



उ० प्र० पूर्व सैनिक कल्याण निगम लि०  
U.P. Purva Sainik Kalyan Nigam Ltd.

(उत्तर प्रदेश सरकार का उपक्रम)  
(A. U.P. Government Undertaking)

**AN ISO 9001:2008 & 18001:2007 CERTIFIED ORGANISATION**

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पत्रांक :

No. : 1050/SKN/Welfare/SOP(ES)

मुख्यालय / Headquarters

Canal Ring Road, Devikhera

कैनाल रिंग रोड, देवीखेड़ा

(Near National Bureau of Fish  
Genetic Resources)

निकट NBFGR

P.O.-Dilkusha, Lucknow-226 002

पो० दिलकुशा लखनऊ-226 002

13 Sep 2022

Asst General Manager (Ops)  
UP Purva Sainik Kalyan Nigam Ltd  
Agra/ Bareilly/ Gorakhpur/ Jhansi  
Kanpur/ Lucknow/ Meerut/ Noida  
Prayagraj/ Varanasi

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

1. Please refer SOP on Education Scholarships for Higher Technical & Professional courses, issued by this HQ vide letter No 1050/SKN/Welfare/SOP(ES) dated 08 May 2020 .
2. Revised SOP for award of Higher Technical & Professional Education Scholarships to eligible dependents of Ex-Servicemen and civilian employees of UP Purva Sainik Kalyan Nigam is hereby forwarded for implementation with immediate effect.
3. This SOP supersedes the earlier SOP issued on the subject vide Para 1 above.

(Gp Capt MK Srivastava (Retd)  
AGM (Ops & BD)

**Enclosures** : As above.

**UTTAR PRADESH PURVA SAINIK KALYAN NIGAM LTD**  
**AN ISO 9001:2008 & 18001:2007 CERTIFIED COMPANY**  
**A UP GOVERNMENT UNDERTAKING**

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

**INTRODUCTION**

1. Since its inception, Uttar Pradesh Purva Sainik Kalyan Nigam (hereinafter referred to as Nigam) is committed towards welfare of ex-servicemen who are employed with it. Towards this, the Nigam has provided for medical and accidental insurances, marriage grant and other welfare schemes for its employees. It has been envisioned to also support and nurture the young academically accomplished dependents of the Nigam employees so that they may achieve their true potential and contribute to nation building. In pursuance of this vision, a **Higher Technical and Professional Education Scholarship** is being instituted for eligible dependents of ESM and for eligible dependents of Nigam paid civilian employees, so as to inspire them to pursue and excel in their higher/ professional studies.

**AIM**

2. The aim of this SOP is to lay down guidelines and procedures for the application, selection and award of scholarship to those meritorious students who are eligible dependents of ESM and Nigam paid civilian employees (working at HQ or at one of the Regional Offices), and are pursuing their education with higher technical and professional courses.

**THE SCHOLARSHIP SCHEME**

**Eligibility**

3. The eligibility conditions for award of this Scholarship are given below :-

(a) **Definition of Dependents.**

(i) Only son(s) & daughter(s) (including legally adopted children) of ESM and Nigam paid civilian employees (working at HQ or at one of the Regional Offices) who are registered with the Nigam, and who are under a valid contract with the 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. ESM will have to provide proof of 'no marriage' with regard to their daughter(s).
- (b) In many cases, some ESM who are not registered with the Nigam enter the UPPSKNL workforce as first timers, when this Nigam wins a new contract, and the new PE hands over some of its earlier employed workforce to the Nigam. It is common for such ESM to join this Nigam's payrolls, though not yet being registered. Dependents of such ESM shall be eligible for grant of scholarship under this scheme **only if the ESM have registered themselves** with the respective RO, **before the date of application** for the Scholarship.
- (c) Dependents of a civilian working at any PE (under any Regional Office), shall not be eligible for grant of scholarship under this scheme.
- (d) Only up to a maximum of two eldest children of a Nigam employee shall be eligible for grant of scholarship under this scheme.
- (e) In case of legally adopted dependents, the concerned employee will have to furnish all necessary legal documents to established norms and procedures laid down by Government authorities from time to time.
- (f) In the case of unfortunate demise of an ESM, whose children would otherwise have been eligible in the academic year under consideration, such children will be eligible for grant of this Scholarship.

#### **Scope of the Scheme**

4. The scope of the 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 :-

- (a) This scheme shall be operational from 01 April 2020 onwards.
- (b) This scholarship will be granted only for pursuance of under graduate/ post graduate higher technical & professional courses, after selection through a competitive entrance exam/ selection procedure, held on or after 01 April 2020. The scholarship shall be awarded only once at the time of joining the UG/ PG/ Ph D Course.
- (c) **Only Participating Institutions under NIRF.** Ministry of Education (MoE), Govt of India, ranks universities, colleges/ and other educational institutions based on a wide set of parameters under their National Institutional Ranking Framework

(NIRF). Apart from ranking the 'Top 100 Institutions' etc, their website <https://www.nirfindia.org> also lists all the participating institutions that fulfil MoE's criteria. Candidates seeking admission ONLY to Universities/ Colleges/ Institutions approved by UGC and listed under the "Participating Institutions" pages in MoE's NIRF Website are covered by this Scholarship Scheme, and therefore, only applicants admitted to regular courses in NIRF listed institutions shall be eligible for award of this Scholarship.

(d) **Earning Vs Learning.** This scheme draws distinction between those who start earning vis a vis those who continue learning. Any selection process that culminates into a candidate joining a profession that pays a salary, stipend or similar remuneration will not be eligible for award of scholarship under this scheme.

(e) This scholarship will not be awarded for any admission obtained in any under graduate/ post graduate higher technical & professional course taken against paid or management quota seat, or through any other means which does not include a merit based selection criteria. An applicant would have to provide proof of having cleared an examination based selection process.

(f) For educational institutions (professional courses) which cater specially to armed forces' dependents/ wards, and where admission is taken purely on the basis of Class 12<sup>th</sup> marks (e.g. TES, AIT, AIL etc), there shall be a cut off of having secured minimum 60% and above in CBSE/ ICSE/ any other Central Board or minimum 50% and above in any other State Boards Class 12<sup>th</sup> exams for applicants.

(g) Dependents of ESM who have cleared Class 12<sup>th</sup> as a private student, and are pursuing higher education, will be eligible for this Scholarship.

### **SELECTION PROCESS**

5. Selection under this scheme shall be done against securing admission into professional/ higher technical courses as per Para 4 above and against following categories as given in the succeeding paragraphs.

6. In case of a tie between two candidates, merit will be decided in favour of the candidate securing higher marks in the previous qualifying examination (e.g. for PG course, marks of graduation will be considered, for graduation, marks of Class 12<sup>th</sup> etc), and if a tie still persists, then the Scholarship would be awarded in favour of the candidate securing higher marks in his/ her Class 10<sup>th</sup> Exam.

7. The candidate shall not be entitled for scholarship if he/ she is already in receipt of any other scholarship. It is mandatory for the candidate to submit acknowledgement from the parent and certificate from College/ University/ Institute showing that he/ she is not in receipt of any other scholarship or stipend, as per format attached at **Appendix A**.

8. Merit List will be published on UPPSKNL webpage under 'Scholarship' link of <https://upsainiknigam.com>.

### Courses Eligible & Quantum of Scholarships

9. Details of courses eligible and the amount of award in each category is as tabulated :

Professional								Academic	
Under Graduate Courses					PG Programmes			UG	PG
Engg	Med	Arch	Design	Dental	Follow up of Prof UG Courses			B Sc BA B Com B Ed	M Sc MA M Com M Ed
HM	Law	Music	Fashion	Nursing	MBA	PGPM	Data Sc		NDA TES
BBA	Agri	Dairy	Pharma		Psychology				
No of Seats*				: 100	50			84	35
Amt (in Rs)				: Rs 40,000/-	Rs 50,000/-			Rs 25,000/	Rs 40,000/-
Financial Outgo				: Rs 40L	Rs 25L			Rs 21L	Rs 14L
• Total seats : 269 Total Amount (Rs) : 1 Cr									

### Procedure for Application

10. ESM and Nigam paid civilian staff will be required to submit application to their respective AGM (Ops) of RO and to AGM (Ops & BD) in case of staff of Nigam HQ, as per the formats attached at **Appendices 'A' and 'B'** alongwith all necessary certificates duly attested.
11. No application shall be entertained without the Letter of Admission from the concerned professional institute, duly signed by Registrar/ Dean/ approved authority.
12. Applicants are to mandatorily specify the page number under the category where their educational institution is mentioned in MoE's NIRF website, in Appendices 'A' and 'B'.
13. The application form duly completed in all respects is to be sent to the Operations Branch, HQ UPPSKNL, Canal Ring Road, Dilkusha, Lucknow, so as to reach this Office by 15 Oct (R) 15 Oct. However, application for Professional courses only can be submitted at RO upto 31 Oct (R) 31 Oct each year, and to reach Nigam HQ by 15 Nov.
14. Incomplete applications or applications received after the due date will not be considered. No intimation in this regard will be made to the ESM.
15. Any point for clarification that may arise is to be referred to DGM (Ops) at HQ UPPSKNL. The decision of the Executive Committee on the award of scholarship will be final.
16. In the case of applicants who have passed Class 12<sup>th</sup> as private students, AGM (Ops) at RO may verify the Class 12<sup>th</sup> marks sheet for correctness, and process the applications.

17. Applicants will have to submit proof from the concerned professional institute duly signed by Registrar/ Dean/ Principal/ approved authority, that their seat is against selection based on merit, and that it is not a free/ quota/ paid seat. A Certificate to this effect, signed by the Registrar/ Dean/ Principal/ approved authority is to be submitted, as given in Appx A.

18. To preclude any kind of manipulation, submitted applications shall not be accepted unless copy of Class XII and all subsequent mark sheets duly attested by the concerned school, or college where the applicant is currently studying, is attached for selection committee's consideration. Selection Committee/ Board of Officers shall have the right to call upon original mark sheets any time if they so desire.

19. 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.

20. The ROs will forward the applications to AGM (Ops & BD) 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 (Ops & BD).

21. At Nigam HQ, a record as per the format given below will be maintained :-

Ser No	Name of Ward/ Dependents	S/o, D/o (Particulars of Ex-Servicemen/ Office Employee)	Date of Receipt	Documents Received/ Found Attached	Initials of Dealing Clerk	Initials of AGM (Ops & BD)	Initials of Presiding Officer
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22. On receipt of complete applications from all Regional Offices, AGM (Ops & BD) shall forward these to the Selection Committee/ Board of Officers for preparing of Merit List.

23. A Board of Officers will be convened at Nigam Headquarters as follows:-

- (a) Presiding Officer - DGM (Ops)/ One AGM in Nigam HQ, by rotation
- (b) Members - Any two AGMs out of the AGMs at HQ UPPSKNL and AGM (Ops) of RO Lucknow
- Dealing Clerks - Two

### Time Lines

24. The applications will be processed only once each year for all admissions obtained in the current academic year, and shall include any semester based admissions that were not covered in the previous year's Scholarship Scheme. The applications will be processed as per time lines given as under :-

- (a) Last date for submission of application by Applicants at ROs **30 Sep**
- (b) Application to reach at Nigam HQ by **15 Oct**

- |     |  |               |
|-----|--|---------------|
| (c) | For professional Courses only, submission at RO by       | <b>31 Oct</b> |
| (d) | For professional Courses only, appl to reach Nigam HQ by | <b>15 Nov</b> |
| (e) | Finalisation of results by the Board of Officers         | <b>31 Dec</b> |
| (f) | Announcement of award of Scholarship                     | <b>Jan</b>    |

25. Selection Committee/ Board of Officers after considering all valid applications, will submit Board proceedings to the Managing Director for approval.

26. Scholarships will be awarded alongwith the Merit Certificate/ Citation Letter during an award giving ceremony as per a convenient date to be decided by the Managing Director.

### **MANAGEMENT OF THE SCHOLARSHIP SCHEME**

27. An Executive Committee comprising of DGM (Ops), AGM (Ops & BD), AGM (Adm & HR), AGM (Mkt & Fin) and AGM (Ops) Lucknow will be responsible for managing the Scholarship Scheme. In case of any dispute, the decision of the Managing Director shall be final.

28. For this Scholarship a total maximum expenditure of Rs 1,00,00,000/- (Rupees One Crore Only) per annum will be borne by Nigam HQ under '**Ex-servicemen/ Employee Welfare Fund**'.

29. Unutilised funds in one category may be apportioned into others within this scholarship only. If funds in one category remain unutilised, first priority will be given within same segment as tabulated under Para 9 (i.e. within professional / academic segments). In case, funds still remain unutilised, then the Executive Committee shall advise the Board of Officers on the allocation into other segments.

30. In case, any amount remains finally unutilised, it will be returned to the Nigam corpus.

31. Unutilised funds from one academic year to the next will not be carried over.

### **BUDGETING/ FINANCIAL EFFECT**

32. A total maximum expenditure of Rs 1,00,00,000/- (Rupees One Crore Only) per annum will be borne by Nigam HQ for distribution of higher technical & professional courses scholarship under '**Ex-servicemen/ Employee Welfare Fund**'.

33. All payments shall be made after due audit by the Accounts Section, as per the Board proceedings.

34. The scholarship amount will be credited to the bank account of the student by NEFT in Jan/ Feb. Mobile Number and Bank details of the student are to be filled in the form at Sl. Nos. 10 & 11 of Appx 'A' (mandatory). Copy of Bank Pass Book/ cancelled cheque of student is to be attached.

35. Payments shall be made directly into the account of the awardees by electronic means of transfer.


36. The Nigam reserves the right to alter or modify this SOP at any given point of time, to safeguard the interests of the Nigam and its employees, based upon the recommendations of a Board of Officers (constituted in accordance with Para 23 of this SOP) along with the concurrence of Managing Director.

### CONCLUSION

37. Children are the future of our Nation. In order to motivate and encourage the wards/ dependents of Nigam employees, and to inspire them to strive for excellence, this scholarship scheme has been instituted.

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

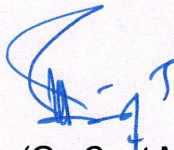
Date : 13 Sep 2022



(Gp Capt MK Srivastava (Retd)  
AGM (Ops & BD)

### Distribution :-

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



(Gp Capt MK Srivastava (Retd)  
AGM (Ops & BD)

**Appendix 'A'**

(Refers to Para 10 of SOP on Scholarship for Higher Technical & Professional Education)

**APPLICATION FOR AWARD OF HIGHER TECHNICAL & PROFESSIONAL EDUCATION SCHOLARSHIP TO ELIGIBLE DEPENDENTS OF ESM AND CIVILIAN EMPLOYEES OF THE NIGAM**

1. Name of the ward :
2. Name & Particulars of the parents :  
(Specify No & Rank in case of ESM as applicable)
3. Employee ID :
4. Contract with Nigam valid upto :
5. Name of the Regional Office :
6. Percentage of marks obtained in Class XII :
7. Professional course & institution for which ward is selected :
8. Page number and category where your educational institution is mentioned in MoE's NIRF website : **Page No** - \_\_\_\_\_ } Mandatory  
**Category** - \_\_\_\_\_ }
9. Documents to be attached as applicable :
  - (a) Attested copy of Marks Sheet of Class XII Board Examination.
  - (b) Copy of result/ score sheet of competitive entrance exam (as applicable).
  - (c) Bonafide Certificate of pursuing next academic session/ course as a 'Regular Student' with signature of Principal/ Dean/ Registrar.
  - (d) Student's Identity Card of the Institution currently studying in.
  - (e) Proof of 'No Marriage' in case applicant is ESM's daughter.
  - (f) Joining letter of professional institute (duly signed by Registrar/ Dean/ Principal/ Authorized Officer)
  - (g) Copy of Bank Pass Book of applicant and one Cancelled Cheque
10. Details of Account in the name of dependent/ joint account with parents:-
  - (a) Name of Account holder & Account No :
  - (b) Name of Bank and address :
  - (c) IFSC Code :
  - (d) Branch Code :
  - (e) MICR No :
11. Applicant's postal correspondence Address alongwith mobile No and e-mail ID :

**CERTIFICATE**

1. 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.

2. I further certify that I am not in receipt of any other scholarship, stipend or remuneration, and that I shall not apply for another Scholarship from any other institution during my/ my ward's current course.

3. If I am found to have violated this clause, I hereby agree to refund the entire amount of the Scholarship in one lump sum, and I hereby also authorise UPPSKNL to recover any such Scholarship amount and Administrative Charges from my monthly wages/ emoluments.

Place:

(Signature of the Ward)

Dated:

(Signature of the Parent)

**COUNTERSIGNED**

Certified that Mr/ Ms ..... 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 to be in accordance with the established SOP of  
the Scheme.

Place:

(Signature of AGM)

Dated:

Office Seal

**Appendix 'B'**

(Refers to Para 10 of SOP on  
Scholarship for Higher Technical  
& Professional Education)

**BONAFIDE AND CHARACTER CERTIFICATE**

Name of University/ College/ Institution \* \_\_\_\_\_

1. This is to certify that Mr/ Ms \_\_\_\_\_ Son/ Daughter of  
(Name of ESM) \_\_\_\_\_ has taken admission in (Name of the  
course) \_\_\_\_\_ and is a  
bonafide student of this University/ College/ Institution \* during the academic year/ course  
duration\*\* \_\_\_\_\_ which started on (date) \_\_\_\_\_ (dd/mm/yyyy) and  
will be ending on (date) \_\_\_\_\_ (dd/mm/yyyy).

2. That this University/ College/ Institution\* is approved by UGC and is listed in MoE  
NIRF Website at Page \_\_\_\_\_ under \_\_\_\_\_ Category.

3. This is also to certify that Mr/ Ms \_\_\_\_\_ Son/ Daughter  
of (Name of ESM) \_\_\_\_\_ has not taken admission  
against management quota/ paid seat in this University/ College/ Institution \*.

4. This is also to certify that he/ she is not in receipt of any other scholarship or stipend,  
and that this University/ College/ Institution\* has not rendered a similar certificate such as  
this, of his/ her admissibility to any other scholarship.

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

Place:

Signature \_\_\_\_\_

Dated:

(Registrar/ Dean/ Principal/ Authorized Officer  
(Rubber Stamp/ Seal)

\*Score out what is not applicable

\*\*Tick applicable