

Name of the Division/Unit: -----

APPLICATION FOR SCHOLARSHIP FOR TECHNICAL/ NON-TECHNICAL/SCHOOL STUDENTS AWARD

A. Details of applicant (Employee).

1	Name of the official	
2	Date of birth	
3	Designation	
4	Whether belongs to class-IV cadre / multi skilled Employee	
5	Office Address	
6	Whether belongs to SC / ST / OBC (Attested copy of caste certificate to be attached)	
7	i. Basic pay of the applicant ii. Basic pay of Husband/wife, if employed	
	TOTAL	

B. Details of the Student(Dependant children of the Employee)

1	Name of the Child	
2	Relationship with the applicant	
3	Date of birth	
4	Signature of the student	
5	If handicapped, please state the details of handicap (A certificate of the specialist should be enclosed)	

C. Details of the Education for which scholarship / School Students Award is applied:

1	Name of the Child	
2	Whether Degree / Diploma A. Total duration of the course B. Standard/ class in which the student is reading	
3	Name of the Institution	
4	State / University by which recognized/to which affiliated	

D. Academic record student commencing from Matriculation Examination before joining the course of study undertaken by the student (attested copies of mark sheet / certificate to be enclosed)

Name of Examination	Year of passing	Maximum mark	Marks obtained (excluding 4 th / Extra optional)	Percentage of marks (including) 4 th / Extra optional)
10 th / Higher Secondary				
Any other Higher examination passed				
1				
2				
3				
4. For School Students Award Handicapped children, last examination attested mark sheet to be enclosed				

NOTE: If there is gap between passing of the minimum qualifying examination and joining the course of studies and is not covered by the scholarship, details of the period should be indicated.

E. Details of assistance, if any, received.

1	If the student is exempted from payment of tuition fee	
2	If answer to (1) is 'Yes' mention the amount exempted	
3	If the student is receiving any stipend / monetary assistance from any other source for his study.	
4	If answer to (3) above is 'Yes' then mention	
	A- Amount B- Source	

DECLARATION

I do hereby declare that:

1: The particulars given above are true & complete to the best of my knowledge and belief.

2: (A) Following Child / Children are in receipt of departmental scholarship.

- (i) Name of the Child / Children :
- (ii) Type of scholarship Received :
- (iii) From the year received the scholarship.

(B) One Child / No- Child of mine already in receipt of Postal Scholarship from the year-----

Station:

Date :

Signature of the applicant
(Govt. Servant of G.D.S)

(Please delete which is not applicable. Any false information given or material information suppressed may entail forfeiture of scholarship (Past/current) in addition to disciplinary action against the applicant)

(To be filled up by the Head of the Institution)

Certified that the entries made under column “B” “C” and “D” verified with records available in this institution found to be genuine and correct.

Station:

Date :

Signature of the Head of the Institution with seal
(Where the student is read at present)

(To be filled by the Divisional Head / unit Head (Unit Head does not mean Sub-Divisional Head))

1: Certified that the application is received on or before Date of Application.

2: Certified that the entries under column (A) are correct as per office records.

3: The information furnished under column “D” verified with the Original documents and found correct.

4: Recommended / Not recommended (if not recommended the reason to be mentioned)

Place:

Date:

Signature of the Head of the Divisional Head / Unit Head

CHECK LIST

A. FOR APPLICANT

1. Attested copies of mark sheet of qualifying examination / Annual examination in case of school students' award and scholarships.
2. Signature / designation seal of Head of the Institution where the student is reading at present.
3. Medical Certificate in case of physically handicapped students.
4. Attested Xerox copy of caste certificate in case of SC / ST / OBC.

B. FOR DIVISIONAL HEADS

1. Signature / Designation seal of Head of Division in Application.
2. Submission of application to C.O. so as to reach on or before the Date of Application.

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