

Scholarship Scheme to SC/ST/Physically handicapped and Female Students pursuing DOEACC O/A/B/C Level Courses w.e.f. January 2003 Examinations

The Society has introduced a Scholarship Scheme for SC/ST/Physically handicapped and Female Students DOEACC O/A/B/C Level Courses w.e.f. January 2003 Examinations

I. Eligibility

- i. The Scheme will be applicable to SC/ST/Physically handicapped/Female candidates who are pursuing O/A/B/C level of courses of the DOEACC as a full time course through an institute authorized to conduct the DOEACC accredited courses.
- ii. Candidates shall have to clear all the papers in the first attempt and complete the course in number of attempts given in subsequent paragraphs.
- iii. Income of the parents of the student from all sources shall not be more than Rs. 1 lac p.a.

II. Submission of Applications for Scholarship

A candidate has to apply for the Scholarship along with the following:

- Proof of registration/upgradation
- Proof of passing the examination of relevant level
- Proof of pursuing O/A/B/C level as full time course
- Proof of income

III. Amount of Scholarship

The amount of scholarship shall be four times the examination fee paid per module paper i.e. Rs.300/-*** as at present or in other words Rs.1,200/-*** per module. Course-wise amount of scholarship and the number of installments is as under:-

Level	Duration	Total amount of scholarship (Rs.)	1 st Installment (Rs.)	2 nd Installment (Rs.)	3 rd Installment (Rs.)	4 th Installment (Rs.)
O	1 year	4800/-	2400/-	2400/-	--	--
A/1 st part of B level	1 year	12000/-	3600/-	3600/-	4800/-	--
B	2 years (after A Level/1st part of B level)	18000/-	3600/-	3600/-	3600/-	7200/-
C***	1 ½ years	21600/-****	7200/-	7200/-	7200/-	--

*** the rate has been revised w.e.f July 2004 examination.

***Total 18 papers w.e.f Third Revises Syllabus of C level-January 2004 Exam.

'O' Level

At 'O' level, a candidate should have completed that course within next two consecutive examinations after registration. On successful clearance of first two papers, a candidate shall be reimbursed Rs.2,400/- and balance Rs.2,400/- shall be paid on successful completion of the balance papers in the subsequent examination.

'A' level or Part I of 'B' level:

At 'A' level or part I of 'B' level, a candidate shall have to complete the entire course in three examinations commencing from the examination stated in the registration allotment letter. Amount of scholarship shall be paid in two installments as stated above. First installment on clearing three papers, second installment on clearing next three papers and balance on successful completion of the course.

'B' Level:

At 'B' level for the remaining papers, a candidate shall have to complete the balance 15 papers after clearing 10 papers of 'A' level in four consecutive attempts and shall be paid scholarship in four installments. First, second and third installments on clearing five papers in each attempt and balance in the fourth installment on successful completion of the course.

'C' Level:

At 'C' level, a candidate has to complete the entire course in three examinations and shall be paid scholarship in three installments. Each installment shall be paid on clearing Six papers in each attempt.

It may be noted that if at any point of time, any of the above criteria is violated, the Scholarship shall be rendered void and further installments of Scholarship shall not be paid.

Q 1. Who is eligible for the Scholarship?

- A. Any SC/ST/physically handicapped or female candidates who are pursuing DOEACC O/A/B or C level courses through an institute authorized to conduct DOEACC accredited course are eligible for DOEACC scholarship, subject to the following:
- Income of the family of the student from all sources should not be more than one lac per annum.
 - Candidate shall have to clear all the papers of his/her level in the first attempt itself.

Q 2. What is the amount of Scholarship?

- A. The amount of scholarship is Rs.1,200/-*** per module. Course-wise amount of Scholarship and the number of installments is as under:

Level	Duration	Total amount of scholarship	1 st installment	2 nd installment	3 rd installment	4 th installment
'O' Level (4 modules)	1 year	Rs.4800	Rs.2400	Rs.2400	--	--
A' level (10 modules/ papers) or Ist Part of 'B' Level – (through direct admission to 'B' Level)	1 year	Rs.12000	Rs.3600	Rs.3600	4800	--
'A' Level or 1 st part of 'B' Level after 'O' Level	1 year	Rs.8400*	Rs.3,600	Rs.4,800	--	--
B Level	2 years (after A level /1 st part of B level)	Rs.18,000	Rs.3,600	Rs.3,600	Rs.3,600	Rs.7200
C Level ***	1 ½ yrs.	Rs.216,000	Rs.72000	Rs72000	Rs.7200	--

*** the rate has been revised w.e.f July 2004 examination.

***Total 18 papers w.e.f Third Revises Syllabus of C level-January 2004 Exam

* This amount is Rs.3,000/- less than the amount of Rs.10,000/- for 'A' Level, as the candidate in this case is assumed to have already availed the Scholarship at 'O' Level. The amount of each installment may vary depending upon the no. of modules/papers cleared in each Examination.

Q 3. How shall the scholarship be released to the students?

- A. **'O' Level:**

At 'O' level, a candidate should have completed that course within next two consecutive examinations after registration. On successful clearance of first two papers, a candidate shall be reimbursed Rs.2,400/- and balance Rs.2,400/- shall be paid on successful completion of the balance papers in the subsequent examination.

'A' level or (part 1 of 'B' level):

At 'A' level or part I of 'B' level, a candidate shall have to complete the entire course in three examinations commencing from the examination stated in the registration allotment letter. Amount of scholarship shall be paid in two installments as stated above. First installment on clearing three papers, second installment on clearing next three papers and balance on successful completion of the course.

- (ii) This amount is Rs.3,600/- less than the amount of Rs.12,000/- for 'A' Level, as the candidate in this case is assumed to have already availed the Scholarship at 'O' Level. The amount of each installment may vary depending upon the no. of modules/papers cleared in each Examination.

'B' level:

At 'B' level for the remaining papers, a candidate shall have to complete the balance 15 papers after clearing 10 papers of 'A' level in four consecutive attempts and shall be paid scholarship in four installments. First, second and third installments on clearing five papers in each attempt and balance in the fourth installment on successful completion of the course.

'C' level:

At 'C' level, a candidate has to complete the entire course in three examinations and shall be paid scholarship in three installments. Each installment shall be paid on clearing Six papers in each attempt.

Q 4. What if I fail in a paper in between?

- A. If you fail in one paper in between, the scholarship scheme shall discontinue with immediate effect.

Q 5. Which documents are to be submitted while applying for scholarship?

- A. Following documents are to be submitted while applying for Scholarship:
- Application in the Prescribed Performa, which can be down- loaded from the Web-Site www.doeacc.org.in
 - Proof of Registration / Upgradation of registration, i.e., copy of Registration allocation letter / Upgradation of level letter or copy of the Student's Identity Card issued by the Society
 - Proof of Caste Certificate/ Physically Handicapped
 - Proof of pursuing O/A/B/C level through DOEACC approved institute with endorsement by the institute on application form (Serial Number 9(a), 9(b), 9(c), 9(d) & 9(e))
 - Proof of passing the modules of the relevant level; copy of marks list or print out of result from website
 - Proof of income of parents/ spouse

Q 6. When and how to apply?

- A. A candidate should apply to executive Director DOEACC Society with in 45 days of declaration of result of the relevant level through DOEACC approved institute where the candidate has undergone/ is undergoing training.

Q 7. Where do the have to go for obtaining income certificate?

- A. One has to go to the office of Sub-divisional Magistrate (SDM) / Block Development Officer (BDO) in whose jurisdiction one resides.

Q 7.1 What document is submitted as a proof of income of parents/ spouse?

- A. Income certificate issued by the Sub-divisional Magistrate / Circle officer / Block Development officer in whose jurisdiction one resides shall be a valid document as a proof of income of parents through all sources.

Q 7.2 Which papers / documents / fee one has to carry while going for obtaining income certificate from SDM/BDO.

- A. Following documents are to be carried while going for obtaining income certificate from SDM/BDO:
- Application on a plain paper
 - Copy of Ration Card.
 - Affidavit regarding residence, occupation, property owned and income.

Q 7.3 What will be the criteria for issue of income certificate?

- A. A local enquiry is conducted through the staff of the office of SDM/BDO to verify the particulars mention in the application and affidavit. The certificate is issued after the receipt of the report.

Q 7.4 How much time is taken by the authority to issue income certificate?

- A. It should be issued normally within 21 days.

Q 8 Physically Handicapped Certificate?

- A. Physically handicapped Identity card is issued by Sub-Divisional Magistrate to handicapped persons, who are orthopaedically handicapped, mentally handicapped or are blind or deaf or dumb.

Recorded minimum disability for issue of certificate is as follows:

Physical (Orthopaedically)	40%
Deaf	90%
Dumb	100%
Blindness	90%

Q 8.1 Where do I have to go and during which hours for obtaining the Physically Handicapped Certificate?

- A. To the office of Sub-Divisional Magistrate in whose jurisdiction you reside, during working hours on any working day.

Q 8.2 Which papers/ documents/ fees, do I take with me for obtaining Physically Handicapped Certificate?

- A. Following is the list of documents/ papers you should take along with you to obtain Physically Handicapped Certificate:
- Filled in application form

- Attested photocopy of the first three pages of ration card showing proof of three years of residence
- Attested photocopy of medical certificate in respect of disability from authorized hospital, e.g., All India Institute of Medical Sciences, Lok Nayak Jai Prakash Hospital, Hindu Rao Hospital, Safdarjung Hospital, Guru Teg Bahadur Hospital, Ram Manohar Lohia Hospital, Institute of Human Behaviour and Allied Sciences in Delhi.
- Two Passport size photographs. One photograph should be attested from Gazetted Officer.
- Ration Card is required at the time of submission of application form.
- Identity card shall be given to the applicant only after getting his/her signatures on the Card.

Q 8.3 *What will be the criteria used while deciding my case for the issue of Physically Handicapped Certificate?*

- A.** After receiving the application form, attested medical certificate and a copy of the Ration Card with a photograph of applicant, an Identity card is issued to the applicant.

Q 8.4 *When will I get a response for obtaining my Physically Handicapped Certificate?*

- A.** You should be getting a response normally within 21 days.

Instructions for filling up the Application Form for Scholarship to SC / ST / Physically Handicapped / Female Students pursuing O/A/B/C Level Course

**(Application must be received in the office of the Society within 45 days of declaration of Result)
(Candidates are advised to carefully read, understand and follow the instructions before filling up the form)**

How to fill in the form: (Fill in the Form in block letters with one alphabet in one box leaving a box blank between the words.)

- Item No. 1.** Write your name as mentioned in your Registration Allocation cum Identity Card issued by DOEACC Society at the time of registration.
- Item No.2.** Write the name and occupation of your father, mother, and spouse wherever applicable separately in the boxes provided. The occupation should be specifically mentioned viz.: Business, Service, Professional (Software, Manager, Lawyer, Teacher, Doctor, Engineer etc.), House wife in case of mother, etc, if any other, please specify.
- Item No. 3.** Write the mailing address at which future correspondence be made regarding scholarship. Mention telephone no. and e-mail ID if any.
- Item No. 4.** Write your marital status.
- Item No. 5.** Write the total annual income of parents / Self / Spouse from all sources legibly and neatly, attach income certificate issued by the District Magistrate of the District where you reside. In case the gross annual income for the preceeding financial year of parents/self /spouse exceeds Rs. One Lakh, the candidate is not eligible for the Scholarship.
- Item No. 6.** Write the correct Registration No. as given in the Registration Allocation cum Identity Card, validity of the registration No. and level of course in appropriate boxes.
- Item No. 7(a)** Write the name of the institute from where you have undergone / are undergoing training.
- Item No. 7(b)** Write the institute Accreditation No.
- Item No. 7(c)** Write the date your admission in the institute.
- Item No. 7(d)** Write the Roll No. / Identity No. assigned to you by the Institute.
- Item No. 7(e)** Clearly write the number of papers / modules cleared and its month and year, and the no. of attempts in the corresponding boxes.
- Item No. 7(f)** Obtain signatures of the authorized signatory and seal of the Institute where you have undergone / are undergoing the course.
- Item No. 8.** Write the month and year of exam for which scholarship is claimed.
- Item No. 9.** Write the amount of scholarship claimed.
- Item No. 10.** Write the amount of scholarship received earlier, if applicable.
- Item No. 11.** Write the date of exam with reference to which scholarship was received earlier.
- Item No. 12.** Write the S.C/ST certificate No. and the date of issue by the competent authority. Enclose an attested copy of the same.
- Item No. 13.** If physically handicapped write the certificate No. and date of issue by Competent Authority. Enclose an attested copy of the same