



**ASSAM UNIVERSITY, SILCHAR**  
(A Central University)

**NOTICE**

It is for information of all concerned that the students of this university who have applied or will apply for scholarship under any scheme through National Scholarship Portal (NSP) in the session 2024-25 are required to follow the below mentioned guidelines for smooth and efficient verification of online scholarship applications at the institute level.

1. The students who will apply online for any scheme under NSP should study the guidelines of the scheme carefully to know their respective eligibility for scholarship before submitting applications.
2. Those who are going to apply for any scheme must submit the hard copy with supporting documents duly verified by the concerned academic department within three working days from the date of submission of online applications or at least one week before the last date of verification at institute level whichever is earlier.
3. Those who have already applied online ( both Fresh and renewal) and not yet submitted hard copy along with supporting documents should submit the same to Research & Fellowship Cell at the earliest.
4. A Bonafide Student Certificate in the prescribed form (annexure-A) will be issued by Head of the concerned department with signature, date and office seal.
5. The Joining Cum Verification Certificate wherever required will be issued from Research & Fellowship Cell with sign and seal of Nodal Officer, AUS and Head of Institution.
6. The Bonafide student Certificate and Joining Cum Verification Certificate must be submitted in original with hard copy of application along with other supporting documents.
7. The mark sheet of Final Degree or PG/UG semesters /HS /HSLC Examination wherever required must be uploaded as scanned copy from the **original mark sheet**.
8. Affidavit by parents or student wherever required must be submitted in stamp paper and to be uploaded in full (all pages).
9. The candidates are required to upload valid Annual Family Income Certificate wherever required and is to be collected from concerned issuing authority. Moreover, the amount mentioned in the online the application form must be the same as that mentioned in Annual Family Income Certificate.
10. The candidate must select correct course from the drop down menu. In the event of any correct course is not available, he/ she may contact Nodal Officer, AUS. The present year must be the year of study of 2024-25 session.

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A handwritten signature in blue ink, appearing to be 'K. O. A.', located at the bottom right of the page.

11. The uploading of required documents must be done clearly and properly. Scanned copy is to be uploaded wherever required.
12. The percent of marks of previous exam is to be mentioned correctly in the form as per mark sheet and entry of lump sum marks will not be accepted.
13. The applications which are defected for various reasons must be resubmitted in the portal after correction. Before resubmission one should ensure that correction(s) have been made duly and documents are uploaded properly. Any negligence in this regard will be taken seriously and such application may be rejected at the institute level verification.
14. The students who have submitted hardcopy of applications along with duly verified supporting documents and their applications are pending for verification at institute level must contact the Nodal Officer, AUS at least one week prior to closing date of institute level verification.
15. The applicants from academic departments at Assam University Diphu campus should submit their hard copy of applications with supporting documents at the administrative office at Diphu Campus through respective Heads of the Departments.
16. A checklist of documents is furnished (at annexure-B) herewith for ready reference.



(Dr. P. K Nath)

Registrar

Dt. 24.09.2024

No.AUK-204/45/2024/466-520

Copy to:

1. P.S to V.C for kind information of the Vice Chancellor.
2. PVC , AUDC for information.
3. All Heads of Academic Departments, Assam University, Silchar and Diphu for information and necessary action.
4. DSW, Assam University for information and wide circulation.
5. Director, Computer Centre, AUS with a request to upload the same in the university website
6. Deputy Registrar/ Assistant Registrar (Academic) AUCD for information and necessary action.
7. Notice Board



Deputy Registrar (A,R & S)

## BONAFIDE STUDENT CERTIFICATE

Paste passport  
size recent  
photograph

This is to certify that .....Son/daughter /Ward of  
....., Date of birth ..... is a  
Bonafide student of Assam University, Silchar (U-0050) , P.O. Assam University, Sub Post Office,  
Dargakona, Silchar, Cachar , PIN 788011 Cachar, Assam. He / She has registered on NSP and his  
/ her OTR No./Application ID is .....  
He/ She is bearing Roll No..... and is studying in .....  
..... Year (1<sup>st</sup> /2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup>/5<sup>th</sup>) in the current academic year 2024-25.  
As per records, his /her domicile state is .....

Date .....

Signature of the Head of the Department

(Seal)

## Annexure- B

**The following documents/ supporting documents duly verified by HoD must be submitted for online verification of scholarship application at institute level.**

- (1) Hard copy i.e print copy of the online submitted application duly signed by the applicant and checked and forwarded by the department.
- (2) Valid Annual Family Income Certificate issued by Circle officer/ Tehsildar/ any Revenue Officer in the name of father/ guardian of the applicant.
- (3) Mark sheet of last final Degree/HS examination in case of 1<sup>st</sup> year PG/UG/IG Courses as the case may be and Odd and Even semesters (both) in case of 2<sup>nd</sup> year PG and 2<sup>nd</sup> year/ subsequent year UG/IG Courses.
- (4) Bonafide Student Certificate (original)/ Joining cum Verification certificate (original)
- (5) Admission fee receipt / Annual enrolment fee payment receipt/ Hostel fee receipt (if hosteller).
- (6) Caste / Community Certificate issued by appropriate authority wherever required.
- (7) Community declaration in prescribed form / proper affidavit wherever required.
- (8) Photocopy of bank pass book page of the applicant showing name and account number.
- (9) Aadhar Card copy of the applicant.
- (10) PRC/ domicile Certificate wherever required.
- (11) Identity Card / Service Certificate of the parents wherever required.
- (12) PWD Certificate issued by the competent authority where required.

Any other document required for any specific scholarship scheme.