

## **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](mailto: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 (including Affidavit) issued by other than Deputy Commissioner/ Addl. Deputy Commissioner/ Civil SDO will not 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](mailto:controllertu@tezu.ernet.in) only.
5. Registered Mobile Number only available with the students and linked with Aadhaar& ABC ID should be used . 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 2<sup>nd</sup> 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 as per Academic calendar of the current year like 1<sup>st</sup>,3<sup>rd</sup>,5<sup>th</sup>,7<sup>th</sup> and 9<sup>th</sup> semester.
10. Write your "Roll No" against Enrollment / Admission / Registration number in the format. If you have the Registration No. of Tezpur University after submission of Migration Certificate than you may write Registration No. also.
11. For any query students you are advised to contact in Mobile No. 9954449462 from 3.00 pm to 4.30 pm only on all working days.
12. **No application with format of Joining cum verification certificate will be received for signature of Nodal Officer and Head of the Institution on the last date / last working days of the scheme closing day.**

In addition, all applicants are hereby informed to follow the guidelines of the respective scholarship before submission of the scholarship application.

*It may kindly be noted that after Online submission, it is mandatory to submit the hard copy of the scholarship form dully 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 .*

Sd/-  
(Biren Das)  
Controller of Examinations

## Abstract for GoI notification

### 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

34	West Bengal	<ol style="list-style-type: none"> <li>1. Dist. Magistrate or -District Level Addl. Dist. Magistrate</li> <li>2. Sub-Divisional Officer – Sub Divisional Level of the concerned</li> <li>3. Block Development officer - Block Level of the concerned Blocks</li> <li>4. The Collector, Kolkata – Kolkata Municipal Corporation.</li> <li>5. The Collector, Kolkata – Student residing within Civil Jurisdiction of Hon'ble High Court, Kolkata</li> <li>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</li> </ol>
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\* In the remaining States/Union Territories, the Income Certificate issuing authority/ies are yet to be designated.