

**CENTRAL BOARD OF SECONDARY EDUCATION**  
**SHIKSHA KENDRA, 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092**  
**INSTRUCTIONS FOR SUBMITTING ONLINE APPLICATION FOR**  
**CENTRAL SECTOR SCHEME OF SCHOLARSHIP**  
**FOR COLLEGE AND UNIVERSITY STUDENTS-2013**

<b>Eligibility:</b>	<p>All conditions are <b>mandatory and applicable to all categories of applicants</b></p> <p>a. The applicant should be an Indian national</p> <p>b. The applicant should have passed the Senior School Certificate Examination 2013 conducted by CBSE and have secured the total aggregate marks (in first five subjects) equal or above the following minimum marks as per the stream opted by the applicant:</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th></th> <th style="background-color: yellow;">Science</th> <th style="background-color: yellow;">Commerce</th> <th style="background-color: yellow;">Others</th> </tr> </thead> <tbody> <tr> <td>Minimum Total Aggregate Marks for all categories (SC/ST/OBC/UR) to apply for Scholarship <b>(Marks in first five subjects)</b></td> <td>418</td> <td>401</td> <td>338</td> </tr> </tbody> </table> <p>c. The applicant should be pursuing higher studies and have taken admission in Under Graduation regular course (not correspondence or distance mode) from recognized Educational Institutions/University in India.</p> <p>d. The applicant should not be availing any other scholarship.</p> <p>e. Total Annual Income of parents of the applicant from all sources should not exceed Rs.4.5 lakhs (Re-revised to Rs. 6 lakhs) per annum.</p> <p>f. The applicant should not belong to creamy layer as defined by DoP&amp;T from time to time. (Govt. of India, Dept. of Per. &amp; Trg., OM No. 36033/S/2004-Estt. (Res.), dated 14-10-2004) <b>(This is applicable to all categories of applicants both 'general' and 'reserved')</b></p>					Science	Commerce	Others	Minimum Total Aggregate Marks for all categories (SC/ST/OBC/UR) to apply for Scholarship <b>(Marks in first five subjects)</b>	418	401	338
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<b>Scholarship amount and duration</b>	Course	Amount	Disbursal									
	Graduation	Rs.1000/- per month* for three years	To be disbursed lump sum Amount of Rs.10,000/- at end of academic year.									
	Post Graduation (Other than that of the professional courses)	Rs 2000/- per month for two years after Graduation	To be disbursed lump sum Amount of Rs.20,000/- at end of academic year.	For 4 <sup>th</sup> and 5 <sup>th</sup> year of Professional Courses @ Rs 2000/- per month.								
	Number of scholarships will be distributed amongst pass out of the Science, Commerce and Humanities in ratio of 3:2:1. Reservation to SC, ST, OBC and PH will be as per guidelines of the Govt of India.											
<b>Mode of Disbursal of Scholarship</b>	<p>a. Scholarship amount shall be sent to the selected candidate's Bank Account only by ECS (Electronic Clearing System) mode.</p> <p>b. Applicants are requested to open Bank Account in his/her name only in a branch of any Scheduled Nationalised/ commercial Bank which has ECS facility. Applicants are advised to provide their Bank Account number, Bank Name and detail address of the Bank and the correct RTGS/NEFT branch code (11 digit alpha numeric code) of the Bank.</p> <p>c. No request for sending the amount of scholarship by Draft or in account of parents or joint account will be entertained</p>											
<b>Renewal of Scholarship</b>	<p>a. For renewal of Scholarship, applicant has to apply on separate renewal online form. Applicant should have passed in all the subjects in semester/annual examinations with not less than 60 % marks in the aggregate of 2 semester or annual examinations and have maintained 75 % attendance, good discipline and not involved in ragging activities etc.</p> <p>b. Scholarship once cancelled will not be revived under any circumstances.</p>											

**Last date for online applications is 15<sup>th</sup> September, 2013 and further extended upto 25<sup>th</sup> September 2013.**

**Last date for receipt of hard copy of applications is 30<sup>th</sup> September, 2013.**

## **How to apply for Scholarship:**

- A. Go through the guidelines before filling up online application form for scholarship.
- C. Incomplete application in any respect will not be considered.
- D. After login online hardcopy have to be submitted to the Board on or before the last date i.e. 30.09.2013.
- E. Joining report must be signed and stamped by the Head of the Institution from where U G course is being pursued.
- F. The Income affidavit should be either in Hindi or English on the prescribed format on a non-judicial stamp paper of Rs.10/- duly sworn in before Notary Public/First class Executive Magistrate/Revenue Officer.
- G. Following attachments have to be provided to the Board alongwith the hard copy of online application before 30 September, 2013.
  - Duly signed Online generated Application form.
  - Joining report Attested by Head of Institution.
  - Copy of Mark sheet of Sr. School Certificate Exam – 2013 Write online registration no. on the top of mark sheet.
  - Copy of Caste Certificate, if applicable. Write online registration no. on its top.
  - Income Affidavit on a non-judicial stamp paper of Rs.10/- **in original**. Write online registration no. on its top.
  - Income Tax Returns/Form-16 of both the Parents (of the year ending Mar 2013) issued by the employer should be attached alongwith the affidavit wherever applicable).
  - One cancelled cheque of personal account (which is used for scholarship) bearing Account number and NEFT/RTGS code.
  - Hard copy of online application must be signed by the applicant.
- H. Candidates must mention Online Registration Number of CSSS-2013 on the top of envelope.
- I. Students are advised to keep a photocopy of complete application form with them.

Printout of Online application form bearing Registration No. and other documents be sent to “Assistant Secretary (Scholarship), 7th floor, CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi- 110092” by Speed Post only on or before 30<sup>th</sup> September’2013.

### **Note:**

1. In case of any dispute the decision of the Hon’ble Chairman of CBSE shall be final.
2. In case of any technical difficulty in online submission of Application form contact on email I.D. [scholarship.cbse@nic.in](mailto:scholarship.cbse@nic.in).

### **G.I, Dept. of Per. & Trg., Lr. No. 36033/S/2004-Estt. (Res.), dated 14 10-2004**

#### **Definition and Clarification regarding Creamy Layer**

#### **Candidate shall be treated as falling in creamy layer. If,**

1. Children of the persons in civil services of the Central and the State Governments, it provides that son(s) and daughter(s) of:-
  - (a) Parents, both of whom are directly recruited Class I / Group 'A' officers;
  - (b) Parents, either of whom is a directly recruited Class I / Group 'A' officer;
  - (c) Parents, both of whom are directly recruited Class I Group 'A' officers, but one of them dies or suffers permanent incapacitation;
  - (d) Parents, either of whom is a directly recruited Class I / Group 'A' officer and such parent dies or suffers permanent incapacitation and before such death or such incapacitation has had the benefit of employment in any International Organization like UN, IMF, World Bank, etc., for a period of not less than 5 years;

- (e) Parents, both of whom are directly recruited Class I / Group 'A' officers and both of them die or suffer permanent incapacitation and before such death or such incapacitation of the both, either of them has had the benefit of employment in any International Organization like UN, IMF, World Bank, etc., for a period of not less than 5 years;
- (f) Parents, both of whom are directly recruited Class II / Group 'B' officers;
- (g) Parents of whom only the husband is a directly recruited Class II / Group 'B' officer and he gets into Class I / Group 'A' at the age of 40 or earlier;
- (h) Parents, both of whom are directly recruited Class II / Group 'B' officers and one of them dies or suffers permanent incapacitation and either of them has had the benefit of employment in any International Organization like UN, IMF, World Bank, etc., for a period of not less than 5 years;
- (i) Parents of whom the husband is a Class I / Group 'A' officer (direct recruit or pre-forty promoted) and the wife is a directly recruited Class II / Group 'B' officer and the wife dies; or suffers permanent incapacitation; and
- (j) Parents, of whom wife is a Class I / Group 'A' officer (direct recruit or pre-forty promoted) and the husband is a directly recruited Class II / Group 'B' officer and the husband dies or suffers permanent incapacitation.

**Candidate shall not be treated to be falling in creamy layer. If,**

2. The Schedule further provides that sons and daughters of:-
  - (i) Parents either of whom or both of whom are directly recruited Class I / Group 'A' officer(s) and such parent(s) dies/die or suffers / suffer permanent incapacitation;
  - (ii) Parents both of whom are directly recruited Class II / Group 'B' officers and one of them dies or suffers permanent incapacitation;
  - (iii) Parents both of whom are directly recruited Class II / Group 'B' officers and both of them die or suffer permanent incapacitation, even though either of them has had the benefit of employment in any International Organization like UN, IMF, World Bank, etc., for a period of not less than 5 years before their death or permanent incapacitation.
3. The criteria prescribed for determining creamy layer status of sons and daughters of persons in Government service *mutatis mutandis* applies to the sons and daughters of persons holding equivalent or comparable posts in PSUs, Banks, Insurance Organizations, Universities, etc., and also holding equivalent or comparable posts and positions under private employment. The creamy layer status of the sons and daughters of employees of organizations where evaluation of the posts on equivalent or comparable basis has not been made is determined on the basis of 'Income / Wealth Test' given in the schedule. The Income / Wealth Test prescribes that the sons and daughters of persons having gross annual income of **Rs. 2.5 lakhs#** or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three consecutive years would be treated to fall in creamy layer. An explanation is given below the Income / Wealth Test which provides that 'income from salaries or agricultural land shall not be clubbed. (**# Revised to Rs.4.5 lakh**) (**# Re-revised to Rs 6 Lakh**).
4. Following questions have been raised from time to time about the application of the above provisions to determine creamy layer:-
  - (i) Will the sons and daughters of parents either of whom or both of whom are directly recruited Class I / Group 'A' officer(s) and such parent(s) dies / die or suffers / suffer permanent incapacitation after retirement be treated to be excluded from the creamy layer?
  - (ii) Will the sons and daughters of parents, both of whom are directly recruited Class II / Group 'B' officers and one of them dies or suffer permanent incapacitation after retirement be treated to be excluded from the creamy layer?

- (iii) Will the sons and daughters of parents, both of whom are directly recruited Class II / Group 'B' officers and both of them die or suffer permanent incapacitation after retirement even though either of them has had got the benefit of employment in any International Organization like UN, IMF, World Bank, etc., for a period of not less than 5 years before their death or permanent incapacitation be treated to be excluded from the purview of creamy layer?
- (iv) Will the sons and daughters of parent(s) who retire from the service on the basis of which their sons and daughters fall in creamy layer, continue to fall in creamy layer after retirement of the parent(s)?
- (v) Will the sons and daughters of parents of whom husband is directly recruited Class III / Group 'C' or Class IV / Group 'D' employee and he gets into Class I / Group 'A' at the age of 40 or earlier be treated to be falling in creamy layer?
- (vi) Will a candidate who himself is a directly recruited Class I / Group 'A' officer or a directly recruited Class II / Group 'B' officer who got into Class I / Group 'A' at the age of 40 or earlier be treated to be falling in creamy layer on the basis of his service status?
- (vii) Will a candidate who has gross annual income of Rs. 2.5 lakh# or above or possesses wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three consecutive years be treated to fall in creamy layer? (# Revised to Rs.4.5 lakh) (# Re-revised to Rs 6 Lakh).
- (viii) The instructions provide that a lady belonging to OBC category who has got married to a directly recruited Class I / Group 'A' officer shall not be treated as falling in creamy layer on the basis of her marriage. Will a man belonging to OBC category who is married to a directly recruited Class I / Group 'A' officer be treated as falling in creamy layer on the basis of his marriage?
- (ix) How will the Income / Wealth Test apply in case of sons and daughters of parent(s) employed in PSUs, etc., in which equivalence or comparability of posts has not been established *vis-a-vis* posts in the Government?
- (x) What is the scope of the explanation, 'Income from salaries or agricultural land shall not be clubbed', given below the Income / Wealth Test?

5. It is clarified in regard to Clauses (i), (ii) and (iii) of Para. 4 that the sons and daughters of:-

- (i) *Parents either of whom or both of whom are directly recruited Class I / Group 'A' officers and such parent(s) dies / die or suffers / suffer permanent incapacitation while in service;*
- (ii) *Parents both of whom are directly recruited Class II / Group 'B' officers and one of them dies or suffers permanent incapacitation while in service; and*
- (iii) *Parents both of whom are directly recruited Class II / Group 'B' officers and both of them die or suffer permanent incapacitation while in service, even though either of them has had the benefit of employment in any International Organization like UN, IMF, World Bank, etc., for a period of not less than 5 years before their death or permanent incapacitation.*

**are not treated to be falling in creamy layer.**

But if the parent(s) dies / die or suffers / suffer permanent incapacitation in such cases after retirement from service, his / their sons and daughters would be treated to be falling in creamy layer and would not get the benefit of reservation.

- 6. In regard to Clause (iv) of Para. 4, it is clarified that sons and daughters of parents who are included in the creamy layer on the basis of service status of their parents shall continue to be treated in creamy layer even if their parents have retired or have died after retirement.
- 7. In regard to Clause (v) of Para. 4, it is clarified that the sons and daughters of parents of whom only the husband is a directly recruited Class II / Group 'B' officer who gets into Class I / Group 'A' at the age of 40 or earlier are treated to be in creamy layer. If the father is directly recruited Class III / Group 'C' or

Class IV / Group 'D' employee and he gets into Class I / Group 'A' at the age of 40 or earlier, his sons and daughters shall not be treated to be falling in creamy layer.

8. In regard to Clauses (vi), (vii) and (viii) of Para. 4, it is clarified that the creamy layer status of a candidate is determined on the basis of the status of his parents and not on the basis of his own status or income or on the basis of status or income of his / her spouse. Therefore, while determining the creamy layer status of a person, the status or the income of the candidate himself or of his / her spouse shall not be taken into account.
9. In regard to Clause (ix) of Para. 4, it is clarified that the creamy layer status of sons and daughters of persons employed in organizations where equivalence or comparability of posts *vis-a-vis* posts in Government has not been evaluated is determined as follows:-

Income of the parents from the salaries and from the other sources other than salaries and agricultural land is determined separately. If either the income of the parents from the salaries or the income of the parents from other sources other than salaries and agricultural land exceeds the limit of Rs. 2.5 lakhs# per annum for a period of three consecutive years, the sons and daughters of such persons shall be treated to fall in creamy layer. But the sons and daughters of parents whose income from salaries is less than Rs. 2.5 lakhs# per annum and income from other sources is also less than Rs. 2.5 lakhs# per annum will not be treated as falling in creamy layer even if the sum of the income from salaries and the income from the other sources is more than Rs. 2.5 lakhs# per annum for a period of three consecutive years. It may be noted that income from agricultural land is not taken into account while applying the Test. (# Revised to Rs.4.5 lakh) (# re-revised to Rs.6 lakhs from 2013).

10. In regard to Clause (x) of Para. 4, it is clarified that while applying the Income / Wealth Test to determine creamy layer status of any candidate as given in Category-VI of the Schedule to the OM, income from the salaries and income from agricultural land shall not be taken into account. It means that if income from salaries of the parents of any candidate is more than Rs. 2.5 lakhs per annum, income from agricultural land is more than Rs. 2.5 lakhs per annum, but income from other sources is less than Rs. 2.5 lakhs per annum, the candidate shall not be treated to be falling in creamy layer on the basis of Income / Wealth Test, provided his parent(s) do not possess wealth above the exemption limit as prescribed in the Wealth Tax Act for a period of three consecutive years. (# Revised to Rs.4.5 lakh) (# re-revised to Rs.6 lakhs from 2013).

Online Registration No: CSSS-13/.....

**Format of INCOME AFFIDAVIT**

**NON JUDICIAL STAMP PAPER OF Rs. TEN**

SAMPLE FORMAT OF TEXT TO BE WRITTEN/TYPED ON A AFFIDAVIT  
DULY SWORN IN BEFORE NOTARY/FIRST CLASS MAGISTRATE/REVENUE OFFICER  
( TO BE FILLED AND SIGNED BY PARENT )

I, \_\_\_\_\_(Name of Parent) son/daughter of Shri/Smt  
\_\_\_\_\_ presently residing at \_\_\_\_\_ solemnly affirm and say as  
follows:-

That my annual income(including income of the spouse) from all sources(including salary, business, rent, commission, Pension, income from land etc.) in the preceding year ending the 31<sup>st</sup> March, 2013 is Rs. \_\_\_\_\_ and I do not belong to the creamy layer as stipulated in the Govt of India DOPT Circular No. 36033/5/2004- Estt(Res) dated 14.10.2004 as amended from time to time..

That the statements made in the foregoing paragraphs are true to my knowledge. I make myself personally responsible for the accuracy of the facts and figures furnished.

That I further undertake that in the event of the particulars given in this declaration being found false, I shall refund to the President of India DOUBLE the amount of the scholarship to the said scholar (s) and the Government's decision on whether the declaration of particulars is false shall be final and binding on me.

Signature of Parent\*  
Name in full

To be signed in the presence of Notary Public or a Magistrate/Ist Class Magistrate Executive/ Revenue Officer/ who would also affix his signature and seal.

\* To be signed by both parents if they are working/earning/ businessmen/tax assessee.

**JOINING REPORT**

This is to certify that \_\_\_\_\_ S/O, D/O, W/O \_\_\_\_\_ who has passed the Senior School Certificate Examination held in March/April 2013 conducted by the Central Board of Secondary Education, Delhi has been enrolled in \_\_\_\_\_ Institution for the course \_\_\_\_\_course **duration** \_\_\_\_\_ Years and has started attending the First Year class with effect from \_\_\_\_\_, 2013.

The course being done by him/her is a full time regular course and approved by the \_\_\_\_\_ and our college is affiliated to \_\_\_\_\_ University.

Signature with Stamp of Head of the Institution \_\_\_\_\_  
Name & Designation \_\_\_\_\_  
Tel. & Mobile No. \_\_\_\_\_  
Email ID \_\_\_\_\_

Place: \_\_\_\_\_  
Date: \_\_\_\_\_