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No.11016/58/2016-SCD-I

Government of India

Department of Social Justice & Empowerment

Ministry of Social Justice & Empowerment

Room No.253, "A" Wing,
Shastri Bhawan, New Delhi-110001

Dated the 8th July, 2019

To,

The Registrar/Dean/Principal
(All the notified Institutions as per list)

Subject: Calling of fresh scholarship proposals for the year 2019-20 under the Central Sector Scholarship Scheme of "Top Class Education for SC Students."

Sir,

As you are aware the Government of India has been implementing the Central Sector Scholarship Scheme of "Top Class Education for SC Students" since 2007. The Scheme aims at recognizing and promoting quality education amongst students belonging to SCs by providing full financial support. The scheme covers SC students for pursuing studies beyond 12th class and it is available to 220 notified institutions under the Scheme. Under this Scheme, the SC students having family income not more than Rs. 6 lakh per annum, who get admission in the notified Courses in notified Institutions are eligible to get financial support as scholarship for covering four items namely,

- Full tuition fee and non-refundable charges (there will be a ceiling of Rs. 2.00 lakhs per annum per student for private sector institutions and Rs.3.72 lakhs per annum per student for the private sector flying clubs for Commercial Pilot Training and Type Rating Courses)
- Living expenses to the beneficiary @ Rs. 2220/- per month per student
- Books and stationery @ Rs. 3000/- per annum per student and
- A latest computer/laptop of reputed brand with accessories like UPS and printer limited to Rs. 45000/- per student as one time assistance during the course.

2. The eligibility criteria for the Scheme are listed below:

- Those SC students having total annual family income from all sources up to Rs. 6.00 lakh and having secured admission in a full-time course in any of the notified institutions according to the general selection criteria prescribed by the concerned institutions, are eligible for scholarship under the Scheme to the extent of the number of scholarships (slots) allocated to the institutions for the course.
- In case the number of eligible students admitted exceeds the number of slots allotted to the institutions, the scholarship will be restricted to the top students in the inter-se merit list based on the admission criteria for the course. However, if there is more than one student with equal marks for the last available slot in an institution, preference should be given to the student with the lowest family income. The remaining students from SC category admitted in the institutions shall be eligible for the Post-Matric Scholarship (PMS) administered by this Ministry through State Governments/UT Administrations, provided such students are otherwise eligible under the said scheme.
- In case the institutions finds that the number of eligible candidates in the 1st year are less than the number of slots allotted to it, the balance slots may be offered to eligible students studying in 2nd, 3rd and 4th year, etc. on the basis of inter-se merit of their previous year's result giving priority to those with higher number of years left to complete their respective course i.e. 2nd year students are to get priority over the 3rd year students and so on.
- Thirty percent (30%) of the slots allotted to the Institutions shall be reserved for eligible SC girl students as per their inter-se merit. In the absence of sufficient number of girl students, the slots may be transferred to eligible boy students as per their inter-se merit. However, the 30% slots as mentioned above will not include those girl students who are selected on the basis of their performance in the overall merit list of SC students of the Institutions.
- The benefit of the Scheme will not be provided to more than 2 siblings in a family. The students will submit an affidavit in the Institutions to certify that he/she is not the third or later sibling of the family who is availing benefit under the Scheme.
- The scholarship will be terminated if the student fails to pass the final examination of each year or any terminal examination or semester examination prescribed. He will, however, remain eligible for the Post-Matric Scholarship.

3. The institutions are required to register their credential on the National Scholarship Portal (NSP) (if not registered previously). The URL of the NSP is <http://scholarship.gov.in>. It is intimated that the fresh proposals of batch 2019-20 and renewal proposals of all other previous years would be handled through National Scholarship Portal (NSP) only. (See detailed instructions).

4. The online applications must be submitted by the students before 15-08-2019. These applications should be verified/ rejected by the Institutions based of the inter-se merit amongst the eligible students, reservation available for girls and number of slots available to them by 31-08-2019. Batch-wise proposals in physical form duly signed and authenticated by the prescribed authority of the Institutions, may be furnished to this Ministry in the official letterhead including details of selected students in Annexure-A/B with photo copies of supporting documents such as Aadhaar, Caste Certificate, Income Certificate(s), Score card of entrance examination, Bills, etc. before 30-09-2019.(See detailed instructions).

5. Following documents should be accompanied with renewal proposal.

- Declaration by the Institutions that the students are not getting any scholarship either from the State Government or from the Ministry/Department of Government of India.
- Separate break up of Annual fee/other non-refundable charges.
- Proof whether the students are hostellers or day scholars.
- The Bank Authorization letter of the Institutions should be countersigned by the authorized signatory of the Bank along with official seal. The Bank account should not be in the name of the Director/Principal/Registrar/Accounts Officer etc. It should be in the name of the Institutions only.
- Utilization Certificates in the prescribed form GFR-12(A) along with signature of the scholarship holders/beneficiaries towards the amount received by them. Proper entries such as name of the Institutions/Sanction Letter No./Date of Sanction Letter/Amount of sanction may be made in the Utilization Certificate.
- A copy of the result of last year/last term final examination with clear mention that he/she has passed the examination.
- List of students who have been promoted to Higher Class and list of failed students.
- The institutions, while verifying the application of students, MUST verify that the income certificate of the student is issued by the Revenue Officer of the State from which he belongs. A list of authorized Revenue Officer of the States is enclosed. No ITR or Form-16 of the parent will be entertained.

7. While applying for the fresh proposals of 2019-20 following things must be kept in mind.

- The tuition fee and other non-refundable charges would be paid to institutions.
- The Living Expenses, Books and Stationery charges and computer charges would be paid to students directly.

- The other non-refundable charges MUST not include Living Expenses, Books and Stationery charges and computer charges.
- The institutions MUST keep the boarding and lodging charges restricted to Rs.2,220/- per month (i.e. Rs.26,640/- per annum). It MUST not claim more than this.
- The Book and Stationery charges MUST be restricted to Rs.3,000/- per annum.
- The Computer and Accessories charges MUST be restricted to Rs.45,000/- and it is a onetime assistance during the course.
- All the charges claimed by the institutions (including Annual fee and other Non- refundable charges) MUST be filled in "Tuition fee" column of the portal.
- All the charges claimed by the student MUST be filled in "Other Lump Sum entitlement" column of the portal.
- The amount '0' must be filled in the column "Admission fee".
- The institutions MUST be very careful in verifying the applications as the amount once filled/verified can not be altered.
- The institutions MUST verify those number of applications only, keeping in view slots allotted to them against the notified course(s). In case, the number of applications verified is more than the allocated slots, no proposal of the institutions would be cleared.

8. The revised guidelines for the Central Sector Scholarship Scheme of Top Class Education for SC Students is enclosed at Annexure-I. In case of any queries, mail can be sent at the mail ID "dbtcell.msje@nic.in".

Yours faithfully,


(Govind Mishra)

Under Secretary to Govt. of India

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Instructions for filling the fresh application for 2018-19 fresh students

To be filled by- The students who have furnished the application on NSP in 2018-19 and the institutions has not sent the physical copy of the proposal in the same year and the application of the student has been rejected by the Ministry because of the above.

2. Please fill the online application during 2019-20 and while filling the fee add the fee of both years (first year of 2018-19 and renewal year of 2019-20). Please mention in remarks column- Application for fresh year 2018-19 and renewal application of 2019-20. However, only those students who have applied on NSP portal in 2018-19 and their applications are rejected from Ministry due to non submission of relevant documents by the institute are eligible for submitting applications of 2018-19.

3. Please upload Aadhar card, Income Certificate and Caste certificate on the NSP for fresh and also result of first year for renewal scholarship.

4. **Instruction for Institutions-** The Institutions MUST forward physical form of the proposal. Though the only one online application has been filled by the students for both the year 2018-19 and 2019-20, the institutions would submit two physical proposals- fresh proposal in Annexure-A and renewal proposal in Annexure-B. Copies of all the documents as mentioned in para 3 above must also be attached with the respective Annexure.

5. The copy of NSP ID Application, clearly mentioning the NSP Application number MUST also be submitted.

6. The institutions must also verify only those students' applications on NSP whose names are sent in the Annexure of physical form. (This should be limited to the number of slots allotted to the institutions.)

7. In case where students' domicile state is different from the State in which the institution is located, a certificate by the institution that the student is bonafide student of the institution is required to be uploaded on NSP. This certificate must contain the phone number of the institution.

8. No release would be allowed if the institutions do not have AISHE Code.

9. The login of all the institutions has been locked by NSP. The institutions need to re-register again on the portal by applying on the NSP.

10. In the case of Top Class Scholarship Scheme for SC students the important dates are as follows-

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| Portal opening date- | 15.07.2019 |
| Last date of Students' application submission- | 15.08.2019 |
| Last date of Institutions' verification- | 31.08.2019 |
| Last date of reaching of physical proposal in Ministry- | 30.09.2019 |
| Last date for verification at Ministry's level- | 30.11.2019 |

INCOME CERTIFICATE ISSUING AUTHORITY IN VARIOUS STATES/UNION TERRITORIES

| Sr. No. | State/Union Territory | Income Certificate Issuing Authority |
|---------|------------------------------------|--|
| 1 | Andaman & Nicobar | Tahsildar |
| 2 | Andhra Pradesh | Tahsildar |
| 3 | Arunachal Pradesh | District Magistrate & Collector |
| 4 | Assam | Revenue Circle Officers |
| 5 | Bihar | Circle Officer of Circle Office |
| 6 | Chandigarh | Sub Divisional Magistrates |
| 7 | Chhattisgarh | Naib Tahsildar |
| 8 | Daman & Diu & Dadra & Nagar Haveli | Mamlatdar, Daman and Mamlatdar, Diu |
| 9 | Delhi | SDM of Govt of NCT of Delhi |
| 10 | Goa | Mamlatdar of all Talukas |
| 11 | Gujarat | District Collector/Deputy Collector/Asstt. Collector/Prant Officer/Mamlatdar |
| 12 | Haryana | CRO (Tahsildar/Naib Tahsildar concerned) |
| 13 | Himachal Pradesh | Tahsildar of Revenue Department |
| 14 | Jammu & Kashmir | Sub Divisional Magistrate (not below the rank of Tahsildar) |
| 15 | Jharkhand | Sub Divisional-Officer in each District |
| 16 | Karnataka | Tahsildar |
| 17 | Kerala | Village Officers* |
| 18 | Lakshadweep | Deputy Collectors in Agatti and Minicoy and SDOs in the remaining Islands |
| 19 | Madhya Pradesh | Tahsildar/Naib Tahsildar |
| 20 | Maharashtra | Tahsildar |
| 21 | Manipur | District Authorities i.e. DC/ADC/SDO (not below the rank of SDO/SDM) |
| 22 | Meghalaya | Employer in case of Govt. employee and by the MP/MLA/DC/SDO Civil in case of others |
| 23 | Mizoram | District Magistrate or any other officers authorized by District Magistrate |
| 24 | Nagaland | Dy. Commissioners, addl. Dy. Commissioners and Sub-Divisional Officers (C) |
| 25 | Odisha | Revenue Officers* |
| 26 | Punjab | CRO (Tahsildar/Naib Tahsildar concerned) |
| 27 | Pondicherry | Tahsildar, Deputy Tahsildar |
| 28 | Rajasthan | Tahsildar |
| 29 | Sikkim | Special Executive Magistrate (Block Development Officers, Rural Management & Development Deptt.) |
| 30 | Tamil Nadu | Zonal Deputy Tahsildar |
| 31 | Tripura | Deputy Commissioner of Respective Districts |
| 32 | Uttar Pradesh | Tahsildar |
| 33 | Uttaranchal | Tahsildar/SDM/City Magistrate |

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| 34 | West Bengal | <ol style="list-style-type: none"> 1. Dist. Magistrate or -District Level Addl. Dist. Magistrate 2. Sub-Divisional Officer – Sub Divisional Level of the concerned 3. Block Development officer - Block Level of the concerned Blocks 4. The Collector, Kolkata – Kolkata Municipal Corporation. 5. The Collector, Kolkata – Student residing within Civil Jurisdiction of Hon'ble High Court, Kolkata 6. Other areas covered in Kolkata Police are concerned i.e. areas over which collector, Kolkata does not exercise jurisdiction – concerned District magistrate or any other Officer Authorized by the District Magistrate of the respective district i. e. South 24 Paraganas and North 24 Paraganas |
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* In the remaining States/Union Territories, the Income Certificate issuing authority/ies are yet to be designated.