

INSTRUCTIONS TO APPLICANTS

1. Please leave one block between two words while writing name and addresses, etc. as follows.

Level of Study : Diploma

5

Name Mr/Ms : ARVIND SINGH

Mr/Ms :

A	R	V	I	N	D	S	I	N	G	H
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Address : Dispur Guwahati

D	I	S	P	U	R	G	U	W	A	H	A	T	I
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Name of the course : Diploma in Automobile

0	5
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2. Percentage of marks should be correctly calculated and entered against item 5 (b). Grade points should invariably be converted to percentages and conversion formula shown alongside or on the reverse of the marksheet.
3. PLEASE ENSURE THAT ALL ITEMS ARE CORRECTLY FILLED UP. IF ANY ENTRY IS FOUND TO BE WRONG, THE ENTIRE RESPONSIBILITY WILL REST WITH THE APPLICANT AND THE APPLICANT MAY BE SUMMARILY REJECTED.
4. CHECK LIST

Whether the following have been enclosed/filled up :-

- a) Annexure - A - Declaration not to avail of two stipends from more than one source Y/N.
- b) Annexure - B - Permanent Residence Certificate Y/N
- c) Annexure - C - Undertaking to serve in NER for at least 5 years. Y/N.
- d) Annexure - D - Undertaking to refund stipend in case of furnishing of false information Y/N.
- e) Marksheet of qualifying examination and whether grade points have been converted to percentages wherever necessary. (Percentage of marks obtained shall be correctly filled up in the relevant places) Y/N.
- f) Whether OBC/SC/ST Certificate has been enclosed, wherever necessary. Y/N.
- g) Letter of recognition of the Institute where studying. Y/N.
- h) In the case of Ph.D. candidates, whether the synopsis has been enclosed. Y/N.

14. Whether an undertaking has been furnished in the enclosed form (Annexure-C) to serve at any place in the North Eastern Region on Successful completion of the course if any opportunity arises. (Y/N) 1 for Yes ; 2 for No.

15. Whether an undertaking has been furnished in the enclosed form (Annexure-D) for returning the stipend/bookgrant received from NEC in case of breach of terms and Conditions of NEC Stipend. (Y/N) 1 for Yes; 2 for No.

16. Declaration by the Applicant.

I do hereby declare that the particulars furnished by me in this application form have been filled in by me in my own handwriting and are correct and complete to the best of my knowledge and belief and I have not concealed any fact or furnished any inaccurate or false information which will summarily reject my application.

Date _____

Place _____

(Signature of the candidate)

RECOMMENDATION BY HEAD OF INSTITUTE

(Note : Candidate should not write anything in this section)

Recommended for N.E.C. Stipend/Bookgrant. The applicant
Shri/Smti/Kum _____ is studying _____
_____ course (specify subject) at
_____ (name of the Institute)
which is / is not recognised by the ATCTE/any other similar Central/State
Govt organisation. A copy of the recognition letter is enclosed herewith.

The date of admission is _____
The date of commencement _____
The date of completion of course is _____

Designation of the Drawing and Disbursing Authority of this Institute
to whom Draft is to be despatched by the NEC

_____ .
_____ .
Draft to be drawn at the S.B.I Branch (with code)

SEAL OF THE INSTITUTE (Signature)
Principal/Registrar/Dean
or any other Officer
authorised to recommend and certify.

_____ .
(ANNEXURE - A)

I hereby declare that I shall not avail myself of two Stipend/
Scholarships etc., simultaneously from two sources. I shall forego the
Stipend/Scholarship granted in favour of me by any Authority other
than N.E.C. except as permissible under the Rules from the period from
when I would be granted the NEC Stipend and Bookgrant.

(Signature and full Name of the candidate)

(ANNEXURE - B)

PERMANENT RESIDENTIAL CERTIFICATE

This is to certify that Shri/Smti/Kum _____
_____ Son/Daughter/Wife of Shri _____
_____ village/town _____
Post Office _____ Police Station _____
District _____ is a permanent resident in the
District _____ in the State of _____
This PRC is for higher study purpose only.

Date _____

Place _____ (Signature of the Deputy Commissioner)
District.

(S E A L)

(ANNEXURE - C)

I hereby give an undertaking that I shall serve at any place in the North Eastern Region on successful completion of the course for a minimum period of 5 (five) years, if any opportunity arises. N.E.C. will not have any liability to provide any job to me.

(Signature and Full Name of Candidate)

(ANNEXURE - D)

We hereby give an Undertaking that in the event of committing breach of terms and conditions of N.E.C. stipend/book-grant and if any information given by the candidate is found to be false the whole of the amount given to the student shall become payable jointly or severally by the student and the surety.

(Full Name of the Parent/Guardian)

(Signature of 1st Witness)
Name (in capital letters)
Address in full

(Signature of the Student)
Date:

(Signature of 2nd Witness)
Name (in capital letters)
Address in full.

(Signature of the Surety)
Date:

ANNEXURE-I

List of Diploma Courses in which Stipends/bookgrants from NEC are currently available :-

Code No.	Name of subject
01.	Textile Technology
02.	Computer Science & Engineering
03.	Electronics
04.	Telecom & Communication Engineering
05.	Automobile Engineering
06.	Hotel Management
07.	Tourism/Travel Trades
08.	Teaching of Physically/Mentally Handicapped
09.	Ceramics & Glass Technology
10.	Physical Education and Sports
11.	Fashion Technology & Design
12.	Para-Medical including General Nursing
13.	Foreign Trade Management
14.	Forestry
15.	Ecology & Environment
16.	Gemology
17.	Tea
18.	Leather Technology
19.	Resin Technology
20.	Plastic Technology
21.	Mass Communication
22.	Interior Decoration
23.	Indian System of Medicine
24.	Psychiatric Nursing

ANNEXURE - II

List of Degree Courses for which stipends and bookgrants from NEC are currently available :-

Code No.	Name of Subject
01.	Dairy Technology
02.	Food Technology
03.	Ecology & Environment
04.	Architecture
05.	Mining/Metallurgical Engineering
06.	Textile Technology
07.	Electronics
08.	Computer Science
09.	Computer Engineering
10.	Computer Application
11.	Foreign Trade Management
12.	Physical Education and Sports
13.	Chemical Technology
14.	Bio-Technology
15.	Fashion Technology & Fashion Design
16.	Mass Communication & Journalism
17.	Petroleum Engineering
18.	Forestry
19.	Medical Sciences
20.	Business Administration
21.	Information Technology
22.	Physiotherapy
23.	Nursing

ANNEXURE - III

List of courses at the Postgraduate Degree and P.G. Diploma levels for which stipend and bookgrant from NEC are currently available:-

Code No.	Name of subject
01.	Computer Engineering
02.	Computer Application
03.	Computer Science
04.	Agriculture & allied subject
05.	Civil Engineering
06.	Mechanical Engineering
07.	Electrical Engineering
08.	Electronics
09.	Architecture
10.	Medical Sciences
11.	Bio-Technology
12.	Business Administration
13.	Mass Communication
14.	Foreign Trade
15.	Physical Education and Sports
16.	Fine Arts
17.	Food Technology
18.	Management Studies
19.	Information Technology
20.	Forestry
21.	Environmental Sciences
22.	Genetic Technology
23.	Energy Management
24.	Nursing

ANNEXURE - IV

M. Phil. & Ph.D.

The subject/topics for M. Phil. and Ph.D. should invariably be directly, specifically and currently relevant to the N.E. Region. M. Phil. and Ph.D. candidates should invariably submit a synopsis of their thesis countersigned by their Guides/Supervisors.

In-service personnel are not covered by this scheme.

ANNEXURE - V

Procedure for selection of stipendiaries by the NEC for the Diploma Level Courses and above.

1. The stipendiaries must conform to the eligibility and other conditions laid down under the Rules for Stipend and Bookgrant.
2. NEC will advertise in English in a more widely circulated paper of each N.E. State once in a year at an appropriate time.
3. The advertisement will give pertinent details, certificates, etc. to be provided along with the application form.
4. NEC will group the application forms State-wise and subject-wise and ascertain if the minimum number stipulated for a particular State for award of stipend is satisfied.
5. Selection will be made on merit subject to the State quotas and reservation for SC, ST and OBC, dovetailed by distribution to various courses/subjects. Selection of courses/subjects and the number of stipends for each course will have to depend on number of available candidates/subjects and the quality of such candidates and also the perceived need of the region/State.
6. The NEC shall release the fund directly to the organisations /Institutions. However, if it is brought to the notice of the NEC Secretariat that a candidate is enjoying stipends/scholarship from two or more sources including that of NEC, the NEC stipend and bookgrant shall be discontinued forthwith and the amount given in excess as per rule, shall be recovered.
7. Progress report shall be furnished to the NEC by concerned Institution for renewal of stipend and bookgrant. Renewal forms will be sent by the NEC Secretariat to the concerned Institutions.
8. For renewal of stipends which is to be done on an annual basis each stipendiary will have to fill up a prescribed renewal form obtainable from the NEC Secretariat, Shillong and get a recommendation thereon from the Head of the Institute concerned who shall do so strictly on the basis of satisfactory progress of the stipendiary. Failure in any academic year will render the stipend liable to be discontinued for that entire period of failure and future renewal should be recommended only from the date of passing to the next higher class/semester.
9. The application form complete in all respects should reach the Director (MPD), NEC on or before 14th December, 2001.

