

## **INSTRUCTIONS**

### **POST MATRIC SCHOLARSHIP FOR THE ACADEMIC YEAR 2014-15**

Online applications are invited for the Post-Matric Scholarship for the academic year 2014-15 from students belonging to minority communities (Muslim/ Christian/ Buddhists/ Sikh and Parsee) to be awarded by the Ministry of Minority Affairs, Government of India.

Applications are to be submitted online in the Scholarship Website of Department of Collegiate Education, [www.dcescholarship.kerala.gov.in](http://www.dcescholarship.kerala.gov.in). Instructions for filling up the online application can be accessed through the link **Post-Matric Scholarship** provided in the Home Page of Scholarship website.

The details of the Scholarship are given below:-

- 1. Rate of Scholarship** : An amount equivalent to Admission & Course/ Tuition Fee and Maintenance allowance, subjected to a maximum ceiling. Details are provided in **Appendix-I**.

**2. Eligibility Conditions**

a. Should be the **First Year** student of ,

i. Plus Two/ UG/ PG/M.Phil/ Ph.D Course of Higher Secondary School/ College/ Institutes/ University, which is either a Govt/ Aided/Recognised Unaided Institution.

**OR**

ii. 11th Class/Technical/ Vocational Course of ITI/ITC Centres affiliated to NCVT.

**OR**

iii. Course, **other than** those listed under merit-cum-means scholarship scheme. The names of courses listed under Merit-cum-means scholarship are given in **Appendix-II**.

b. Should belong to Minority Community (Muslim/ Christian/ Buddhists/ Sikh/ Zoroastrians or Parsis).

c. Should have secured not less than 50% marks or equivalent grade in the previous Board/ University Examination.

d. The Annual Family Income should not exceed **Rs. 2 Lakhs**.

- e. Should not be availing any other Scholarship or Stipend.

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### 3. Other Relevant Information

- a. Applicant must have savings bank account in their name either in one among the Nationalized, scheduled, commercial Banks which has IFSC code.  
The candidate should be in possession of the Bank account Number and the Branch Code. **Adhaar number is mandatory to all beneficiaries under this scheme and the Adhaar number should be seeded with the Bank Account number.**
- b. Scholarships will not be given to more than two students in a family.
- c. In case of candidates belonging to BPL families, priority will be given to those who possess the least income.
- d. 30% of the Scholarships are earmarked for girl students. In case sufficient number of eligible girl students are not available, then the balance earmarked scholarships may be awarded to eligible boy students.
- e. Course fee/tuition fee will be credited to the School's/ College's/ institution's bank account.
- f. Maintenance allowance will be credited to the student's bank account.
- g. Scholarship will be provided for the entire course. However, maintenance allowance will be given for a period not exceeding 10 months only in an academic year.
- h. The award will be discontinued if a student fails to secure 50% marks or equivalent grade in the previous final examination. Scholarship will not be awarded for more than the normal period of time taken to obtain certificate/degree/M. Phil degree/doctorate degree.
- i. The scholarships will be sanctioned in accordance with the criterion laid down by the Central Government.

### 4. Procedure for Applying.

- a. Application can be submitted only ONLINE at [www.dcescholarship.kerala.gov.in](http://www.dcescholarship.kerala.gov.in).
- b. Students are required to register themselves in this site before applying for this scholarship. The **instructions** for registration are provided in the Website: **Home**

#### **Page> Student Registration.**

- c. After the completion of registration, students can LOGIN and Apply for the scholarship.
- d. Candidates are required to take a Printout of the Registration Form after

submitting (after SUBMIT button is clicked) their application online.

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- e. Candidates are required to submit the Printout along with the supporting documents (**listed in para.5**) to the Head of their Institution.
- f. An officer designated by the Head of the Institution/ Head of the Institution has to verify ONLINE, the data provided online by the candidate with the Registration printout and the documents submitted by the candidate.
- g. The candidate can edit the online data until it is verified by the verifying officer.
- h. The verified applications are to be approved by the Head of the Institution.
- i. The Registration printouts and supporting documents of the verified and approved applications are:
  - 1. **To be kept in the Institution** itself in case of **Govt./ Aided Institutions**.  
These documents are liable to be verified by the Inspection team of Scholarship wing, Directorate of Collegiate Education.
  - 2. **To be sent to The Special Officer for Scholarships, Directorate of Collegiate Education, Vikas Bhavan, Thiruvananthapuram, 695033,** in case of **Recognised Unaided Institutions** in Kerala and in respect of students of Recognised Institutions **outside Kerala**.

#### 5. Students studying in Institutions outside Kerala

Students studying outside Kerala also required to register online.

#### Instructions to Institutions outside Kerala

To enable the online registration by the student, the institution has to register in the website. The institution should send their details to [dcdirector@kerala.gov.in](mailto:dcdirector@kerala.gov.in) and the registration will be done by the Department. The institution will be provided with a user id and password to login to the scholarship site. There after the institution should update further details by adding the courses and course fees etc in the site.

An officer of the institution should verify the online application and should be approved by the Principal. Institution has to forward the online printout and supporting documents submitted by the students to the Special officer scholarships vide 4 ( i ) ( 2 ) above.

## **6. Documents to be Enclosed along With the Registration Printout.**

- a. Self-attested passport size photograph pasted on the Registration printout.
- b. Attested copies of Mark lists of all Examinations from Matriculation onwards, passed by the candidate.
- c. Income declaration – affidavit (as shown in **Appendix-III**) on non-judicial stamp paper of Rs. 10/- for self-employed parents/guardian or income certificate from the employer for employed parents.
- d. An affidavit as shown in appendix-IV in Non-judicial stamp paper of Rs10/- by the student that he/she belongs to any one of the Minority communities notified by Central Government/Community certificate from the competent authority.
- e. An affidavit as shown in **appendix V** in non judicial stamp paper of Rs.10/- by the student regarding his/her place of residence/nativity or nativity certificate from the competent authority
- f. Nativity certificate from the competent authority.
- g. Attested copy of the first page of Bank Passbook in the name of the student, showing the Account Number and Name, Code and Address of the Branch.
- h. Accommodation Certificate in case of Hostellers.
- i. Copy of Adhaar number/Adhaar enrollment /NPR

## **7. Last Dates**

- |   |                     |
|---|---------------------|
| a. Online Submission of the Application by students   | <b>: 30-08-2014</b> |
| b. Submission of Registration printout and documents to the Institution by candidates   | <b>: 17-09-2014</b> |
| c. Completion of Verification and Approval by the Institution   | <b>: 24-09-2014</b> |
| d. Registration printouts and supporting documents of approved applications to reach Special officer Scholarship (In case of Recognised Unaided Institutions in Kerala and in respect of students of Recognised Institutions in outside Kerala) | <b>: 30-09-2014</b> |



**Special Officer for Scholarships**

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### **Appendix-I**

#### **RATE OF SCHOLARSHIP**

Actual financial assistance will be provided for admission & course /tuition fee and maintenance allowance as given below subject to a maximum ceiling indicated against item concerned:

(Amount in Rs.)

Sl.No	Item	Hosteller	Day Scholar
1	Admission and tuition fee for classes XI and XII.	Actual subject to a maximum ceiling of Rs.7,000 p.a.	Actual subject to a maximum ceiling of Rs.7,000 p.a.
2	Admission and course/tuition fee for technical and vocational courses of XI and XII level. (Includes fees/charges for raw materials, etc.)	Actual subject to a maximum ceiling of Rs. 10,000 p.a.	Actual subject to a maximum ceiling of Rs. 10,000 p.a.
3	Admission and tuition fee for undergraduate, post graduate.	Actual subject to a maximum ceiling of Rs.3,000 p.a.	Actual subject to a maximum ceiling of Rs.3,000 p.a.
4	Maintenance allowance for 10 months only in an academic year (Includes expenses for study material, etc.)	Rs.380 p.m..	Rs. 230 p.m
	(i) Classes XI and XII including technical and vocational courses of this level.		
	(ii) Courses other than technical and professional courses at undergraduate and post graduate level	Rs.570 p.m..	Rs. 300 p.m
	(iii) M. Phil and Ph.D. (For those researchers who are not awarded any fellowship by university or any other authority)	Rs.1200 p.m	Rs.550 p.m.

\* Hostellers include students who are not staying in hostel of the school/institute concerned but are staying as paying guest or in rented accommodation in towns/cities which are not the places where their parents reside.

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## Appendix-II

### **COURSES, OTHER THAN THOSE LISTED BELOW UNDER MERIT-CUMMEANS SCHOLARSHIP SCHEME, WOULD BE COVERED UNDER THE POST-MATRIC SCHOLARSHIP SCHEME.**

#### **Engineering & Technology Courses (B.Tech/B.E./ M.Tech.)**

- |  |   |
|--|---|
| (1) Aeronautical Engineering (AE)  | (17) Information Technology (IT),                   |
| (2) Agricultural Engineering (AG),   | (18) Instrumentation and Control Engineering (ICE), |
| (3) Automobile Engineering (AUE),  | (19) Leather Technology (LT),                       |
| (4) Applied Electronics & Instrumentation (AEI),                           | (20) Marine Engineering (MRE),                      |
| (5) Automation and Robotics (ARE),   | (21) Materials Science & Technology(MST),           |
| (6) Bio-Medical Engineering (BME),   | (22) Metallurgical Engineering(MT),                 |
| (7) Bio-Technology (BT),   | (23) Mechanical Engineering (ME),                   |
| (8) Ceramic Engineering/Technology(CT),                                    | (24) Mining Engineering (MN),                       |
| (9) Chemical Engineering (CH),   | (25) Oil & Paint Technology (OPT),                  |
| (10) Civil Engineering (CE),   | (26) Polymer Science and Rubber Technology (PSR),   |
| (11) Computer Science and Engineering (CS),                                | (27) Printing Technology (PT),                      |
| (12) Electrical Engineering or Electrical & Electronics Engineering (EEE), | (28) Production Engineering (PE),                   |
| (13) Electronics and Communication Engineering (ECE),                      | (29) Pulp & Paper Technology (PPT),                 |
| (14) Environmental Engineering(ENE),                                       | (30) Sugar Technology (ST ),                        |
| (15) Food Technology (FT),   | (31) Textile Engineering/Technology (TXT),          |
| (16) Industrial Engineering and Management (IEM),                          | (32) Transportation Engineering (TE).               |

#### **Cement Technology**

- (1) Post graduate diploma in cement technology

#### **Fashion Technology (Degree from National Institute of Fashion Technology)**

1. B.FTech (Design): Fashion Design, Leather Design, Accessory Design, Textile Design, Knitwear Design, Fashion Communication.
2. B.FTech (Apparel Production).
3. Me.FTech: Management, Apparel Production, Design Space.

#### **Management**

- (1) Post Graduate Diploma in Management (PGDM),
- (2) Post Graduate Certificate in Management (PGCM),
- (3) Executive Post Graduate Diploma in Management (Exec-PGDM),  
Master in Business Administration (MBA).

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### **Pharmacy**

- (1) B.Pharm
- (2) M.Pharm (PH).

### **Architecture & Town Planning (Under Graduate and Post Graduate level courses only)**

- (1) Architecture (AR),
- (2) Interior Design (ID),
- (3) Building Construction Technology (BCT),
- (4) Planning (PL).

### **Hotel Management & Catering Technology (Under Graduate and Post Graduate level courses only)**

- (1) Hotel Management & Catering Technology (HMCT)

### **Applied Arts & Crafts (Under Graduate and Post Graduate level courses only)**

- (1) Applied Arts & Product Design (APD),
- (2) Fine Arts/Applied Arts/Fine & Applied Arts (FA/AA/FAA),
- (3) Fashion & Apparel Design (FAD).

### **MCA**

- (1) Master in Computer Application (MCA)

### **Design (Degree from National Institute of Design, Ahamdabad)**

- (1) Graduate diploma in design
- (2) Post graduate diploma programme in design

### **Medical & Para Medical courses**

- |   |  |
|---|--|
| (1) MBBS  | (7) Master of Physical Therapy (MPT)       |
| (2) Bachelor of Ayurvedic Medicine & Surgery (BAMS) | (8) Bachelor of occupational Therapy (BOT) |
| (3) Bachelor of Unani Medicine & Surgery (BUMS)     | (9) Master of occupational Therapy (MOT)   |
| (4) Bachelor of Homeopathic Medicine & Surgery      | (10) B.Sc. Nursing                         |
| (5) Post Graduate courses                           | (11) M.Sc. Nursing                         |
| (6) Bachelor of Physical Therapy (BPT)              | (12) B . D . S .                           |
|   | (13) M.D. S .                              |

### **Veterinary Sciences and Animal Husbandry**

- (1) B.VSc. & A.H. (Bachelor of Veterinary Sciences and Animal Husbandry)
- (2) PG courses

### **Chartered Accountancy/Institute of Cost and Work Accountancy/Company Secretary**

- (1) CA (Chartered Accountancy)
- (2) ICWA (Institute of Cost and Work Accountancy)

(3 ) CS (Compan y Secretary).

**Law**

(1 ) L.L.B.

(2) L.L. M

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**Appendix III**

**(Specimen)**

**DECLARATION OF PARENTS’/GUARDIAN’S INCOME**

I ..... ( Parents / Guardian ) of  
..... ( Name of Student ) who is  
studying in .....  
.....  
hereby declare that my annual income from all sources is Rs.....  
.....(in figures) Rupees .....  
..... only ( in words ).

If any stage, it is found that the information given by me is false / not  
true, all benefits given to the student under the scheme of “Post-matric scholarship for  
students belonging to minority communities” could be withdrawn and legal action as  
deemed fit, may be taken against me or my ward.

Date:

Signature

(Father/ Mother/ Guardian)  
Residential Address



**Appendix IV**

**AFFIDAVIT ON COMMUNITY**

I ..... son /daughter of ..... resident of .....house.....  
Village.....taluk .....district ,Kerala state ,solemnly affirm and state as follows.  
I am a student studying in.....(Name of Institution) in.....(Course of study).I belong to  
.....Community coming under minority community under section 2 (c) of the National  
Commission for minorities act, 1992. I am entitled to get the benefits as declared by the  
Government of India.

What I have stated above are true to my belief and knowledge.

Place:

Signature

Date:

Name of Pupil.

**Appendix V**

**PROOF OF PERMANENT RESIDENCE**

I----- Son / daughter of -----aged-----years, now  
residing at .....house.....Village.....Taluk.....District, Kerala State ,and studying in  
.....(Name of the Institution)for -----(Name of Course)hereby declare that I am a  
permanent resident of .....house.....Village.....Taluk.....District of Kerala  
State.

Place:

Signature

Date:

Name of Pupil.

Residential Address

