



**CENTRAL WAREHOUSING CORPORATION
(A Government of India Undertaking)**

4/1, Siri Institutional Area, Hauz Khas, New Delhi - 110016

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No.CWC/XXIV-12/SS-Rectt/2013-14

Dated: 24th Jan.,2014

CIRCULAR

SCHEME FOR AWARD OF MERIT SCHOLARSHIP TO THE WARDS OF EMPLOYEES OF CWC FOR PURSUING STUDIES IN PROFESSIONAL DIPLOMA/DEGREE/POST GRADUATE COURSES IN ENGINEERING, MEDICINE, DENTAL, AGRICULTURE, LAW, MANAGEMENT, COMPUTER APPLICATION AND ALLIED FIELDS ETC.

Applications in the enclosed prescribed proforma are invited 'as per the existing scheme' from the wards of the employees of the Corporation eligible for grant of Merit Scholarship for professional courses, commencing from the Academic Year 2013-14. Applications duly completed in all respects along with certificate from the Head of the Institution in which the candidate has got admission enclosing photocopies of documents listed below should be submitted through RM/EE/WM as the case may be. **Applications completed in all respects be submitted well in time, so as to reach the undersigned latest by 24.03.2014. Any application received thereafter will be summarily rejected.**

1. Certificate/Degree of the qualifying examination i.e. SSC or Intermediate or Diploma or Degree etc.
2. Mark-sheets of qualifying examination i.e. SSC or Inter or Diploma or Degree (In case of Diploma or degree as qualifying examination, Mark sheets for all the semesters of the course or a consolidated marks sheet indicating semester wise/yearwise marks are/is to be furnished).
3. Letter of the Agency conducting the Joint Entrance Exams such as EAMCT/AIEEE/CAT/ MAT/Tech. Universities etc. referring the ward to the concerned Institute for admission, is to be furnished in case the admission is taken through JEE.

The contents of the circular alongwith the enclosures may be brought to the notice of all employees and it may also be advised that once the merit scholarship is awarded for a particular course, there is no need to apply again during the currency of the said course.

Note:- Wards who have not obtained admission through Entrance Exams and have less than prescribed minimum %age of marks in qualifying examination i.e. 70% or 7.00 as CGPA in the grade scale of 10.00 in case of general category and 60% or 6.00 as CGPA in the grade scale of 10.00 in case of SC/ST category need not apply for this merit scholarship.

(Kamlesh Kumar)
Sr. Asstt. Manager(R&P)

Encl: Annexures-I, II & III

Distribution:

1. All Divisional Heads at C.O. with the request to circulate among the employees /officers working under them.
2. All RMs/SEs/EEs, ROs/CCs with the request to circulate the above **circular alongwith Annexures** to all Warehouses/CCs under their jurisdiction **on top priority** with its copy endorsed to this office.
3. Federation of CWC employees Unions, New Delhi.
4. **GM(MIS) – with the request to upload the circular in web site.**
5. Guard file.

ANNEXURE-I

The General Manager (Personnel)
Central Warehousing Corporation
4/1,Siri Institutional Area
Hauz Khas, New Delhi-110016.

Sir,

I _____ Son/Daughter of
Sh/Smt. _____ who is working as
_____ in the Central Warehousing
(Designation)
Corporation _____ hereby apply
(Place of Posting)

for grant of scholarship from the Central Warehousing Corporation under the Merit Scholarship Scheme for the children of employees of Central Warehousing Corporation for pursuing Diploma Course in any Engineering Discipline or Degree Courses in Engineering/ Medicine/Dental/Agriculture/Veterinary/Fishery/Law/Professional Post Graduate Course in MBA/Master of Computer Application/Masters programme in International Business (IIFT) and Masters Degree in Agriculture Science/Veterinary and Fishery Sciences/Law.

I am pursuing full time Diploma/Post Graduate Diploma /Degree Course in the _____
_____ in the Ist / 2nd year (Tick whichever is applicable
(Name of Discipline)
of the course at _____
(Name of Institution with full Postal Address)

I have read the conditions and procedure for award of the Central Warehousing Corporation Scholarship as laid down in the existing Scheme and hereby undertake to abide by the same in case I am selected for the Scholarship.

My full particulars are given below:-

1. Full Name _____
2. Father's Name _____
- 3 . Permanent Address _____

4. Date of Birth _____
5. Whether Belonging to SC/ST _____
6. Educational Qualification _____
(prior to the course being pursued now)
7. Course of study being pursued now i.e. _____
Diploma/ P.G. Diploma/Degree Course with
stream/discipline

8. Whether admission in Diploma/P.G. Diploma /Degree course being pursued obtained through common entrance test? _____
If so, a copies of CET/JEE result and their letter referring the ward to the particular Institute for admission (must be enclosed).

9. Duration of course From _____ to _____
(Month) (Year) (Month) (Year)

10 (a) Academic Year in which admitted _____

(b) Date of Admission _____

11. Whether applicant is in receipt of scholarship, if so
(a) Nature of Scholarship _____
(b) Amount of Scholarship _____
Per month/Per year
(c) Name & Address of Office which has awarded scholarship. _____

12. Whether the Institution in which pursuing the Diploma/P.G. Diploma Degree in Engineering/Agriculture/Medicine/ Veterinary /Fishery Sciences and Professional Post-Graduate courses in MBA/MCA, is a Govt. Institute or Private Institute recognized by the Central Govt./State Govt./AICTE _____

13. Marks/Division obtained in qualifying examination i.e. SSC/Inter/Diploma /Degree as the case may be as recognised for admission to above said Diploma/PG Diploma/Degree Course along with attested copies of testimonials/mark sheets of all semesters in case the qualifying exams is a diploma/degree (as stated in column No. 6 on pre-page.) _____

14. Whether CWC has already awarded merit scholarship to any children of employee if so the following particulars may be furnished.
a) Name of the Ward _____
b) Year in which awarded scholarship _____
c) Amount of scholarship per month _____
d) Course _____

Dated _____
Place _____

Present Address:

(Signature of Student)

AFFIRMATION BY THE EMPLOYEES WHOSE SON/DAUGHTER HAS APPLIED FOR AWARD OF SCHOLARHIP FROM CENTRAL WAREHOUSING CORPORATION.

I hereby affirm that the particulars given by my first/second son/daughter Sh/ Kum _____ in his/her application are correct and I shall be liable to disciplinary action by the Central Warehousing Corporation, if the information furnished above is found to be false at any stage.

Particulars of all children starting from eldest:

S.No	Name of Child	Date of Birth
1.		
2.		
3.		
4.		

Signature _____

(Name of employee of CWC)_____

Designation _____

Present Place of Posting_____

Date:
Place:

Declaration to be given by the Employee

I, _____ hereby confirm that I availed/am availing the scholarship in respect of my not more than two wards under the both Merit Scholarship schemes being operated by the Corporation.

Signature of the employee

Witness:

Name: _____
Designation _____
Place of Posting: _____

(CERTIFICATE TO BE RECORDED BY THE HEAD OF THE INSTITUTION)

The statement made by the applicant Sh/Kum. _____

_____ in his/her application is correct.

It is certified that he/she is a student of Ist /2nd year (Tick whichever is applicable) in Diploma/ PG Diploma/Degree Course _____ and this Institution
(Name of the course with discipline)
is a Govt. Institution/ a Private Institution (tick whichever is applicable) and is affiliated to _____ University & Recognized by _____ The duration of the Course is _____ years with effect from _____ to _____
(Month) (Year) (Month) (Year)

It is also certified that Sh./Kum. _____ has secured the admission in this Institute through :-

- (a) Common Admission Test/Joint Entrance Examination conducted by _____
OR
- (b) Directly on merit based on the marks secured in the qualifying examination for the said course
OR
- (c) Joint Entrance Exam conducted by this Institute on _____ (give date)

It is certified that the performance and conduct of Shri/Kum. _____
_____ is satisfactory.

Signature _____

Name _____

Head of Institution/Registrar/Dean

Seal of the Institution
With complete postal address

Dated:
Place