



UTTAR PRADESH PURVA SAINIK KALYAN NIGAM LIMITED
ISO 9001:2008 & 18001:2007 CERTIFIED COMPANY
A U.P GOVERNMENT UNDERTAKING

**SOP FOR AWARD OF HIGHER TECHNICAL & PROFESSIONAL
SCHOLARSHIPS TO ELIGIBLE DEPENDENTS OF EX-SERVICEMEN AND
CIVILIAN EMPLOYEES OF THE NIGAM.**

Introduction

1. Since its inception, Nigam is committed towards welfare of ex-servicemen who are employed with Nigam, in right earnest. Till now, Nigam is implementing medical and accidental insurances, marriage grant and other welfare schemes for her employees. However a need was being felt for long time to support and nurture young talents who are dependents of the Nigam employees, so that they can achieve their true potential and help in nation building.

In pursuance of the above vision, **Scholarship for higher technical & professional courses** to eligible dependents of ESM (*except officers working with the Nigam in capacity of AGM & above*) and to eligible dependents of Nigam's civilian employees (*including civilian employees working as field force*) is instituted in order to provide assistance to all successful aspirants to pursue higher/professional studies and complete them without facing major financial hurdles.

Aim

2. The aim of this SOP is to lay down guidelines and procedures for the application, selection and grant of financial support to successful students who are eligible dependents of ESM and civilian employees of Nigam and pursuing higher technical and professional courses.

Eligibility

3. The eligibility conditions for grant of professional scholarship(s) are as given below:-

(a) **Definition of Dependents:**

- (i) Only son(s) & daughter(s) (*including legally adopted*) of ESM & civilian employees (*working both as office & field staff*) having **valid contract with Nigam** shall be treated as dependents for the purpose of this SOP.
- (ii) Son(s) up to the age of 25 years and unmarried daughter(s) shall only be eligible for grant of scholarship under this scheme.
- (iii) Dependents of an officer working with the Nigam (i.e. AGM & above ranks) **shall NOT be** eligible for grant of scholarship under this scheme.

- (v) In case of legally adopted dependents, concerned employee will have to furnish all necessary legal documents to securely establish that dependents have been adopted as per established norms and procedures laid down by Government authorities from time to time.

Scope of Scheme

4. The scope of scheme shall be limited to grant of higher technical & professional scholarships to eligible dependents of the Nigam employees (as described in para-3 above) in the manner given below:-
- (i) This scheme shall be operational from 1st April 2020 onwards.
 - (ii) This scholarship will be granted only for pursuance of **under graduate** higher technical & professional courses after selection through a competitive entrance exam/selection procedure held on or after 1st April 2020.
 - (iii) This scholarship will not be given for any admission in any **under graduate** higher technical & professional courses taken against paid or management quota seat or through any other mean which does not include a merit based selection criteria.
 - (iv) For defense professional institutions which cater specially to armed forces dependents/wards and where admission is taken purely on basis of class XIIth marks, there shall be a cutoff of having secured *minimum 75% and above* in CBSE/ICSE/any other central board **or** *minimum 65% and above* in any other state boards class XIIth exams for applicants.
 - (v) This scholarship is **NOT** meant for admission in to **post graduate** higher technical & professional courses whether through competitive or by any other means.

Selection criteria

5. Selection under this scheme shall be done against securing admission in to professional /higher technical courses as per Para 4 above and against following category as given below:-
- 5.1 **Category A:-** For the purpose of this scholarship scheme, admission in to following professional courses shall be deemed as 'category A', where admissions are secured on the basis of ALL INDIA LEVEL COMPETITIVE ENTRANCE EXAM.
- (a) **Engineering Courses** Admissions into B.Tech/B.E/B.Arch/M.Sc. (integrated)/ M.Tech (integrated) courses in to any of the Indian Institute of Technologies (IITs) through **JEE (Advance)** competitive examination. (For this scheme purpose admission in to M.Tech/M.Sc./any post graduate course through GATE/GRE/any other entrance exam **shall NOT** be considered).
 - (b) **Medical.** Admissions in to Five year M.B.B.S course in AIIMS/ AFMC or any other recognized *Government Medical colleges only* on the basis of **NEET**. (For purpose of this scheme admissions in to private recognized medical colleges/universities {whether on free or paid seat} on the basis of NEET **shall NOT** be entertained).
 - (c) **Defense Services** Admissions for commissioned officers training through NDA, CDS or any other entries where selection is done

Procedure for Application

10. ESMs and civilian staff (including field staff) will be required to submit application to their respective AGM (Ops) of RO and to AGM (HR & Adm) in case of staff of Nigam HQ as per the formats attached at **Appendix A and B** along with all necessary duly attested certificates. Advance copy of the application may also be forwarded by the applicant to AGM (HR & Adm) through E-mail on agmhr@upsainiknigam.com.
11. No application shall be entertained without the admission letter of the concerned professional institutes duly signed by Registrar/Dean/approved authority. Similarly joining letter from Defense Training Academy(s) must be submitted with the request application for scholarship consideration .
12. To avoid any kind of manipulation, submitted applications shall not be accepted unless copy of original class XIIth mark sheet duly attested by the concerned school/college is attached for selection committee's consideration. Selection Committee/board of officers shall have the right to call upon original mark-sheet any time if they desire.
13. AGM (Ops) of the respective ROs will maintain a record register for all applications received and will endorse the entries after scrutinizing the application for correctness
14. The ROs will forward the applications to AGM (HR & Adm) immediately after they are received and scrutinized. In order to negate late receipt of applications at Nigam HQ/transit loss during post, applications will also be forwarded on email to AGM (HR & Adm).
15. At Nigam Headquarters, a record as per the format given below will be maintained:-

Sr. No	Name of ward/dependents	S/o, D/o (Particulars of Ex-Servicemen/ Office Employee)	Date of Receipt	Documents received/ found attached	Initial of Dealing Clerk	Initial of AGM (HR & Adm)	Initial of Presiding Officer
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16. On receipt of complete applications from all Regional Offices along with detailed recommendations of respective AGM (Ops), AGM (HR & Adm) shall again scrutinize the applications for correctness before recommending to the selection committee/ board of officers
17. A board of officers will be convened at Nigam Headquarters as follows :-
 - (a) Presiding Officer - DGM
 - (b) Members
 1. - AGM (HR & Adm)
 2. - AGM (Fin & PP)
 3. - AGM, RO Lucknow
 4. - Dealing Clerk

through competitive exams {both written & SSB} held by UPSC/AFCAT (or equivalent in other services).

6. **Category B** :- For the purpose of this scholarship scheme, admission in to following professional courses shall be deemed as 'category B', where admissions are secured on the basis of ALL INDIA LEVEL COMPETITIVE ENTRANCE EXAM.
- (a) **Engineering Courses.** Admissions in to B.Tech/B.E/B.Arch/M.Sc. (integrated)/ M.Tech (integrated) courses in any of the National Institutes of Technologies (NITs) through **JEE (Main)** examination. (For the purpose of this scheme admission in to M.Tech/M.Sc./any post graduate course thorough GATE/GRE/any other entrance exam *shall NOT be considered*).
 - (b) **Medical Courses** Admissions in to B.D.S/other undergraduate medical courses in any recognized central/state government run medical colleges only on the basis of **NEET**. (For purpose of this scheme admissions in to private recognized medical colleges/universities {whether on free or paid seat} on the basis of NEET shall *NOT be entertained*).
 - (b) **Defense Services** Admissions for commissioned officers training through NCC Entry, Technical Graduate Entry, TES, UES or any other equivalent entry in other services based on **direct SSB**.
 - (c) **Army Professional Institutes.** Admissions in to higher technical and professional under graduate courses either in Army Institute of Technology, Army Institute of Management, Army Institute of Law, Army college of dental services, Army college of medical services, Army institute of fashion designing, Army Institute of Hotel Management & CT or equivalent institution in other services, where selection is based on written exam/interviews.
 - (d) In case of *direct selection to any of the above army professional institutes (mentioned in Para 5 c) on the basis of class XIIth marks*, minimum 75% or above in CBSE/ICSE/any other central board or minimum 65% or above in any of the state boards must be required. Further to avoid duplicity, in this case scholarship shall be granted only if the applicant is **NOT** a recipient of Class XIIth merit scholarship scheme instituted by the Nigam.

Quantum of Scholarships.

7. **Category A:** For admission secured in to higher technical and professional courses as listed under '**category A**' institutions, onetime scholarship grant of Rs **75,000/-** shall be given to the eligible dependent of the Nigam's employee.
8. **Category B.** For admission secured in to higher technical and professional courses as listed under '**category B**' institutions, onetime scholarship grant of Rs **50,000/-** shall be given to the eligible dependent of the Nigam's employee.
9. All payments shall be made after due audit by the accounts section as per the board proceedings proposed by selection committee/board of officers and approved by MD. Payments shall be made directly into the account of the awardees by electronic means of transfer.

Time Lines.

18. The applications will be processed biannually for covering the selection/admission periods starting from 01st April to 30th September and from 01st October to 31st March.

Admission Period	<u>01 Apr to 30 Sep</u>	<u>01 Oct to 31 Mar</u>
19. Last date for submission of application by applicants at ROs (However, this academic year 2019-20 it may be delayed due to lockdown. Instruction will be issued from Headquarters accordingly).	31 Oct	30 Apr
20. Application to reach at Nigam HQ by	30 Nov	31 May
21. Declaration of results by the Board of officers	31 Dec	30 Jun
22. Selection Committee/board of officers after considering all valid applications, will submit board proceedings containing clear recommendations with regard to grant of scholarships to Managing Director for his final approval.		
23. Scholarships will be awarded along with the merit certificates/citation letters during an award giving ceremony as per convenient date to be decided by the MD.		

Budgeting/Financial Effect

24. A total maximum expenditure of Rs 1,000,000/- (Rupees One Crore) per annum will be borne by the Nigam Headquarters for distribution of higher technical & professional courses scholarship under **Ex-servicemen/ Employee Welfare Fund'**. The scholarship scheme shall commence with effect from Financial Year 2020-21.
25. Nigam reserves right to alter or modify above SOP based upon Board of officer's (constituted in Para 17 of this SOP) recommendations along with the concurrence of MD at any given point of time to safeguard the interest of Nigam and her employees.

SUMMARY

26. Children are future of our nation. In order to motivate and encourage talent amongst the wards/dependents of the Nigam Headquarters, this scholarship scheme is instituted.

Case No: 1050/SKN/Welfare/SOP(HTPS)

Dated : 08th May 2020


(Dheeraj Kumar, IAS) 8/5/2020
Managing Director

Distribution list:-

1. DGM for necessary action & information.
2. AGM (HR & Adm) for initiating scheme as per SOP directions given above.
3. AGM (Fin & PP), for necessary action & information.
4. All AGM (Ops) for information/circulation to all employees of the Nigam.


(Dheeraj Kumar, IAS)
Managing Director

Appendix A

(Refer Para 10 of SOP)

**APPLICATION FOR AWARD OF HIGHER TECHNICAL & PROFESSIONAL
SCHOLARSHIPS TO ELIGIBLE DEPENDENTS OF EX-SERVICEMEN AND
CIVILIAN EMPLOYEES OF THE NIGAM.**

1. Name of the ward :
2. Name & Particulars of the parents :
(Specify No. & Rank in case of Ex-Servicemen as applicable)
3. Employee ID
4. Contract with Nigam valid up to
5. Name of the Regional Office :
6. Percentage of marks obtained in Class XIIth
7. Professional course & institution for which ward is selected :
8. Details of Account in the name of dependent/joint account with parents
 - (a) Name of Account holder :
 - (b) Name of Bank and address :
 - (c) IFSC Code :
 - (d) Branch Code :
 - (e) MICR No :
9. Documents attached :
 - (i) Mark sheet of Class XIIth examination.
 - (ii) Copy of result/score sheet of competitive entrance exam (as applicable)
 - (iii) Joining letter of professional institute/defense academy. (duly signed by Registrar/Dean/Principal/Authorized Officer.)
10. Applicant's postal correspondence Address along with mobile No and email ID

CERTIFICATE

I, certify that the particulars given above are correct to the best of my knowledge and I am aware that penal action may be taken against me for any misrepresentation or false information furnished by me.

Place :

(Signature of the ward)

Dated :

(Signature of the parent)

COUNTERSIGNED

Certified that Master/Miss.....son/daughter of bearing Employee ID is recorded in his record of service and his/her ward's date of birth is..... The application has been duly scrutinized by me and is found in accordance with the established SOP of the scheme.

Place :

(Signature of AGM)

Dated :

Office Seal

Handwritten signature
8/5/2020

Appendix B
(Refer Para 10 of SOP)

BONA FIDE AND CHARACTER CERTIFICATE

Name of college/institution/academy _____

1. This is to certify that Master/Miss _____ Son/ daughter
of Sh. (Name) _____ has taken admission in (Name of the course)
_____ and is a bona fide student/trainee of this
college/institution/academy[@] during the academic year/course duration*
_____ started on (date) _____ (dd/mm/yyyy).

2. This is also to certify that Master/Miss _____ Son/
daughter of Sh. (Name) _____ has not taken admission against
management quota/paid seat in this college/institution/academy[@].

3. It is certified that as per my best knowledge and belief the character of the student is
good.

Place:

Signature _____
(Registrar/Dean/Principal/Authorized Officer)
(Rubber Stamp/seal)

Date:

*Tick applicable.

[@]Score out non applicable.