


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 have to follow the following process:

1. Students will submit their documents at Room No. 26 of Office of the Controller of Examinations for signature of Head of the Institution , if any or send request to the Controller of Examinations through email to : scholarshiptu@tezu.ernet.in only.
2. Income Certificate issued by designated State / Union Territory Authority .(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, students may submit the application in Room No. 26 of Office of the Controller of Examinations or send request to the Controller of Examinations through email to : controllertu@tezu.ernet.in only.
5. Registered Mobile Number should always be the Student's Mobile No. only. No other Mobile No. will be accepted .
6. 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.
7. 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 2nd year it is 2.
8. "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.
9. The class start date to be actual class start date of the current year like 1st,3rd,5th,7th and 9th semester.
10. Write your "Roll No" against Enrollment / Admission / Registration number in the format. If you have the Registration No. of Tezpur University than you may write Registration No. also.
11. For any query students are advised to 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, it is mandatory to submit the hard copy of the scholarship form duly signed by the applicant along with the copies of uploaded documents to the Controller of Examinations in Room No.26 immediately after uploading of the scholarship form for Institute verification of the same. Institute verification will not be done without receiving the hard copy of the uploaded documents along with the scholarship application .


(Prof. S.C.Deka)
Controller of Examinations