



INDIANOIL EDUCATIONAL SCHOLARSHIP SCHEME - 2013

(GENERAL INSTRUCTIONS ON SUBMISSION OF DOCUMENTS BY APPLICANTS)

Applicants are requested to submit to us the following forms/documents duly filled in & signed to enable us consider your application for further processing :

1. Annexure-I : Form to be filled up, signed & stamped by the Head/Principal of your school/college/institute.
2. Annexure-II : Check List of Documents to be enclosed by the applicants along with Annexure-I.

Please ensure that all the requisite documents reach us on or before **15th October, 2013**. Any document received after this date shall not be accepted and application of the student shall be rejected.

Kindly note the following for compliance :

a)	Income certificate for financial year 2012-13 of family issued by any of the following authorities will only be accepted. Any Affidavit for Income Proof will not be accepted.
i)	In case of Central and State Government employee, the joint family Income Certificate should be issued by a Gazetted officer of their department.
ii)	Parents/Guardian can also submit the attested (by Gazetted officer) copies of their Income Tax return of the Financial year 2012-13 as a proof of their income.
iii)	District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Deputy Collector/1 st Class Stipendiary Magistrate/City Magistrate/Sub-Divisional Magistrate/Taluka Magistrate Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1 st Class Stipendiary Magistrate)
iv)	Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate)
v)	Revenue Officer not below the rank of Naib Tehsildar
b)	Medical Certificate for the Persons with Disabilities (PwDs) from authorized Government Medical Officer for minimum 40% disability as per definition under Disability Act 1952.
c)	Attestation of academic and institute related records are only to be done by the Head/Principal of the present School/College/Institute where the student is studying.
d)	All the certificates should be submitted either in Hindi or in English. Any certificate issued in any language other than English or Hindi must be accompanied by translated true copy in Hindi/English and the same be verified and attested by the Head/Principal of the school/college/institute where the student is presently studying.
e)	In case of CGPA/CPI grade systems of marks, please convert the same to percentage system for relative assessment for award of scholarship. You may mention the percentage up to two decimal place like 94.33 or 87.58 etc.
f)	Percentage of marks obtained shall be calculated on total aggregate marks of all subjects. In case of graduates, percentage of marks obtained shall be calculated on total aggregate of marks of all subjects for all the academic years of Graduation.

(Form to be Filled up by Student/School/Institute duly Certified by Head/Principal of the School/College/Institute where the student is studying)

NOTE: Please fill in the information in capital letters

- 1. Registration No.: _____
- 2. Name of Candidate : _____
- 3. Date of Birth : _____
- 4. Father's Name : _____
- 5. Stream applied for : _____
- 6. Are you a Persons with Disabilities (PwDs) : Yes / No (is certificate attached - Yes / No)

Paste photograph of the applicant & the Photograph to be attested by the Head of the present School/ College/Institute

- 7. Category : SC ST OBC GEN

8. If OBC, name of OBC caste as per Central Govt. OBC list _____

9. Percentage of Marks (In case of CGPA/CPI Grade System of marks please convert the same to percentage system & mention the percentage upto two decimal place like 94.33 or 87.58 :

- a. 10th _____ b. 12th _____
- c. Graduation _____
(Average percentage of marks of all the 3/4 years of graduation course)

10. Name of Present Institute : _____

11. Name of the Certificate / Degree (a) Course : _____
 Course student is undergoing (b) Roll No. : _____
 (c) Class/Section : _____

12. Total duration of the Course (in years) : _____

13. Type of Academic System being followed by the Institute(Annual/Semester type) : _____

14. School / College / Institute affiliated with/approved by (State Board/CBSE/ICSE/ISC/MCI/AICTE etc.): _____

15. Affiliation/Approval No. & Date : _____

Date: ___/___/_____

Signature of the Student

CERTIFICATION BY EDUCATIONAL INSTITUTE

This is to certify that Mr./Ms. _____ is a bonafide student of this School / College/ Institute and has taken admission on _____(date)_____ (month)_____ (Year) in the **FIRST YEAR** of _____ Course, Roll No. _____ & Class / Section _____. The information given above is correct as per our record. This is to certify further that he/she is **not in receipt of any scholarship / stipend / financial aid** from any other source. **In case the students accepts any scholarship/stipend/financial aid or receiving it from any other source, it will be informed to the Administrator of the Scheme / Indian Oil Corporation Limited and the Demand Draft so received against IndianOil Educational Scholarship Scheme shall be returned.**

Postal Address of School/College/Institute : _____

Signature & name of Head/Dean/Principal of School/College/University/Institute with date

State _____ Pin _____

Phone No. _____
e-Mail address _____
Date _____

Seal of School/College/Institute

Annexure- II

IndianOil Educational Scholarship Scheme- 2013

Check List of Documents to be enclosed by the Student along with Annexure-I

Sl. No.	Certificates	Applicable to	Type	To be submitted duly attested By
1.	Income Certificate (To be issued by the competent authority as specified in the General Instructions).	All applicants	Copy	Principal/Head of School / College / Institute where the student is studying
2.	Date of Birth (as mentioned in 10 th High School / Matriculation certificate)	All applicants	Copy	-do-
3.	10 th /High School Matriculation Mark	Those applying for 10+/ITI Scholarship	Copy	-do-
4.	XII / Intermediate (or equivalent) Mark Sheet	Those applying for Engineering & MBBS Scholarship	Copy	-do-
5.	Graduation Mark Sheet (of all 3/4 years OR Mark Sheet of total graduation course	Those applying for MBA Scholarship	Copy	-do-
6.	SC/ST Caste Certificate	Those applying for Scholarship against SC or ST categories	Copy	-do-
7.	OBC Certificate	Those applying against OBC category	Copy	-do-
8.	Persons with Disabilities (PwDs) Certificate	Those applying for scholarship against Persons with Disability (PwDs) category.	Copy	-do-
9.	Copy of Bank pass book page of the applicant clearly showing name of the account holder, Bank a/c no., Bank name, Branch name, address of the branch with phone no. etc.	All applicants	Copy	-do-

Note: All certificates should be provided **ONLY in English/Hindi or a translated true copy of the certificate(s) in English/Hindi** duly verified and attested by the principal of the current School/College/Institute be attached. Photocopy of attested document shall not be accepted.