

**GOVERNMENT OF NAGALAND
DIRECTORATE OF HIGHER EDUCATION
NAGALAND: KOHIMA**

NAGALAND STATE MERIT SCHOLARSHIP

(Sponsored by the Government of Nagaland)

Guidelines for Nagaland State Merit Scholarship, 2023-24.

<https://scholarship.nagaland.gov.in>

Timeline	
<i>Online application</i>	: 28 th August to 31 st October 2023.
<i>Last Date for Institution verification (Institutions in Nagaland)</i>	: 30 th November 2023
<i>Hardcopy submission (for students studying outside Nagaland)</i>	: 30 th November 2023

Eligibility:

A student should fulfil the following criteria to be eligible for this Scholarship.

1. The applicant must be an indigenous inhabitant of Nagaland and pursuing post matric (above class X) studies in recognised institution.

OR

Non-indigenous inhabitants of Nagaland who are permanently settled in Nagaland and secured top 10 positions in Board/ University (within Nagaland) can also apply for this scholarship by enclosing necessary documents along with Xerox copy of Permanent Resident Certificate issued by the competent authority.

2. Fresh Application:

2.1. To apply for Fresh Application, a student must be studying in the first year of the Course. However, Engineering students with Lateral entry into 2nd year Engineering Degree Course after Engineering Diploma shall be eligible to apply as Fresh.

2.2. Qualifying Percentage to apply Fresh Application:

Qualifying Percentage for Fresh Applications		
Present Class/Year	Qualifying Percentage of the last examination passed	Marks for % calculation
XI / Diploma 1 st year	Minimum 80% in class 10	Marks of best five subjects in class 10
Bachelor's Degree 1 st Year	Minimum 80% in class 12	Marks of best five subjects in class 12
Engineering Degree 2 nd Year (Lateral entry)	Minimum 80% in Diploma.	Marks of all papers in all semesters of Diploma.
PG 1 st Year	Minimum 70% at Bachelor /Graduation level	Marks of all papers in all semesters of the Bachelor/Graduation course will be taken into account.

3. **Renewal Application:** Renewal Application is meant only for the beneficiaries of 2022-23 period who have passed the last examination with the qualifying percentage and continuing in the **same Course**.

3.1. Beneficiaries of 2022-23 who have changed their course level on completion of the course must apply for Fresh Application. *E.g., a beneficiary after the completion of higher secondary course must apply for Fresh in BA/BSc. 1st year course or a beneficiary after the completing BA/BSC course must apply for Fresh in MA/MSC 1st year course -subject to fulfilment of eligibility for Fresh Application.*

3.2. **Qualifying Percentage to apply for Renewal:**

Qualifying Percentage for Renewal Applications		
Present Class/Year	Qualifying Percentage of the last examination passed	Marks for % calculation
XII	Minimum 80% in class XI	Marks of best five subjects in class 11
Diploma 2 nd year	Minimum 80% in Diploma 1 st Year	Marks of all papers in 1 st & 2 nd Sem.
Diploma 3 rd year	Minimum 80% in Diploma 2 nd year	Marks of all papers in 1 st & 2 nd Sem.
Bachelor's Degree 2 nd Year	Minimum 70% in Degree 1 st Year	Marks of all papers in 1 st & 2 nd Sem.
Bachelor's Degree 3 rd Year	Minimum 70% in Degree 2 nd Year	Marks of all papers in 3 rd & 4 th Sem.
Bachelor's Degree 4 th Year	Minimum 70% in Degree 3 rd Year	Marks of all papers in 5 th & 6 th Sem.
Bachelor's Degree 5 th Year	Minimum 70% in Degree 4 th Year	Marks of all papers in 7 th & 8 th Sem.
PG 2 nd Year	Minimum 70% in PG 1 st Year	Marks of all papers in PG 1 st & 2 nd Sem.

4. Students who have failed in their last examination (repeaters) are not eligible to apply.
5. A student who has fully/partially availed this Scholarship at one stage of the course but has changed to another course of the same level will not be eligible to apply. *E.g., a student has availed this scholarship while studying BA course but is now pursuing BSc course after completing/discontinuing BA course. Such student will not be eligible as he/she fully/partially availed scholarship for the same course level.*
6. Applicant must not be a beneficiary of any other scholarship scheme.
7. Applicant must not be an employee of any government/semi government establishment.
8. Students pursuing Diploma/Certificate Course can also apply provided they fulfil the above Eligibility criteria (1- 6) and their course duration is not less than two years.
9. Students studying in NIOS can also apply, provided they fulfil Eligibility criteria 1 to 6 and have the following subject combination.
 - a) For class 11 and 12 level course, the applicant must have passed class 10 with the following subject combination.

- i) English ii). Alt English or MIL iii) Science iv) Maths and v) Social Science.

Instruction/Information

- i. Applicants are asked to read and understand the Guidelines properly before applying for the Scholarship.
- ii. **Provision to Delete Application and Re-apply to the same/different Scholarship Scheme:** This provision is provided **till 31st October 2023 or until the Application is verified by the INO, whichever is earlier**. Applicant can delete his/her application and re-apply within the stipulated time in the following cases:
 - a. In case of incorrect online details/documents submitted by the applicants. Applicants can delete and re-apply using the same Profile without having to Register again.
 - b. In case the applicant wants to change the Scheme, he/she can delete the application and apply for the desired Scheme using the same Profile without having to Register again.
 - c. In case where the INO rejected the Application, applicant can delete the application and re-apply with the correct details/documents.
 - d. Applications Rejected by INO after 31st October 2023 cannot be deleted or re-apply. Hence, students are asked to thoroughly verify their online details/documents and submit the online application ahead of the due date.
- iii. Bank Account must be that of the applicant. Application form will be rejected if the Bank Account is not of the applicant. In case of minor, joint account should be opened. For such joint account, applicant's name should appear first in the passbook.
- iv. Students studying within Nagaland should submit the print out of the online submitted form along with the required documents to their respective institution for verification by INO. Submission of scholarship form by individual/applicant to this Office will not be entertained for applicants studying within Nagaland.
- v. Students studying outside Nagaland should send the print out of the online submitted form along with the required documents via speed post/hand post to the **Scholarship Section, Directorate of Higher Education, Below New Secretariat Complex, Nagaland, Kohima-797001**, within the stipulated time.
- vi. The Department will not be responsible for non-receipt of scholarship due to wrong/inactive bank account number/details provided by the applicant.
- vii. Applicant is warned that if he/ she gives false statement/ declarations/ documents etc. or otherwise obtained scholarship through fraudulent means, he/she will be blacklisted and debarred from getting scholarship under this scheme or any other scholarship schemes for the entire period of his/her studies. The scholarship amount if already paid will also be recovered.
- viii. Incomplete/wrong entries in the e-form or incomplete enclosure of necessary documents will subject to rejection.

Documents required for Fresh Applications:

- i. Attested Xerox copy of Class 10 Mark Sheet.
- ii. Attested Xerox copy of mark sheet(s) of the last examination(s) passed as required to calculate the Qualifying Percentage mentioned above. ***For multiple marksheets, merge the marksheets as single file and upload.***
- iii. Attested Xerox copy of Scheduled Tribe Certificate and Indigenous Certificate issued by competent

designated authority.

- iv. Part B Form in Original (only for applicants studying outside Nagaland)
- v. Permanent Residential Certificate (for Non-Indigenous inhabitant of Nagaland)
- vi. Hostel Certificate: (For hostellers only)
 - a. Applicant residing in a registered hostel outside Nagaland needs to enclose a Hostel certificate / commendation certificate from the hostel warden as proof.
 - b. Applicant staying in recognized hostel within Nagaland should use the Hosteller Form issued by the Department.
- vii. Xerox copy of the front page of Bank Passbook.
- viii. Xerox copy of the Aadhaar Card.
- ix. Xerox copy of Admission Receipt.
- x. One recent passport photograph should be pasted on the printed form.

Documents required for Renewal:

- i. Self-attested Xerox copies of all mark sheet(s) of the last examination(s) passed as required to calculate the Qualifying Percentage mentioned above. *For upload of multiple marksheets, merge the marksheets into a single file and upload.*
- ii. Part B Form in original (only for applicants studying outside Nagaland)
- iii. Hostel Certificate: (For hostellers only)
 - a. Applicant residing in a registered hostel outside Nagaland needs to enclose a Hostel certificate / commendation certificate from the hostel warden as proof.
 - b. Applicant staying in recognized hostel within Nagaland should use the Hosteller Form issued by the Department.
- iv. Xerox copy of Admission Receipt.
- v. Xerox copy of the front page of Bank Passbook.
- vi. Xerox copy of the Aadhaar Card.

Sd/-
Director
Directorate of Higher Education
Nagaland, Kohima

GUIDELINES FOR INSTITUTIONS WITHIN NAGALAND
STATE MERIT SCHOLARSHIP

1. All Institutional Nodal Officer for scholarship should be registered in the Common Scholarship Portal (<https://scholarship.nagaland.gov.in>) for online verification of applications. For registration, Institution should nominate an INO with details such as Name of INO, Phone no., email, Institution Name and District of Institution. INO Nomination letter can be sent to hescholarship@gmail.com. Upon receipt of INO nomination letter, the Department will register the INO and send the login credentials to the INO.
2. Primary Verification will be done online by the INO of the respective Institution. Once verified at Institution Level, it will be verified at State/Department Level.
3. Institutions are requested to go through the guidelines of the Scheme and verify the forms/documents accordingly.
4. Institutions need not verify the online applications whose hardcopy applications/documents were not submitted by the students.
5. Institution should keep the Application Forms and enclosed documents for at least 5 years for any enquiry/audit.
6. Contact details: 9863379247 (Scholarship Section), 8929307387 (Portal Helpdesk-Technical issues)

Online application: **28th August to 31st October 2023.**

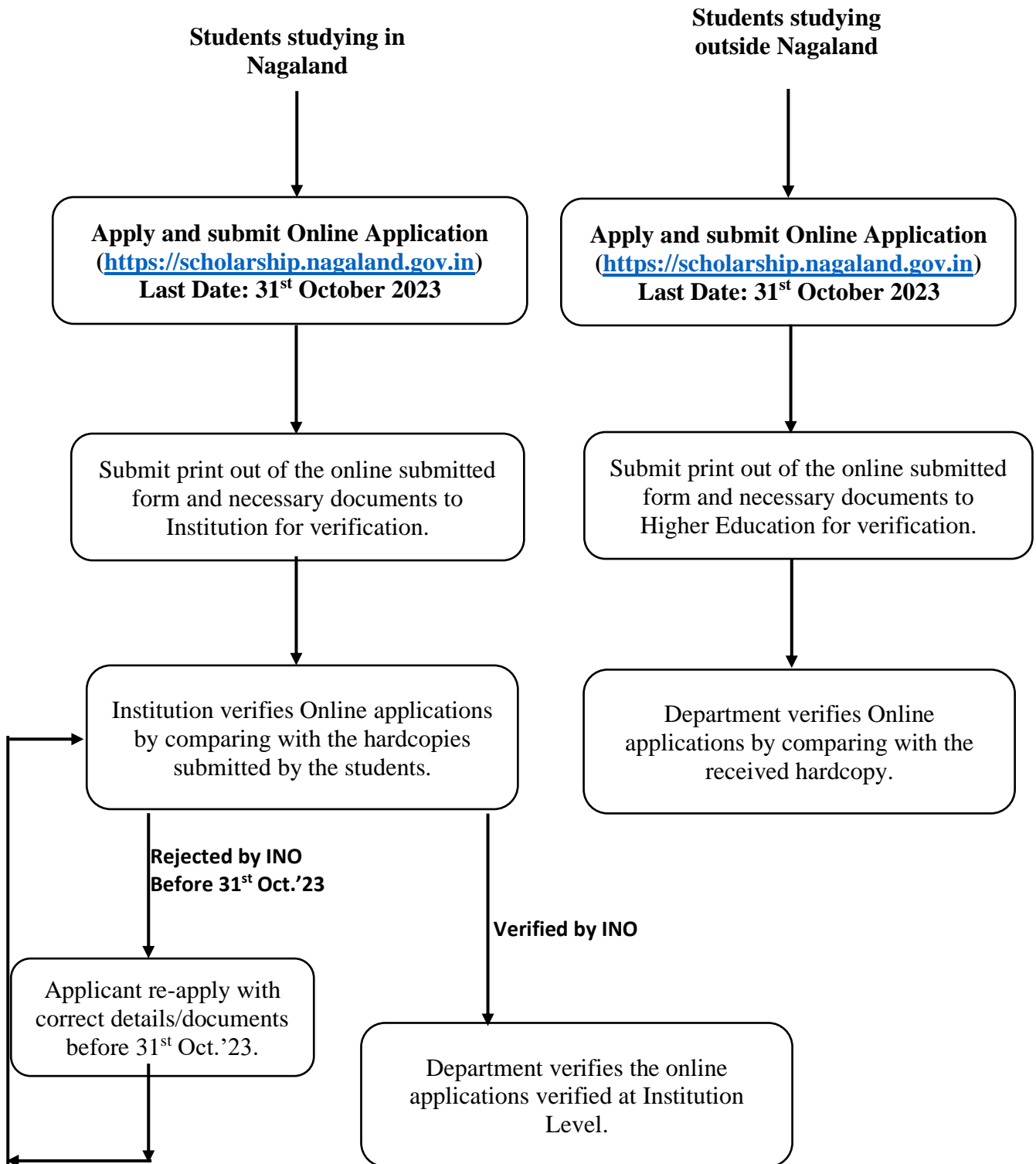
Last date of online verification by Institutions (within Nagaland): **30th November 2023.**

Sd/-
Director
Directorate of Higher Education
Nagaland, Kohima

Information/Instruction for Institution Nodal Officers (INO) in Nagaland.

1. Institution Nodal Officer (INO) will be responsible for verifying the online applications submitted by the applicants of their institution.
2. INO should be thorough with the Guidelines of the Scheme.
3. Only those INOs having the login credentials issued by Higher Education will be able to log into the scholarship portal <https://scholarship.nagaland.gov.in> and verify the applications.
4. Login credentials are issued to the INO only after the receipt of INO nomination letter from the Institution.
5. After the login, the INO will be able to view the applications submitted by the applicants from their institution.
6. INO has to verify each online application by comparing with the hardcopy form/documents submitted by their students.
7. Online Application with incorrect/incomplete documents should be Rejected by the INO with proper reason.
8. **Provision for Deletion and Re-apply:** Application Rejected by INO can be deleted and re-applied with correct details/documents by the applicants within 31st October 2023. Applications rejected after 31st October, 2023 by INO cannot be rectified by the applicants and will remain rejected. Hence, INOs are encouraged to verify the applications before 31st October 2023.
9. Log with timestamp to track all activities on an Application Submitted/Deleted/Verified/Rejected by the Applicants/INOs is being maintained.
10. Online details and documents should be carefully verified. Some of the important points to be considered are:
 - Is the applicant a bonafide student of the Institution?
 - Is the applicant an Indigenous Inhabitant of Nagaland?
 - If non-indigenous, is the applicant one the toppers and permanent resident of Nagaland? Is the Permanent Resident Certificate issued by DC/ADC of the District?
 - Does the applicant have the qualifying percentage?
 - Is the Applicant a repeater/failed student?
 - Is the Applicant a Hosteller? If yes, whether Hostel form issued by Higher Education was uploaded.
 - Has the applicant uploaded the required examination marksheet(s)?
 - Is the applicant's Class/Year correctly mentioned in the form?
 - Is the applicant's Course Name correctly mentioned in the form?

Application Process of State Merit Scholarship 2023-24



PART – B (for students studying outside Nagaland)

(To be filled by the college/institution authority)

1. I hereby recommend the application of Mr/Miss for award of Post Matric Scholarship to ST Students of Nagaland for the academic session 20..... to 20.....
2. Certified that the applicant has taken admission on Date..... Month..... Year..... in class..... (1st/2nd/3rd/4th/5th) year for course of study. Duration of the course is from 20..... to 20.....
3. The likely date, month and year of the annual examination for the current stage of course will Date..... Month..... Year.....

UNDERTAKING TO BE SIGNED BY THE HEAD OF THE INSTITUTION

I undertake that if the applicant leaves the institution/discontinue studies/is a repeater in same class/accept any other scholarship/fail to secure 75% attendance in classes the fact will be reported to the Director, Higher Education, Nagaland Kohima.

Date: Signature of the Institution

Place: Head/Authority

Office Round Seal Name in Block Letters.....

Designation with Seal.....

Fax No./email.....

Office Telephone No.....

Full Postal Address of the Institution with Pin Code.....

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N.B: 1) Stamped Signature will not be accepted. 2) Official seal of the Head of the Institution and Round seal of the Institution are compulsory. 3) Application form will be rejected if found incomplete/if there are signs of over-writing. 4) **The application form will be rejected if full address and particulars of the Institution are not clearly indicated.**