

NOTIFICATION

CENTRAL SECTOR SCHOLARSHIP FOR UNDERGRADUATE STUDIES 2013-14 APPLICATION INVITED

Applications are invited for the Central Sector Scholarship for Under Graduate Studies, for the academic year 2013-14 from students who have scored more than 80% marks in the +2 /VHSE Examinations, March 2013 conducted by the Board of Higher Secondary Education /Board of Vocational Higher Secondary Education Government of Kerala, and pursuing any regular course at Under Graduate level in recognized Educational Institutions, including Professional Courses such as Medical, Engineering etc. **Total number of scholarships available under this scheme is 2324.**

The Scholarship, introduced by Ministry of Human Resource Development Department of Higher Education, Government of India, aims at providing financial assistance to meritorious students from low income families.

The total number of Scholarships is divided to the States, based on the Statistics of the population in the age of 18-25 years. 50% of the Scholarships would be earmarked for girls. The Scholarships would be distributed amongst the pass outs of the Science, Commerce and Humanities streams in the ratio of 3:2:1. Scholarships are reserved for the various categories as follows:

SC-15%, ST-7 ½%, OBC-27%. For Physically handicapped students, 3% Scholarships are reserved horizontally in all the categories.

2. Rate of Scholarship:

Under Graduate Students: Rs: 1000/- per month (Subject to a Maximum of Rs: 10,000/- for an academic year) and **Rs: 2000/-** per month for Post-Graduate studies (Subject to a Maximum of Rs: 20,000/- for an academic year), provided they are selected for Scholarship at UG level.

Professional Courses : Rs. 1000/- per month for the first three years (Subject to a Maximum of Rs: 10,000/- for an academic year) and **Rs. 2000/-** per month for the 4th and 5th years of study (Subject to a maximum of Rs:20,000/- for an academic year). From this year onwards the Central Sector Scholarship amount will be transferred to the Adhaar linked Bank Account of the Students, directly by the MHRD under Direct Benefit Transfer (DBT) Scheme introduced by Government of India.

3. Eligibility :

- (i) Applicant should have Scored a minimum of 80% of Marks in the +2/VHSC Examinations, March 2013 conducted by the Board of Higher secondary Education/Board of Vocational Higher Secondary Education, Government of Kerala.
- (ii) Applicant Should be pursuing any Regular Courses at Under- Graduate Degree level in any recognized Educational Institution, including Professional Courses Such as Medical, Engineering etc. Students Pursuing Parallel / Private Registration/ Correspondence / Distance Education courses are not eligible to apply for this Scholarship.
- (iii) Parental income (Both Father and Mother) should not exceed Rs: 6 lakhs per annum for the financial year ending March 2013.
- (iv) **Applicant should not be availing any other Scholarships/ Financial Assistance.**
- (v) Applicants should not be belonging to the Creamy –layer as defined by the Department of Personal and Training in their Notification number 36012/22/93 Esst. (SCT) dated 8/11/93 and as modified vide their OM No: 36033/3/2004- Esst(Res) Dated : 9/3/2004 and as may be modified from time to time.

4. How to Apply

Application can be submitted only ‘ONLINE’ at the Scholarship Website of Department of Collegiate Education, www.dcescholarship.kerala.gov.in from 05-09-2013 onwards. Applicants who are currently **Studying outside Kerala also have to do online registration.** They have to submit the application through the Head of their Institution where they are studying now.

Instructions to Institution

Before the online registration by the Student, the institution has to register in the website. The Head of the Institution should send their details to dcedirectorate@gmail.com along with the scanned copy of Affiliation details and the registration will be initiated by the Department. The institution will be provided with user ID and password ~ one for verifier and one for approver~ by which the Institution has to login the Scholarship site and complete the registration and add their courses in the site. **The Principals of self-financing colleges and institutions outside Kerala has to forward the print out of the online applications (duly verified**

and approved) to the Special Officer for Scholarships, Directorate of Collegiate Education, 6th Floor, Vikas Bhavan, Trivandrum-33.

In the case of Government and Aided colleges the print out of the online applications together with supporting documents submitted by the students shall be kept under safe custody in the college.

The Verifying Officer of the Institution has to verify the application online using his Id and password and the HOI has to approve it online using approver Id and password.

Applicant should have a Adhaar enabled Bank Account in his/her name in any one of State Bank of Travancore / State Bank of India / South Indian Bank/ Federal Bank . This is mandatory to apply for the Scholarship.

5. Procedure for Online Submission of Application

- a). Click the link **Central Sector Scholarship(CSS)** provided in the Home Page of Scholarship website.
- b). Click the button **Selection List** to see whether the Candidate's name is in the Selection List. Only those Candidates whose name are included in the 'Selection List' can apply for Scholarship.
- c). Click on **Apply Online**
 - i). If the Candidate has already registered his/her name for any other Scholarship at this site, do **Candidate login** with the previous registration details.
 - ii). Fresh Candidates have to click **New Registration** for registering their name.
- d). Click **CSS** tab in the Scholarship page.
- e). Select the **District, Institution Type, Name of the Institution** and the **Stream of Study** for the Higher Secondary Examination.
- f). Select the **Name** of the Candidate.
- g). Fill in the **Registration Number** of Higher Secondary Examination. The candidate can proceed only if the Registration Number is correct.
- h). Select the **Category** (SC/ST/OBC)
- i). Select whether **Physically Handicapped**.

- j. Fill in the **Annual Income**.
- k. Click the **Submit** button.
- i. Take the **Registration Printout**, paste a recent passport size photograph on it (to be attested by the Principal of the present Institution), sign on it and submit it along with the documents listed in Para 6 to the Verifying Officer of the Institution.

6. Documents to be submitted along with Registration Printout

- a. Attested certificate of matriculation examination
- b. Proof of Permanent Residence/Nativity Certificate
- c. Annexure-iii (income Affidavit): Parental income of the student as on March 2013 should be shown.
- d. Non-Creamy-Layer Certificate, Community Certificate, Disability Certificate in case of Physically Handicapped applicants etc. should be produced in original wherever applicable.
- e. Copy of the +2/VHSE Mark list attested by a Gazetted Officer.
- f. Attested copy of first page of bank pass book in the name of the student, showing account number, name, IFSC code etc.
- g. Attested Copy of Adhaar Id .

7. Guidelines for Approval of Applications at Institution level

- a. The Registration Printouts along with the Documents listed in Para 6 above are to be collected by the Verifying officer of the Institution and are to be **Verified Online** by login using his user ID and password. The Verifying officer has to sign in the place prescribed in the Registration Printout.
- b. All verified applications are to be **Approved Online** by the Principal/HOD by using approver Id and password
- c. Certificate stating that the Candidate is pursuing the under Graduate course in the Institution has to be given in the Prescribed place in the Registration Printout.
- d. **In case of Government and Aided Institutions**, all the Documents collected from the applicants and approved at the Institution level are to be kept under

safe custody of the Principal for future verification by the Directorate of Collegiate Education. No documents are to be submitted/ forwarded by them to the Special Officer for Scholarships, Directorate of Collegiate Education.

e. In case of Unaided/Self Financing Institutions and Outside Kerala Studying, all approved applications from the Institutions are to be sent under one covering letter along with the documents listed below, to 'The Special Officer for Scholarships, Directorate of Collegiate Education, 6th Floor, Vikas Bhavan, Trivandrum-33.

(i) A list of the applicants in the order of merit based on marks scored at +2/VHSE Examination. The list should include Serial number, Admission number of the Candidate, Name of the Candidate, Percentage of the marks obtained in +2/VHSE ,present Course and Date of Admission.

(ii) A Certificate as shown in Annexure-1 for each application.

8. Schedule of activities

a. Commencement of Online registration - 05/09/2013

b. Last Dates

(i) Online Submission of the Application

by students - **30/09/2013 6 PM**

(ii) Submission of Registration printout and documents

to the Institution by Students - **10/10/2013**

(iii) Completion of verification and Approval

by the Institution - **19/10/2013**

(vi) Receipt of Registration Printouts and Supporting documents of approved applications by the Special Officer Scholarship (in Case of Recognized Unaided Institutions in Kerala and Students Studying outside Kerala.)

- **28/10/2013**

Note: Individual Applications sent by the Students directly and applications verified/received from Institutions after the last date etc. will not be considered. The applications not verified and approved by the Institutions by online will not also be considered.



Special Officer for Scholarships

CERTIFICATE

Annexure-1

1.(Name of the Candidate),
Admission No:.....is Studying for the first
year.....(Name of Course) during the academic year 2013-14. The
course is a regular course.
2. This College is affiliated with
(Name of the University) vide order No.....dated.....
3. The course in which the student is studying has the approval of all India
Council for Technical Education/ All India Medical Council/Indian Nursing
Council /Pharmacy Council/ UGC vide order No:.....
dated.....

Institution

Telephone No:

Fax No:

E-mail ID

Signature of the Principal

Date:

Name of Principal

Office Seal

INCOME AFFIDAVIT

Declaration of income of Parent/Guardian for the year (ending on 31st 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 name of Institution)
2. That my annual income in the preceding year ending the 31st 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
Rs. _____
- (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 -----
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

NB: 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.

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.

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