

No. 5-18/2008-WL/G-II
Government of India
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhavan, 20, Ashoka Road, New Delhi-110001
(Welfare/G-II Section)

Dated: 05/09/2008

Subject : Award of Scholarship to the wards of DoT employees for the year 2008-09.

Applications are invited from the employees of DoT for award of Departmental Scholarship to their wards undergoing the following courses of study:

Sl. No.	Name of Course	Rate of Scholarship	Basic pay limit
1.	Technical Degree Courses- B.E./B.Tech./ Professional MBBS & other Medical Courses in Govt. recognized Colleges/ Institutions	Rs. 500/- per month	No limit
2.	Technical Diploma Courses in Engg./ Arch. etc.	Rs. 300/- per month	-do-
3.	Non-Technical Courses- B.Sc./ B.Com./ B.A. etc.	Rs. 300/- per month	-do-
4.	All ITI Courses in ITI Institutes	Rs. 150/- per month	-do-

The rate of Scholarship for each course and the basic pay limit up to which the employees can apply, are shown in the above statement.

2. Eligibility conditions for award of scholarship are given below:

- i) The student must have secured a minimum of 70% marks in the annual examination in the class from which admission to the above course was obtained. Students studying in the first year of the courses may submit their applications for award of Scholarship in Proforma-I.
- ii) For renewal of Scholarship the ward must secure minimum 65% of marks in the previous year annual examination. If a ward fails in any subject/paper, the scholarship may be renewed provided that he/she secures an aggregate of 65% marks in all the subjects including the subject in which the ward has not got the qualifying marks. For renewal of scholarship to the second or subsequent year of the course, the application may be submitted in Proforma-II.

Contd...2

- iii) A relaxation of 10% in the minimum marks is admissible to students belonging to SC/ST/OBC and girl students against prescribed percentage for initial grant as well as for renewal. Both the relaxation cannot be combined..
 - iv) An employee can apply for scholarship not more than two of his/her children.
 - v) Scholarship to students studying in final year is payable for 10 months only.
3. Employees claiming relaxation under SC/ST/OBC should also submit the relevant caste certificate issued either by their respective cadre controlling authority or other competent authority as defined for the purpose.
4. The applications in the prescribed proforma (copy enclosed) from the eligible officers/ officials for grant of scholarship/ renewal of scholarship along with certificate of Head of Institution and attested marks sheet of last annual examination may be sent to the Welfare & Sports / G-II Section latest by 7th November 2008. The incomplete application in any respect will not be entertained. Forms are also available at www.dot.gov.in under HRD Head. For any details regarding scholarship scheme, WL/G-II Section, (Tele. No.-23036897) may be contacted.

(S.E. Rizwi)
Welfare Officer &
Under Secretary (T)
Tel. No. 2303-6300

To

1. All Officers/ Sections of DoT HQ., New Delhi.
2. ADG(Admn.) TEC Khursheed Lal Bhavan, Janpath, New Delhi. All other TEC, All the applications must be sent in one lot.
3. All DoT/VTM Cell, in Telecom. Circles.
4. All Wireless Monitoring Organization, DoT.
5. Notice Boards in Sanchar Bhavan/Dak Bhavan.

Proforma-I

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APPLICATION FOR FRESH DEPARTMENTAL SCHOLARSHIP FOR THE YEAR 2008-09

(A) DETAILS OF APPLICANT(EMPLOYEE)

- i) Name (Sh/Smt.) : _____
- ii) Designation : _____
- iii) Office Address and Section : _____
With Telephone No. _____

- iv) Residential Address : _____

- v) Whether belongs to SC/ST/OBC: _____

(B) DETAILS OF STUDENT

- i) Name : _____
- ii) Whether Son/Daughter : _____
- iii) Date of Birth : _____

Signature of Student

Contd....2

(C) Details of education for which scholarship is applied for :

- i) Name of Course : _____
- ii) Whether degree or Diploma : _____
- iii) Total Duration : _____
- iv) Stream of Study (Tech/Non-Tech) : _____
- v) Stage at which studying : _____
- vi) Name of Institution : _____

- vii) State/University by which recognized/affiliated : _____

(D) Scholastic Record of the student commencing from Matriculation Examination before joining the course study undertaken by the student shall be supported by Photostatted copies of mark sheet/certificate duly attested.

	Name of the Examination	year of passing	Maximum marks	Marks obtained*	Percentage
i)	Matriculation/ Sr. Secondary				
ii)	Any other higher exam passed				
iii)	Minimum qualifying examination for the course undertaken				

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

* Attach attested mark sheet of the examination passed on the basis of which claim has been submitted.

(E) Details of Assistance, if any received:

- i) Is the student exempted from payment of tuition fee. : _____
- ii) If answer to (i) above is 'Yes' mention the amount exempted : _____
- iii) Is the student receiving any stipend or monetary assistance from any other source for this study? : _____
- iv) If answer to (iii) is 'Yes' : _____
 - 1) Amount : _____
 - 2) Source : _____

Note: In case the spouse of the applicant is employed in any DoT offices a certificate from the employer stating that he/she has not claimed any scholarship of the children from that office is required to be attached.

Declare that:

- i) The particulars given above are true and complete to the best of my knowledge and belief.
- ii) No child/dependent of mine is already in receipt of Technical/Non-Technical scholarship.

Station :

Date :

Signature of applicant

Designation _____

Certified that the entries under column 'C' and column 'E' are correct.

Station:

Date :

**Signature of the Head of Institution
(With Seal)**

**Cast Verification Certificate from Cadre Controlling Authority for the employees
claiming relaxation under reserved categories**

Certified that Sh/Smt. _____ Designation _____
belongs to _____ category as per office records.

Signature of the concerned Admn./Staff Br.

Name: _____

Designation: _____

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**APPLICATION FOR RENEWAL OF DEPARTMENTAL SCHOLARSHIP FOR THE YEAR 2008-
09**

(A) DETAILS OF APPLICANT(EMPLOYEE)

- i) Name (Sh/Smt.) : _____
- ii) Designation : _____
- iii) Office Address and Section : _____
With Telephone No. _____
- iv) Residential Address : _____
- v) Whether belong to SC/ST/OBC : _____
- vi) Basic Pay as on 1st April 2008 : _____

Signature of Applicant

(B) DETAILS OF WARD

- i) Name of Student : _____
- ii) Father's Name : _____
- iii) Whether Son/Daughter : _____
- iv) Date of Birth : _____
- v) Name of Institution : _____

- vii) Name of the annual examination Passed _____
in March/April along with the year
- viii) Percentage of marks secured _____
(Please enclose attested mark sheet)
- ix) Total duration of the course _____
- x) Stream of Study (Tech/Non-Tech) : _____
- xi) Class to which promoted in the _____
Year and in the Month
- xii) Character & Conduct of the student : _____
- xiii) Whether the student is in receipt of any : _____
other scholarship or financial assistance
through the Institution.
(If so, the amount and details thereof)
- xiv) Remarks or recommendation of : _____
Head of the Institution

**Signature and seal
Of the Head of Institution**

**Cast Verification Certificate from Cadre Controlling Authority for the employees
claiming relaxation under reserved categories**

Certified that Sh/Smt. _____ Designation _____
belongs to _____ category as per office records.

Signature of the concerned Admn./Staff Br.

Name: _____

Designation: _____