  
of S.C. Assam

Certified that the Institution is affiliated to the .....  
University / Board and is recognised by the Government of India / State Government of  
..... in the year of .....

minimum qualification required for admission to the course is passed in the .....  
..... Examination.

I undertake that the scholarship amount in respect of the applicant if and when placed at my disposal will be disbursed by me for the specific purpose for which it is given and the accounts will be regularly rendered to the authorities which awarded the scholarship. In case the applicant leaves the institution or otherwise discontinues the studies or accepts any other regular scholarship/stipends the fact will be immediately reported to the said authority and payment of scholarship to the applicant will also be discontinued. The undisbursed amount lying with the Institution on account of maintenance charge, fees, etc, will also be refunded in the Government account.

\*Signature of the Head ..... of the institution

No.....

Name in capital letters .....

Place .....

Designation .....

Date .....

Address .....

**SEAL OF THE INSTITUTION**

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**\*Stamped signature will not be accepted**

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