

## **GUIDELINES FOR APPLYING SCHOLARSHIP**

The process of submission of online application through National Scholarship Portal is going on . Students, who are eligible to submit their online application shall have to follow the following process:

1. Students will submit their documents for signature of Head of the Institution, if any, on [scholarshiptu@tezu.ernet.in](mailto:scholarshiptu@tezu.ernet.in) only. Using of other e-mail id will not be accepted .
2. Income Certificate issued by Competent authority of the State / Union Territory Authority will only be accepted . A list of Income Certificate issuing authority of various State /UT is attached herewith. Income Certificate issued by other officer will not be considered .
3. Domicile Certificate/ PRC issued by Deputy Commissioner/ Addl. Deputy Commissioner/ Civil SDO will only be accepted.
4. For Bonafide Certificate to be issued from the University/ Institute, student may send request to the Controller of Examinations to [scholarshiptu@tezu.ernet.in](mailto:scholarshiptu@tezu.ernet.in) only.
5. For "Bonafide student of Institution" in the format of the portal, the students will have to submit the downloaded format dully affixed passport size photograph of the student and submitted by e-mail : [scholarshiptu@tezu.ernet.in](mailto:scholarshiptu@tezu.ernet.in).
6. Registered Mobile Number should always be the Student's Mobile No. only. No other Mobile No. will be accepted .
7. Present class / course name in the format should be filled in by programme name of the student . Also, the Programme name in Present class / course name and in Bonafide Student of the Institution and in Joining cum Verification Certificate must be the same.
8. Present year of the form is to be the Number of the year. e.g for the First year student the year would be 1 and for 2<sup>nd</sup> year it is 2.
9. "Previous passing year" means the passing year of the last exam. e.g. for fresh applicant it is the year of last final exam. Passing year and for continuing student the year would be 1/2/3 etc. as the case may be .
10. The class start date to be actual class start date of the current year and not the current semester.
11. For any query students are advised to send e-mail to [scholarshiptu@tezu.ernet.in](mailto:scholarshiptu@tezu.ernet.in) or contact in mobile no. 9954449462 from 3.00 pm to 4.30 pm only on all working days.

**In addition all applicants are requested to follow the guidelines of the respective scholarship before submission of the scholarship application.**

After Online submission, the hard copy of the scholarship form dully signed by the applicant along with the copies of uploaded documents will be required to submit to the Controller of Examinations immediately for verification of the same.

Sd/-  
Dr.L.Boral  
Controller of Examinations