

**GOVERNMENT OF INDIA**  
**MINISTRY OF HUMAN RESOURCE DEVELOPMENT DEPARTMENT OF HIGHER EDUCATION**  
**CENTRAL SECTOR SCHEME OF SCHOLARSHIP**  
**2014-15 BATCH FRESH APPLICATION**

**General guidelines in filling up the CSSS – 2014 application form**

1. Candidate must ensure that no item is wrongly filled. The information furnished therein would be used for deciding the eligibility and suitability of the candidates
2. **Applications not filled correctly, completely are liable to be rejected and the onus of such rejection would be on the candidate himself / herself. The Tamil Nadu Directorate of Higher Education will not entertain any claim after such rejection**
3. Copies of the certificates should be attached in support of information given in the form wherever necessary
4. Fill in the form in English using Capital letters. Forms must be filled in applicant's own handwriting
5. Use only BLACK or BLUE ink to fill up the form.
6. Square boxes provided in the forms are only for writing the alphabets in capitals or numbers. Only one alphabet or number should be written in one box. Wherever codes are given, fill in the boxes with the appropriate codes
7. Overwriting, striking off or erasing in any of the forms may lead to rejection and should be avoided. Any discrepancy in the statement and/or submission of incomplete forms will lead to rejection of application/cancellation of admission
8. Keep a photocopy of the filled application for future reference
9. **Those students who have passed Class - XII Exam prior to 2014 are not eligible to apply**
10. Only application forms published in the official websites will be accepted. Forms of previous year or other website printouts will be rejected
11. Mere submission of the application form/fulfilling the eligibility criteria will not entitle the applicant for the award of Scholarship. Scholarships will be distributed among various streams and various categories on merit as per criteria advised by the Ministry of HRD, Govt. of India
12. Applicant is entitled to receive only one scholarship at a time. If the applicant is in receipt of any scholarship from any other scheme he/she has to refund that scholarship, failing which action will be taken as per rules
13. **Application received after due date shall be summarily rejected**
14. **Applicants are not generally encouraged to have personal communication in this regard. It is advised to send any queries either by post or email ([tndceoffice@gmail.com](mailto:tndceoffice@gmail.com)) clearly indicating the issues**

## **Specific guidelines in filling up the CSSS – 2014 application form**

### **Items 1 to 10 are particulars of candidates**

1. Write the name in CAPITAL LETTERS as it appears in the 10th standard marks card or equivalent. Leave one blank box between adjacent words. Do not use any prefixes like Mr., Mrs., Miss / Ms etc
2. The date of birth should be same as mentioned in 10th standard marks card or equivalent certificate.
3. Write the complete postal address including PIN CODE to which communications are to be sent, if any.
4. Writing the e-mail of applicant and parent/guardian is compulsory. The application form without email id may be considered as incomplete and may lead to rejection. Write the e-mail IDs in CAPITAL letters without blank spaces.
5. Mobile numbers of applicant/parent/guardian which is currently in use should be provided in the appropriate box.

### **Item 11 is the particulars of the present academic status of candidates.**

6. Do not use short form / abbreviation while filling the college name in item 11(b). Violation of this will lead to rejection of application form
7. **Use the regular / generic abbreviation in item 11(c)** such as B.A / B.Sc / B.Com / B.E / B.Tech / M.B.B.S etc
8. **If applicable use the regular / generic abbreviation in item 11(d)** such as ECE / EIE / CSE etc. Otherwise provide in the expanded form such as Mathematics / Tamil / History etc.

Provide appropriate details in Items 12 and 13 without omissions or corrections.

### **Item 14 is the Bank particulars of candidates**

9. Pay extreme care in providing correct details regarding items 14(a) to 14(d). **Avoid short form / abbreviation in filling the details**
10. Provide the essential particulars in Items (15) to (17)
11. Annexure (wherever, applicable) and enclosures should be filled with similar interest and correctness



**11. COLLEGE DETAILS**

a. Stream: Arts/Science/Humanities/Engg/Medical/Veterinary/Agri/Law/Others

b. Name of the College & Address:

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c. Name of the Degree:

d. Branch of Degree :

e. Central Govt / State Govt / Aided / Private / Others

If others please specify\_\_\_\_\_

f. Autonomous:      Yes  No

**12. Details of Class XII Examination passed by the candidate:**

a. Name of the Examination passed:      Higher Secondary Course Certificate Examination

b. Register Number: 

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      c: Year of Passing: March 2014

d. Name of the Board which conducted the examination passed by the candidate together with its headquarters. 

State Board of School Examinations, Tamil Nadu, Chennai – 600 006
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e. Total aggregate marks obtained in the examination 

				/	1	2	0	0
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f. Percentage of marks obtained in aggregate 

		.			%
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13. Is the candidate in receipt of any other scholarship from State Government or other institution or person      Yes       No

(If yes, particulars should be given including the monthly rate and date from which the scholarship is drawn) 

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**ANNEXURE - IV**

**GOVERNMENT OF INDIA**  
**MINISTRY OF HUMAN RESOURCE DEVELOPMENT**  
**DEPARTMENT OF HIGHER EDUCATION**  
**CENTRAL SECTOR SCHEME OF SCHOLARSHIP FOR COLLEGE AND UNIVERSITY STUDENTS**  
**STATEMENT OF PARTICULARS**

Note:

1. Statement of Particulars, Income Affidavit and joining report duly filled in should be handed over to the Head of the Institution, where the student has joined UG course. The Head of the Institution will forward it, to the **Director of Collegiate Education, College Road, Chennai – 600 006** after attestation of Photo and Joining report.

2. Each item should be read carefully before the form is filled. No change will be permitted after it has been submitted. If any entry is found to be incorrect the scholarship, if awarded, is liable to be cancelled forthwith.

3. Incomplete statement or statement received after the prescribed date will not be considered.

4. Students may ensure that the completed Forms are forwarded by the Head of the Institution in time.

PHOTO

1.	Name of the Candidate (In block letters) (As per Class XII Certificate)	
2.	Date of Birth (DD/MM/YY) (As per Class X Certificate)	
3.	Sex : Male / Female	
4.	Category: SC/ST/OBC (Pl. attach proof) Physically Handicapped (Pl. attach proof)	
5.	Details of father / guardian / husband as the case may be	
	a Name	
	b Permanent Home Address	
	c Profession / Designation with address	
6.	Details for Communication	
	a Address for Correspondence	
	b Tel No. with STD Code	
	c Mobile No.	
	d E Mail ID	
7.	Whether father / guardian is a citizen of India?	YES / NO
8.	Total annual income of both parents/guardian or husband's income in case of married unemployed girl student. An income affidavit as per Annexure -III should be attached in support	Rs.
	Whether belonging to Non - creamy layer? (Annual Income not more than 6 Lakhs) If Yes, attach certificate form Employer	YES / NO

9.	Particulars of School / Institution last attended Class XII	
	a	Name of School / Institution
	b	Date of entry (DD/MM/YY)
	c	Date of leaving (DD/MM/YY)
	d	Remarks, if any (IF THIS SPACE IS NOT SUFFICIENT SEPARATE SHEET MAY BE ATTACHED )
10.	Details of Class XII Examination passed by the Candidate:	
	a	Name of the Examination passed
	b	Register Number
	c	Year of Passing March 2014
	d	Name of the Board which conducted the examination passed by the candidate together with its headquarters. State Board of School Examinations, Tamil Nadu, Chennai – 600 006
	e	Total aggregate marks obtained in the examination(Higher Secondary State Board +2) / 1200
	f	Percentage of marks obtained in aggregate %
11.	Is the candidate in receipt of any other scholarship from state Government or other institution or person? YES / NO	
	If yes, particulars should be given including the monthly rate and date from which the scholarship is being drawn.	
12.	Particulars of Savings Bank Account of the Candidate	
	a	Savings Bank Account Number ( First page of the Bank Passbook should be enclosed)
	b	Name and Address of the Bank (Any Nationalized Bank)
	c	Bank Code Number
	d	IFSC Code MICR Code
13	List of Enclosures sent with this statement (without enclosures application will not be considered):	
	a	Income Affidavit(Annexure-III)
	b	Attested Copy of Marks Sheet of Higher Secondary School Examinations (+2)
	c	Attested Copy of SC/ST/OBC Certificate
	d	Joining Report (Annexure-V)
	e	If belonging to Non-creamy layer, Certificate from Employer
14.	Certified that the statement made by me in this form is correct. I declare that in case I am selected for a scholarship. I shall devote my full time to the course of study, and that I shall not receive another stipend/scholarship from any other source.	

Place .....

Date .....

**Signature of candidate**

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**JOINING REPORT**

1. This is to certify that Shri /Smt./Kumari .....  
S/o.W/o,D/o Shri/Smt ..... who  
has passed the... ..  
(here give name of Examination passed) conducted by the.....  
..... (give the Name of the Board from where passed Class XII)  
with Roll No ..... and has been granted admission in this institution on the  
..... day of ..... for the .....  
..... course. He/She has started attending  
the First Year class with effect from .....2014

2. The completed Statement of Particulars (Annexure-IV) and the Income Affidavit Form  
(Annexure-III) are also enclosed. ....

Principal/Dean  
Seal of the Institution  
Telephone No. with STD Code

To  
  
The Director of Collegiate Education,  
E.V.K Sampath Building (9<sup>th</sup> Floor),  
College Road,  
Chennai – 600 006.

**ANNEXURE - III**

**INCOME AFFIDAVIT**

Declaration of income Parent/Guardian in the year (ending on 31st March 2014) for purpose of Scholarships granted under the “Central Sector Scheme of Scholarship for College and University Students”.

I, \_\_\_\_\_ son/daughter of Shri / Smt \_\_\_\_\_  
Presently residing at \_\_\_\_\_  
\_\_\_\_\_ solemnly affirm and say as follows: -

1. That my son / daughter/dependent Shri / Kumari \_\_\_\_\_ who has been provisionally selected for scholarship under the “central sector Scheme of Scholarship for college and University Students”, is studying in \_\_\_\_\_ (here give the name of institution)

2. That my annual income in the preceding year ending the 31<sup>st</sup> March 2014 is Rs. \_\_\_\_\_ as per details furnished in the Scheduled here under written, I also affirm that particulars of property held by me is as shown in the Schedule and that I have correctly indicated the amount on various taxes/cesses and land revenue paid by me. I make myself personally responsible for the accuracy of the facts and figures furnished

3. That the statements made in the foregoing paragraphs are true to my knowledge.

4. That I further undertake that the event of the particulars given in this declaration being found false, I shall refund to the President of India DOUBLE the amount of the Scholarship to the said scholar(s) and the Government’s decision on whether the declaration of particulars is false shall be final and binding on me.

**Signature  
(Name in Full)**

To be signed in the presence of Notary Public or a Magistrate/ Ist class Magistrate Executive / Revenue Officer / who would also affix his signature and seal.

**SCHEDULE**

**I. Extent of Land held and Income**

	(a) Independently as owner	(b) Jointly as owner	(c) Independently as Tenant
(i) Area			
(ii) Village			
(iii) Survey No.			
(iv) Land Revenue Assessment	Rs.	Rs.	Rs.
(v) Annual Income	Rs.	Rs.	Rs.

**II Property held and income ( Houses, Shops, Buildings, House Sites etc.)**

(a) House No. \_\_\_\_\_  
(b) Street/Road \_\_\_\_\_  
(c) Village/Town/City \_\_\_\_\_  
(d) Area of Site \_\_\_\_\_  
(e) Rent derived if any \_\_\_\_\_  
(f) House Tax Rs. \_\_\_\_\_

(a) Sanitary cess or other Rs. \_\_\_\_\_  
(b) Net Annual Income Rs. \_\_\_\_\_

Whether the whole or part of land has been given out to tenants: If 'yes' particulars. -

### III Income from Shops:

- (i) Address of shop \_\_\_\_\_
- (ii) Nature of trade \_\_\_\_\_
- (iii) Sales Tax, Income Tax paid Rs \_\_\_\_\_
- (iv) License No. \_\_\_\_\_
- (v) Annual Income Rs \_\_\_\_\_

### IV Salaries Drawn, by self / spouse:

- (i) Name of the Employer \_\_\_\_\_
- (ii) Office/Unit in which working and designation \_\_\_\_\_
- (iii) Address of Office \_\_\_\_\_
- (iv) \_\_\_\_\_
- (a) Annual Basic Pay for 2014 without deduction of Income Tax Rs \_\_\_\_\_  
(Certificate from the employee/Income Tax Authority/Revenue Authority may be attached)
- (b) Special Pay/Bonus. Rs \_\_\_\_\_
- (c) Deputation allowance and honoraria including NCC honoraria. Rs \_\_\_\_\_
- (e) Amount of contribution to Provident Fund Rs \_\_\_\_\_
- (f) Payments towards LIC/CTD Rs \_\_\_\_\_
- (g) Total of (e) and (f) Rs \_\_\_\_\_
- (h) Whether belonging to non-creamy layer: YES / NO
- If Yes, attach certificate from employer.

### V. Other benefits like house rent allowance, free house and other Perquisites \_\_\_\_\_

### VI. Other source of Income:

- (i) Income from subsidiary industries part-time occupation Rs. \_\_\_\_\_
- (ii) Amounts drawn as wages Rs. \_\_\_\_\_
- (iii) Any other Income Rs. \_\_\_\_\_

### VII. Annual income of wife/husband and of the Scholar's Income from any source

- (a) Annual Basic Pay for 2014 without deduction of Income Tax Rs \_\_\_\_\_  
(Certificate from the employee/Income Tax Authority/Revenue Authority may be attached)
- (b) Special Pay/Bonus. Rs \_\_\_\_\_
- (c) Deputation allowance and honoraria including NCC honoraria. Rs \_\_\_\_\_
- (d) Total of (a), (b) and (c) Rs \_\_\_\_\_
- (e) Amount of contribution to Provident Fund Rs \_\_\_\_\_
- (f) Payments towards LIC/.CTD Rs \_\_\_\_\_
- (g) Total of (e) and (f) Rs \_\_\_\_\_

**Signature of Parent/  
Guardian of the Scholar**

N.S.

1. Total income of the family should include income only of father & mother of the Scholar and of no other members though they may be earning.
2. If father is dead, mother's income will be shown along with the income, if any, in the Scholar own name from shares, property etc.
3. If both father and mother of the scholar are deceased the income, if any, in the scholar's name only will be shown, and not the income of the guardian who may be supporting the scholar.
4. Income for the purpose of Means Test is defined as under:
  - a. In the case of salaried class, basic pay plus income if any from other sources and would not include allowance like Dearness Allowance, City Compensatory Allowance etc.
  - b. In the case of income from source liable to income tax, income computed (after deduction for rebate able items) for the purpose of assessment of income tax, as per Income Tax Rules for file year.
  - c. In the case of income not liable to income tax, such as income from Agriculture, etc. the net income that is arrived at after deduction expenditure incurred for earning that income.