

Ministry of Human Resource Development  
Department of Higher Education

\*\*\*

## **GUIDELINES FOR THE SCHEME OF SCHOLARSHIP FOR COLLEGE AND UNIVERSITY STUDENTS**

### **BACKGROUND:**

National Merit Scholarship Scheme was introduced by Department of Education in 1961-62. It was available to brilliant but poor students from class XI to Post-Graduation level. In addition, a Scheme of Scholarship at the Secondary stage for talented children from rural areas was also introduced by Department of Education in 1971-72. It was available to talented but poor students from rural areas from class VI to class XII. These two Schemes were merged and a single Scheme, namely, the 'National Merit Scholarship Scheme' was established by Department of Education for implementation from 2005-06. This was available to meritorious students from class IX to Post-Graduation level. However, since funds were not provided by the Planning Commission for the year 2007-08, the Scheme has been discontinued w.e.f. 1.4.2007. School Education has come under a new Department, namely, Department of School Education & Literacy w.e.f. the year 2007-08. The Department of School Education and Literacy has introduced a new Scheme: 'National Means-Cum-Merit Scholarship Scheme'. This Scheme will cover students from class IX to XII. The Department of Higher Education has introduced a new scheme for meritorious students from low income families going to colleges / universities for implementation during the XI Five Year Plan period with an approved outlay of Rs. 1000 crore. This is a Central sector scheme titled " Central Sector Scheme of Scholarship for College and University Students".

### **2. OBJECTIVE: -**

To provide financial assistance to meritorious students from low income families to meet a part of their day-to-day expenses while pursuing higher studies.

### **3. SCOPE: -**

The scholarships will be awarded on the basis of the results of senior secondary examination. 82000 fresh scholarships per annum [41000 for boys and 41000 for girls] will be awarded for graduate / postgraduate studies in colleges and universities and for professional courses, such as Medical, Engineering etc.

### **4. ALLOCATION OF SCHOLARSHIPS: -**

The total number of scholarships will be divided amongst the State Boards based on the State's population in the age group of 18-25 years, after segregating share of CBSE and ICSE on the basis of number of students passing out from various Boards in the country. **50 % of the scholarships would be earmarked for girls.** The number of scholarships

allotted to a State Board would be distributed amongst pass outs of the Science, Commerce and Humanities streams of the State Board in the ratio of 3:2:1.

## **5. ELIGIBILITY**

Students who are above 80<sup>th</sup> percentile of successful candidates in the relevant stream for a particular Board of Examination, in class XII of 10+2 pattern or equivalent and not belonging to the creamy layer as defined by the Deptt. of Personnel and Training in their Notification No. 36012/22/93-Estt. (SCT), dated 8.11.93 (Annexure IV), and as modified vide their OM No. 36033/3/2004-Estt. (Res), dated 9<sup>th</sup> March, 2004 (Annexure V), and as may be further modified from time to time, pursuing regular courses (not correspondence or distance mode) from recognised educational institutions and not availing of any other scholarship scheme, would be eligible for consideration this Scheme. This is applicable to all categories of students both 'general' and 'reserved'.

### **5.1 Reservation**

Students belonging to reserved categories / weaker sections/minorities are eligible on the basis of merit, subject to Central Reservation Policy and internal earmarking. The scholarship would be available to students belonging to 'non-creamy layer'. As per the latest guidelines on the subject, the income-ceiling for 'non-creamy layer' is Rs. 4.5 lakhs per annum. At present, reservations for the various categories are as follows : SC 15 % ST 7 1/2 % OBC 27 % and horizontally 3 % for Physically Handicapped in all the categories.

## **6. SELECTION PROCEDURE**

The examining bodies will draw up a merit list of scholars [Annexure – I] likely to be eligible for scholarship within five weeks after the results of the examinations announced by the Boards/Universities/Authority for all students. The income of the students' parents will be taken into account before preparing the list.

The Boards/Universities/Authority in the State/Union Territory will write to the eligible students from the top of the merit list up to twice the number of scholarships available (to provide for possible refusal and ineligible cases) through a registered letter to confirm within 15 days whether he/she is prepared to accept the scholarship.

The candidates from whom replies are not received within 30 days of the State Board / CBSE / ICSE seeking their willingness will not be considered for scholarship and the award will be given to the next eligible candidates in the merit list.

The Boards/Universities in the State/Union Territory will send to each candidate shortlisted for consideration for award of scholarships the following :

- (a) Entitlement Card
- (b) Income Affidavit form
- (c) A Form for 'Statement of Particulars'.

The shortlisted scholars shall present the Entitlement Card (**Annexure-II**), Income Affidavit form (**Annexure-III**) and Statement of Particulars (**Annexure-IV**) duly filled-in to the Head of the Institution joined by him/her. The Head of the Institution will complete the Entitlement Card and send it to the concerned State Board, CBSE, ICSE, as the case may be.

On receipt of the 'joining report' along with the completed 'Statement of Particulars' and 'Income Affidavit', the concerned Board will then compile the list of scholarship awardees of that Board on the basis of merit, eligibility criteria and reservation guidelines of the Central Govt. and send the same to the National Scholarship Division of MHRD, Department of Higher Education which will arrange to pay the scholarship to the scholar through a designated bank. The Name, Address for communication and details of bank account of the student in which the scholarship is to be paid, is to be furnished by the Board along with the list.

If the concerned Board does not receive the joining report from the candidate duly signed by the Head of Institution, within 30 days from the date of closure of admission in the Institution, the case for award of scholarship to him/her will not be considered. The scholarship will then be offered to the next eligible candidate in the merit list.

## **7. RATE OF SCHOLARSHIPS**

The rate of scholarship would be Rs.1000/- p.m. at Graduation level for first three years of College and University courses and Rs.2000/- per month at Post- Graduation level. Students pursuing professional courses would get Rs.2000/- per month in the 4<sup>th</sup> and 5<sup>th</sup> year. The scholarship would be paid for 10 months in an academic year.

## **8. PARENTAL INCOME CEILING**

Scholarships will be paid only to those students who belong to non-creamy layer as defined by the Department of Personnel & Training in their Notification No. 36012 / 22 / 93 – Estt. [SCT], dtd. 8.11.1993 and as modified vide their O.M. No. 36033 / 3 / 2004 / Estt. [Res] and as may be further modified from time to time and not availing of any other scholarship scheme. At present, the income-ceiling is Rs. 4.5 lakhs per annum. A fresh income certificate each year will not be called for, provided the scholar fulfils all other terms and conditions stipulated for the renewal. Scholarship will be paid only to those students whose parent's/guardian's income from all sources **does not exceed Rs.4.5 lakh per annum**, for all categories under the scheme.

## **9. DURATION OF SCHOLARSHIPS AND ITS RENEWAL**

A scholarship under the scheme is renewable from year to year upto Post Graduate level in the same stream. For all professional courses, scholarship will be renewed till the graduation level of that course. For all the courses the scholarship would be renewed up to a maximum of five years. The renewal will depend on promotion to the next class

provided the scholar secures 60% or more marks or equivalent Grade Point Average in aggregate for the two preceding semesters or of the annual examination which determines his promotion to the next class. It will also be subject to discipline and maintenance of attendance of at least 75% by the scholar. Complaints against the scholars regarding indiscipline including any complaints of having indulged in ragging would lead to forfeiture of scholarship.

If a scholar is unable to appear in the annual examination owing to illness and or on account of any unforeseen event, the award may be renewed for the next academic year on submission of medical certificate and other proof to satisfy the Head of the Institution who will certify that the student would have passed with 60% or equivalent Grade Point Average, had he appeared in the examination.

A scholar would be allowed to continue/renew his scholarship if he changes the course of study to a stream not offered by his school Board in Class XII (e.g. Law, Fashion Technology, etc.). Students pursuing courses in which the duration is 5 years, would get scholarship of Rs.1000/- per month for the first three years and Rs.2000/- per month for the subsequent two years. Students changing their college/institute of study would be allowed to continue/renew the scholarship provided the course of study and the institution is recognized. A student will be eligible for the scholarship for a total duration **not exceeding 5 years** regardless of the course and stream of study. Good conduct and regularity in attendance as mentioned above are also required for continuance of the scholarship. The decision of the MHRD will be final and binding in all such matters. Scholarship once cancelled will not be revived under any circumstances.

## **10. PAYMENT OF SCHOLARSHIP**

Scholarship will be paid to the selected students directly by the Central Government into a Bank Account opened by them.

The payment of scholarship will start from the month the admission is obtained.

The scholarship will be paid for a period maximum of up to 10 months in an academic year.

-----

## Annexure – I

### **MERIT LIST OF CANDIDATES OBTAINED 80% OR MORE MARKS IN AGGREGATE IN THE SENIOR SECONDARY / +2 EXAMINATION HELD IN 20..... FOR AWARD OF SCHOLARSHIP UNDER THE SCHEME OF SCHOLARSHIP FOR COLLEGE AND UNIVERSITY STUDENTS**

Name of the University/Board..... Aggregate  
Marks.....

1. Sl. No.
2. Name of candidate  
in English & Hindi  
  
(Devanagri Script)
3. Percentage of marks
4. Rank in the Examination
5. State/Union Territory from which the candidate has passed
6. Residential address of candidate
7. Income of the parents / Guardians/Husband in the case of married unemployed girl  
student
8. Sl. No. of the Entitlement Card issued

(To be signed alongwith seal by )

Secretary of the Board / Registrar of University

\*\*\*\*

**ENTITLEMENT CARD**

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

Name of Examination.....

...

Year and month in which Examination was held.....

....

Serial No. in Merit List.....

1. The holder of this card, Shri/Smt./Kumari.....

...

S/o. W/o. D/o. Shri..... has been provisionally selected for an award under the Scheme of Scholarship for College and University Students of the Government of India on the results of the Examination held by this Board/University in the month & year indicated above. He/She obtained ..... marks out of a total of ..... and has secured the ..... rank in the Merit List.

Signature

Seal of the

Secretary Board of Senior Secondary Education / Registrar of University

\*\*\*\*

**INCOME AFFIDAVIT**

Declaration of income of Parent/Guardian for the year (ending on 31<sup>st</sup> March, - - -) {Enter relevant year} for purposes 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 in \_\_\_\_\_ 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, - - - 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 in 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

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			
(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) Licence 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\_\_\_\_\_

(a) Annual Basic Pay for ---- (Year) without  
deduction of Income Tax Rs \_\_\_\_\_  
(Certificate from the employer/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 \_\_\_\_\_

Total of (e) and (f) Rs \_\_\_\_\_

V In case of Govt. Servants, Certificate may be given  
that you do not belong to 'creamy-layer', as per  
extant govt. instructions.

VI Other benefits like house rent allowance, free house and other perquisites \_\_\_\_\_

VII Other source of Income :

(i) Income from subsidiary industries  
part-time occupation Rs. \_\_\_\_\_

(ii) Amounts drawn as wages Rs. \_\_\_\_\_

(iii) Any other Income Rs. \_\_\_\_\_

VIII Annual income of wife/husband and of  
the Scholar's Income from any source Rs. \_\_\_\_\_

(a) Annual Basic Pay for ----(Year) without  
deduction of Income Tax Rs \_\_\_\_\_  
(Certificate from the employer/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.B.

- (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 the 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.

\*\*\*\*\*

**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 Secretary, Senior Secondary Board / Registrar of University 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.

Recent Color  
Photograph of the  
Applicant attested and  
stamped by Principal of  
School/Institution where  
student is presently  
studying

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/ General : [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	
			Pin: <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>
	c	Profession / Designation with address	
6.	Details for Communication		
	a	Address for Correspondence	
			Pin: <span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px;"></span>
	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.
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	Remark, 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	Roll Number	
	c	Year of Passing	
	d	Name of the Board which conducted the examination passed by the candidate together with its headquarters.	
	e	Total aggregate marks obtained in the examination (in First five subjects)	
	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	Account Number	
	b	Name and Address of the Bank	
	c	Bank Code Number	
	d	RTGS:NEFT:IFSC Code (11 digit Code of the Bank)	
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 Senior School Certificate Examination 2008 of CBSE	
	c	Attested Copy of SC/ST/OBC Certificate	
	d	Joining Report (Annexure-V)	

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.
-----	---

***Signature of candidate***

**Place .....**

**Date: .....**

\*\*\*\*

**ANNEXURE -V**

**GOVERNMENT OF INDIA  
MINISTRY OF HUMAN RESOURCE DEVELOPMENT  
DEPARTMENT OF HIGHER EDUCATION**

**CENTRAL SECTOR SCHEME OF SCHOLARSHIP FOR COLLEGE AND UNIVERSITY  
STUDENTS**

**JOINING REPORT**

1. This is to certify that Shri/Smt./Kumari  
..... S/o,W/o,D/o Shri/Smt.  
..... who has passed the  
**Senior School Certificate Examination held in March/April 2008** conducted by the  
**Central Board of Secondary Education, Delhi** 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 ....., 2008.
2. The completed Statement of Particulars (Annexure-IV) and the Income Affidavit Form  
(Annexure-III) are also enclosed

Principal,  
Seal of the Institution  
Telephone No. With STD Code

To

The Secretary Board of Senior Secondary Education /  
Registrar of University

\*\*\*\*