

**GOVERNMENT OF NAGALAND
DIRECTORATE OF HIGHER EDUCATION
NAGALAND: KOHIMA**

**POST MATRIC ST SCHOLARSHIP
(Centrally Sponsored Scheme)**

Guidelines for Post Matric ST Scholarship, 2023-24.

<https://scholarship.nagaland.gov.in>

Important Dates	
Online application	: 28 th August to 31 st October 2023
Last date of online verification by Institutions (within Nagaland)	: 30 th November 2023
Last date of receiving hardcopy forms/documents from applicants studying outside Nagaland	: 30 th November 2023

Introduction

It is a Centrally Sponsored Scheme (CSS) implemented by Ministry of Tribal Affairs to grant scholarship to eligible ST Students for pursuing higher education starting from class XI onwards. The Ministry of Tribal Affairs, Government of India sponsors 90% of the scholarship while the Government of Nagaland sponsors the remaining 10%.

Objective:

- To enable eligible Scheduled Tribe students to undertake quality education from class XI onwards by providing them financial assistance.
- To create an error free platform ensuring that the targeted beneficiaries receive scholarship on time.

Scope:

Scholarship under the Scheme will be available to ST students for studies in India and will be directly transferred to the account of the students.

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Guidelines for Post Matric ST Scholarship, 2023-24.

1. Condition of Eligibility:

A student should fulfil the following criteria to be eligible for this Scholarship.

- 1.1 The applicant must be pursuing post matric (above class X) studies and belong to Scheduled Tribe of Nagaland.
- 1.2 The Annual Income of the applicant's parents/guardians from all sources must not exceed **₹ 2.50 lakh (Rupees Two Lakh Fifty Thousand)**.
- 1.3 Applicant must be from Institution with valid AISHE/UDISE code and empanelled with the Scheme Implementing Agency - Directorate of Higher Education, Nagaland.
- 1.4 The student should have a valid bank account in a Schedule Bank linked with Aadhar and Mobile number.
- 1.5 Students who have failed in their last examination (repeaters) are not eligible to apply.
- 1.6 Students who have availed this scholarship at one stage/level of their education but are currently studying in another stream/subject of the same stage/level are not eligible. Example, a student who is currently studying BCom but availed this scholarship while pursuing BSc course will not be eligible as BCom and BSc Course are of the same level.
- 1.7 Applicant must not be a beneficiary of any other scholarship scheme
- 1.8 Applicant must not be an employee of any government/semi government establishment.
- 1.9 Students pursuing Diploma/Certificate Course can also apply provided they fulfil the above criteria (1.1- 1.9) and their course duration is not less than two years.
- 1.10 Students studying in NIOS can also apply, provided they fulfil eligibility criteria 1.1 to 1.9 and have the following subject combination.
 - a) For class 11 and 12 level courses, the applicant must have passed class 10 with the following subject combination.
 - i) English ii). Alt English or MIL iii) Science iv) Maths and v) Social Science.

2. Income Criteria

- 2.1. Scholarship will be paid to the students whose family income from all sources does not exceed ₹2,50,000/- (Rupees two lakh fifty thousand only) per annum.

The family income shall be computed in the following manner: -

- 2.1.1 In case where both father and mother are working, the combined income of both of them from all sources shall be taken into account in computing total family income.
- 2.1.2 In case any other member of the family, other than father and mother is an earning member, his or her income shall not be included in computing total family income.

2.1.3 In case only one parent is alive, the income of that parent shall be taken into account for considering total family income.

2.1.2. In case of orphan, supported by a guardian, income criteria shall not apply.

Note 1: *Definition of Income – Income means gross income including income from all sources without any exemption and deductions available in the Income Tax Act.*

Note 2: *Income Certificate is required to be taken once only i.e., at the time of admission to course (Fresh Application) which will be valid for the entire duration of the course. At the time of renewal in second or subsequent year of the course, fresh Income Certificate is not required.*

Note 3: *The Income Certificate given at the time of admission should be taken in the same year for which the admission is taken. In the case of salaried employee, the income of previous financial year will be considered for the purpose of eligibility (Annexure I format). Example, if a candidate is applying Fresh for academic year 2023-24, the family income for financial year 2022-23 would be required.*

3. Empanelment of Institutions/Universities/Colleges within and outside Nagaland.

3.1. Only students studying in empanelled institution/university/college would be eligible to apply. Institutions can download the Empanelment Form from Scholarship Menu of Directorate's website- <https://highereducation.nagaland.gov.in> and apply for empanelment.

3.2. An Institution can apply for Empanelment only if the Institution has valid AISHE/UDISE code and is offering post matric courses.

4. Fresh Application:

4.1. **Fresh Application:** All eligible 1st year students of the Course shall apply for Fresh Application irrespective of whether they were beneficiary of the scholarship in their last course of study. Also, eligible students in 2nd/3rd year who were not a beneficiary of the Scheme can apply for Fresh Application.

Application Type	Eligible Class/Year
FRESH	i) All present 1 st year students irrespective of whether they were beneficiary of 2022-23.
	ii) Present 2 nd /3 rd year students who were not beneficiary of 2022-23.

4.2 Documents Required for Fresh Application:

4.2.1. Attested Xerox copy of class 10 Admit card.

4.2.2. Xerox copy of Admission Receipt.

4.2.3. Attested Xerox Mark Sheet (s) of the last class/year passed. For colleges with semester system, Marksheets of the last two semesters.

Note: *For upload of multiple marksheets, marksheets should be merged/combined into*

a single file (PDF) and upload.

- 4.2.4. Attested Xerox Scheduled Tribe Certificate issued by competent designated authority.
- 4.2.5. Attested Xerox Indigenous Certificate issued by competent designated authority.
- 4.2.6. Original Income Certificate –Annexure I/Annexure II/Annexure III issued in the year 2023. All applicants whose parents/guardians are employed must furnish Income Certificate only in Annexure I format (certified by Employer/HoD/DDO) else the Application will be rejected.
- 4.2.7. Part B Form (only for applicants studying outside Nagaland)
- 4.2.8. Part C Form (only for MPhil/PhD Fresh applicant)
- 4.2.9. Hostel Form/Certificate (For hostellers only):
 - 4.2.9.1 Applicants staying in recognized hostel outside Nagaland can produce a Hostel Certificate from the hostel warden.
 - 4.2.9.2 Applicants staying in Registered Hostels within Nagaland must use the Hostel Form issued by the Department to the hostel warden/proprietor.
 - 4.2.9.3 Hostel Form will be issued by the Department to the Registered Hostels only on production of the NOC from the Institutions.
- 4.2.10. Xerox copy of the front page of Bank Passbook.
- 4.2.11. Xerox copy of the Aadhaar Card.
- 4.2.12. One recent passport photograph should be pasted on the printed form.
- 4.2.13. For PhD/MPhil Applicants:
 - 4.2.13.1 In addition to other documents, PhD applicants should submit copy of the synopsis of proposed Research Work duly countersigned by the Guide or Supervisor and a photo copy of the Registration Card/Letter.

Note: *For upload of Registration Card/Letter and Synopsis, they should be merged/combined into a single file (PDF).*
 - 4.2.13.2 If the applicant is not in a position to furnish Registration Card/ Letter and Synopsis, submission of Part C(Research) will suffice.

5. Renewal Application:

5.1. Renewal Application is meant only for the beneficiaries of 2022-23 period who have passed the last examination but continuing in the same Course (level). 1st Year students of any course are cannot apply for Renewal even if the applicant was a beneficiary of 2022-23.

Application Type	Eligible Class/Year
RENEWAL	Only for beneficiaries of 2022-23 who have passed the last examination and presently in the 2 nd /3 rd /4 th year of the same Course.

5.2 Documents Required for Renewal Applications:

5.2.1. Attested Xerox Mark Sheet (s) of the last class/year passed. For colleges with semester system, Marksheets of the last two semesters.

Note: For upload of multiple marksheets, marksheets should be merged/combined into a single file (PDF) and upload.

5.2.2. Part B Form (for non- MPhil/PhD applicants studying outside Nagaland)

5.2.3. Part C Form (for MPhil/PhD applicants studying outside Nagaland)

5.2.4. Hostel Form/Certificate (For hostellers only):

5.2.4.1. Applicants staying in recognized hostel outside Nagaland can produce a Hostel Certificate from the hostel warden.

5.2.4.2. Applicants staying in Registered Hostels within Nagaland must use the Hostel Form issued by the Department to the hostel warden/proprietor.

5.2.4.3. Hostel Form will be issued by the Department to the Registered Hostels only on production of the NOC from the Institutions.

5.2.5. Xerox copy of Admission/Semester Fee Receipt.

5.2.6. Xerox copy of the front page of Bank Passbook.

5.2.7. Xerox copy of the Aadhaar Card.

5.2.8. One recent passport photograph should be pasted on the printed form.

5.2.9. For PhD/MPhil Applicants:

5.2.9.1 In addition to other documents, Scholar should enclose a copy of the Progress Report of his/her Research Work duly attested and signed by the Guide or Supervisor

5.2.9.2 PhD Scholars who did not submit Registration Card/Letter & Synopsis at the time of Fresh Application must enclose them with their Renewal Form.

5.2.9.3 Renewal of PhD application will be considered only if the applicant has submitted photo copy of his/her Registration Card/Letter & Synopsis either

during submission of the Fresh or Renewal application

6 Other Instruction/Information:

6.1 Applicants are asked to read and understand the Guidelines properly before applying for the Scholarship.

6.2 Provision to Delete Application and Re-apply to the same/different Scholarship Scheme:

This provision is provided **till 31st October 2023 or until the Application is verified by the INO, whichever is earlier**. Applicant can delete his/her application and re-apply within the stipulated time in the following cases:

6.2.1 In case of incorrect online details/documents submitted by the applicants. Applicants can delete and re-apply using the same Profile without having to Register again.

6.2.2 In case the applicant wants to change the Scheme, he/she can delete the application and apply for the desired Scheme using the same Profile without having to Register again.

6.2.3 In case where the INO rejected the Application, applicant can delete the application and re-apply with the correct details/documents.

6.2.4 Applications Rejected by INO after 31st October 2023 cannot be deleted or re-apply. Hence, students are asked to thoroughly verify their online details/documents and submit the online application ahead of the due date.

6.3 Bank Account must be that of the applicant. Application form will be rejected if the Bank Account is not of the applicant. In case of minor, joint account should be opened and in all such joint accounts, applicant's name should appear first in the passbook.

6.4 **Students studying in Nagaland** should submit the print out of the online submitted form along with the required documents to their respective institution for Online Verification by INO of the institution.

6.5 **Students studying outside Nagaland** should send the print out of the online submitted form along with the required documents via speed post/hand post to the address given below within the stipulated time. Only on receipt of the hardcopy form/documents, online Verification/Approval for such applicants will be done.

To,

**Scholarship Section,
Directorate of Higher Education
Below New Secretariat Complex
Nagaland, Kohima-797001**

6.6 The Department will not be responsible for non-receipt of scholarship amount due to wrong/inactive bank account details provided by the applicant.

6.7 Applicant is warned that if he/ she gives false statement/ declarations/ documents etc. or otherwise obtained scholarship through fraudulent means, he/she will be blacklisted and debarred from getting scholarship under this scheme or any other scholarship schemes for the entire period of his/her studies. The scholarship amount if already paid will also be recovered.

6.8 Incomplete/wrong entries in the e-form or incomplete enclosure of necessary documents will be subjected to rejection.

6.9 The Department reserve the right to reject payment of scholarship to any applicant/beneficiaries if at any stage ineligibility condition of applicant/beneficiary is found.

INFORMATION FOR INSTITUTIONS WITHIN NAGALAND

Post Matric ST Scholarship, Nagaland

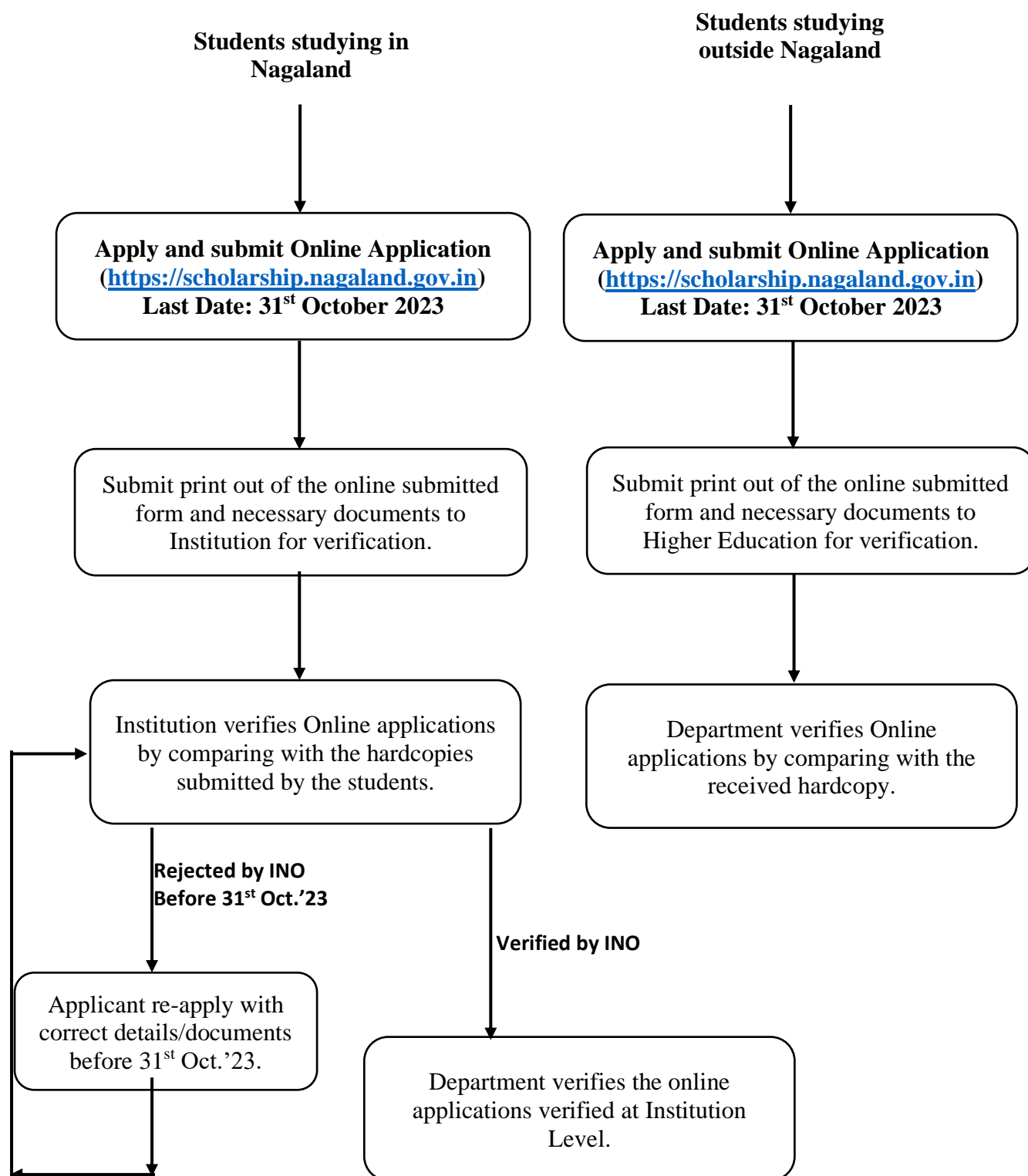
1. All Institutions should be empanelled with the Directorate of Higher Education, Nagaland. Only eligible students from empanelled institutions can apply for this scholarship. Form for empanelment is available in the Scholarship Menu of the Directorate's website <https://highereducation.nagaland.gov.in>.
2. All Institutions should nominate an Institution Nodal Officer (INO) for online verification of scholarship forms. In case the Institution has not nominated any INO, the nomination can be done by writing an application addressed to – The Director, Directorate of Higher Education, Nagaland, Kohima-797001. Application should contain the following details and has to be signed by the Head of the Institution. Application can be emailed to hescholarship@gmail.com

Name of the INO	:
Contact No. of INO	:
Email of INO	:
Institution Name	:
Institute District	:
3. Institutions which had already nominated INO last year need not nominate again unless there is change of INO.
4. Primary Verification of student's scholarship application will be done online by the INO of the respective Institution. Once approved at Institution Level, it will be verified at State/Department Level.
5. Institutions are requested to go through the guidelines of the Scheme and verify the forms/documents accordingly.
6. Institutions need not verify the online applications whose hardcopy applications/documents were not submitted by the students.
7. Institution should keep the Application Forms and enclosed documents for at least 5 years for any enquiry/audit.
8. After the verification of all forms, institutions are requested to print and display the verified and rejected list of the applicants for any claim/objection by the applicants. Once the period for such claim/objection has ended, the Institution should email (hescholarship@gmail.com) the verified list (soft copy) along with a covering letter addressed to the Director, Directorate of Higher Education, Nagaland, Kohima within the stipulated time. The covering letter should state the number of applications verified/rejected and should be signed by the Head of the Institution.
9. Contact details:
Scholarship Section, Higher Education- 9863379247 (Scheme related issues)
Help Desk, IT & C (Scholarship Portal-Technical issues) - 8929307387

Information/Instruction for Institution Nodal Officers (INO) in Nagaland.

1. Institution Nodal Officer (INO) will be responsible for verifying the online applications submitted by the applicants of their institution.
2. INO should be thorough with the Guidelines of the Scheme.
3. Only those INOs having the login credentials issued by Higher Education will be able to log into the scholarship portal <https://scholarship.nagaland.gov.in> and verify the applications.
4. Login credentials are issued to the INO only after the receipt of INO nomination letter from the Institution.
5. After the login, the INO will be able to view the applications submitted by the applicants from their institution.
6. INO has to verify each online application by comparing with the hardcopy form/documents submitted by their students.
7. Online Application with incorrect/incomplete documents should be Rejected by the INO with proper reason.
8. **Provision for Deletion and Re-apply:** Application Rejected by INO can be deleted and re-applied with correct details/documents by the applicants within 31st October 2023. Applications rejected after 31st October, 2023 by INO cannot be rectified by the applicants and will remain rejected. Hence, INOs are encouraged to verify the applications before 31st October 2023.
9. Log with timestamp to track all activities on an Application Submitted/Deleted/Verified/Rejected by the Applicants/INOs is being maintained.
10. Online details and documents should be carefully verified. Some of the important points to be considered are:
 - Is the applicant a bonafide student of the Institution?
 - Is the applicant an ST of Nagaland with ST Certificate issued by Deputy Commissioner/Addl. DC?
 - Is the annual family income of the applicant from all sources not more than ₹2.5 lakh (Rupees two lakh fifty thousand)?
 - Is the Income Certificate signed by deponent/parent and by concern authority?
 - Is the Income Certificate in case of employed parent in proper Annexure- I format?
 - Is the Applicant a repeater/failed student?
 - Is the Applicant a Hosteller? If yes, whether Hostel form issued by Higher Education was uploaded.
 - Has the applicant uploaded the last examination marksheet(s)?
 - Is the applicant's Class/Year correctly mentioned in the form?
 - Is the applicant's Course Name correctly mentioned in the form?

Application Process of Post Matric ST Scholarship 2023-24



PART – B (for students studying outside Nagaland- non PhD/MPhil)

(To be filled by the college/institution authority)

1. I hereby recommend the application of Mr/Miss for award of Post Matric Scholarship to ST Students of Nagaland for the academic session 20..... to 20.....
2. Certified that the applicant has taken admission on Date..... Month..... Year..... in class..... (1st/2nd/3rd/4th/5th) year for course of study. Duration of the course is from 20..... to 20.....
3. The likely date, month and year of the annual examination for the current stage of course will Date..... Month..... Year.....

UNDERTAKING TO BE SIGNED BY THE HEAD OF THE INSTITUTION

I undertake that if the applicant leaves the institution/discontinue studies/is a repeater in same class/accept any other scholarship/fail to secure 75% attendance in classes the fact will be reported to the Director, Higher Education, Nagaland Kohima.

Date: Signature of the Institution

Place: Head/Authority

Office Round Seal Name in Block Letters.....

Designation with Seal.....

Fax No./email.....

Office Telephone No.....

Full Postal Address of the Institution with Pin Code.....

.....

N.B: 1) Stamped Signature will not be accepted. 2) Official seal of the Head of the Institution and Round seal of the Institution are compulsory. 3) Application form will be rejected if found incomplete/if there are signs of over-writing. 4) **The application form will be rejected if full address and particulars of the Institution are not clearly indicated.**

PART C (MPhil/PhD only)

(To be filled by the Guide/Supervisor/ and the Head of Department)

1. Certified that the applicant Mr/Ms/Mrsis undertaking Research work for acquiring M.Phil/Ph.d/D.Ltt. degree for the academic session 20..... to 20..... in the department of..... under University.
2. The probable commencement of the Research work (course) is: Date Month Year
3. The University is a Central/Deemed/Autonomous University (mention one)
4. This University is recognized by UGC/Govt. of

I undertake that if the applicant leaves the institution/discontinues Research work/ accept any other Scholarship/fellowship, the fact will be reported to the Directorate of Higher Education, Nagaland, Kohima.

Counter signature of the Head of Department

Name.....
Designation
Phone No.....
University Address
.....

Round Seal
of the
Department
or University

Signature of the Guide/Supervisor

Name.....
Designation
Phone No.....
University Address
.....

INCOME CERTIFICATE

ANNEXURE-I

(For employed parents/guardians only)

DECLARATIONS

I do hereby solemnly affirm and declare as follows:

1. I am employed as.....(designation of office job) in the Govt./
Private establishment of
2. My total income from my salary for the last financial year was ₹.....
(in words rupees.....)
3. My total income from other sources for the last financial year..... was ₹.....
(in words rupees.....)
4. Thus, my overall total income from all sources for the last financial year was
₹.....
(in words rupees.....)

Date:

Signature of the parent/guardian.....

Place:

Full name (in block letters)

Address in full.....

.....

Phone No

[illegible]

To be certified by the Employer/HoD/DDO

Certified that the statements made by the employed serving under me are true.

Date:

Signature of head of office or establishment.....

Place:

Full name (in block letters)

Round seal of the office:

Name & Address of the office/establishment.....

.....

Phone No

[illegible]

INCOME CERTIFICATE

ANNEXURE-II

(Unemployed and self employed parent/guardian can be fill up and use this format as it is).

DECLARATIONS

I shri/smti.....do hereby solemnly affirm and declares as follows:

1. I am the father/mother/guardian of Mr/Mrs.....who is applying for Post Matric Scholarship for ST.
2. I am not employed in any government/private office/establishment/institution.
3. My total income from all sources in a month is Rs.....
(in words rupees.....)
4. My total income from all sources during the past twelve months is Rs.....
(in words rupees.....)

Date:

Signature of the parent/guardian.....

Place:

Full name (in block letters)

Address in full.....

.....

Phone No

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Countersignature of DC/Addl D.C or S.D.O (Civil) only.

i. Signature:

ii. Full name:

iii. Designation:

iv. Office seal:

INCOME CERTIFICATE

ANNEXURE-III

(Words given in this format are to be typed out on non-judicial paper of Rs 20/- (Rupees twenty) and countersigned by the designated/empowered judicial magistrate or notary public in the presence of the parents/guardian.)(Can be used by unemployed or self employed parent/guardian who do not want to use the format given in Annexure-II)

DECLARATIONS

I , Shri/Smtido hereby affirm and declares as follows:

1. I am the father/mother/guardian of Mr/Mrs..... who is applying for scholarship.
2. I am not employed in any government/semi government/establishment/institution.
3. My total income from all sources in a month is Rs.....
(in words rupees.....)
4. My total income from all sources during the past twelve months (one year) is
Rs.....(in words rupees
.....)

Date:

Signature of the parent/guardian.....

Place:

Full name (in block letters)

Address in full.....

.....

Phone No

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Identified and verified by me and solemnly declared before me by the deponent/parent/guardian.

Date:

Signature

(of the competent judicial magistrate or notary public)

.....

Place:

Full name

Designation.....

Office seal