

SCHEME OF COACHING & ALLIED FOR SCHEDULED TRIBES
(w.e.f. 2015-16 onwards)

I. Objective of the scheme

The scheduled tribes coming from deprived families and disadvantaged environment find it difficult to compete with those coming from a socially and economically advantageous background. To promote a more level playing field, and give ST candidates a better chance to succeed in competitive examinations, the Department of Welfare supports a scheme for coaching and pre examination training for disadvantaged ST candidates in quality coaching institutions to enable them to appear in competitive examinations and succeed in obtaining an appropriate job in the public/private sector.

II. Implementation of the scheme and Courses to be covered

- (i) Registered Private Coaching Institutions/ NGO's running their centre in the State of Jharkhand shall be covered under the scheme.
- (ii) Coaching Institutions/NGO's selected under the scheme have to run the coaching program at Ranchi and Dumka.
- (iii) Financial assistance will be given for only the eligible ST candidates who are resident of Jharkhand and undergo coaching.
- (iv) The courses for which the coaching will be imparted shall be as follows:
 - (a) Civil Services Examination/State Civil Services Examination.
 - (b) Entrance Exams for Medical, Engineering, MBA and other professional courses.
 - (c) Other exams conducted by U.P.S.C. like CDS, NDA, etc./Staff Selection Commission Exams/Subordinate/Lower Subordinate Services Exam, Central Excise, etc.
 - (d) BSRBs/RRBs, General Insurance Corporation, etc.
- (v) For the purpose of implementation, the Department will publish an advertisement in the leading national dailies published in the State and website of Welfare Department to invite applications from the coaching institutions.
- (vi) If any Coaching Institution runs coaching at different centres in different districts/cities of Jharkhand separate proposal (s) shall be submitted for each district/city



- (vii) The proposals will be examined by the Committee as prescribed in para VI
- (viii) The coaching institutions will be selected for the course period only in a financial year. Fresh proposal will be invited for the next financial year.
- (ix) The coaching institutions shall have to submit the proposals within the prescribed financial norms in the prescribed Application Form.
- (x) The total number of students including non ST students shall not exceed 40 per class, admission being based on merit. The total number of ST students admitted shall preferably contain 30% women ST candidates and 5% disabled ST candidates. Maximum ten percent (10 %) of the total students in a batch can be selected from a particular district of Jharkhand.
- (xi) Candidates for free coaching under the scheme will be selected by the department and list of selected candidates will be provided to selected coaching institution for imparting coaching to them.
- (xii) A separate committee for scrutiny of documents and selection of beneficiaries will be formed at department level at the time of beneficiary's selection.
- (xiii) Within one week of start of coaching classes, the institute shall furnish the course-wise names of the candidates with photographs enrolled for coaching along with other details and full address in the prescribed format.

III. Eligibility of the Coaching Institution

- (i) Registered private institutions/NGO's shall be covered under the scheme, for coaching of ST candidates.
- (ii) The institution should have the experience to run coaching for competitive examinations for at least three years. Its past performance vis-à-vis intake and success rates will be taken into consideration in selection.
- (iii) The institution should have not been declared bankrupt at any point of time.
- (iv) The institution should have not been blacklisted by any debarment or body of the Government at any point of time.
- (v) The institution should have the capacity to manage the building/space to run coaching classes from its own resources at Ranchi and Dumka.

IV. Eligibility of the Candidates

1. Any ST candidate having the eligible qualifications for that particular competitive exam can apply to the Department of Welfare when such application invited by the Department
2. Candidates can avail coaching once only under the scheme for a particular competitive exam and a maximum of two coaching courses in all. The candidate will have to furnish an undertaking that he is not availing/has not availed more than one such coaching with the assistance of this Department in any institution earlier.

V. Income criteria

The income ceiling of candidate (income of self and/or income of parents, if dependent on them) under the scheme will be Rs.2.50 lakh per annum.

VI Selection of proposals

1. The coaching institutions to be declared eligible under this scheme will be selected by a Committee of this Department.
2. The constitution of the Committee for selection of proposals will be as follows:

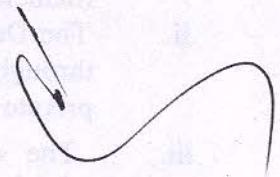
(i) Secretary, Dept. of Welfare	Chairperson
(ii) Spl. Secy./Addl. Secy./Jt. Secy., Welfare Dept.	Member
(iii) Tribal Welfare Commissioner	Member
(iv) Director/Dy. Secy., Dept. of Education	Member

Chairperson may co-opt any other professional as Member(s) if required.

3. The Selection Committee may devise its own criteria for selection of suitable coaching institutions.

VII Funding pattern and release of grants

1. Funding shall be on contractual payment basis according to the course.
2. The grants will be provided on per student cost basis.
3. Private institutions/NGO's will be given 100% grant.
4. There shall be no committed liability of the State Government.
5. The funding includes the coaching fees (including the charges of faculty), stipend to candidates, assistance for boarding/lodging to outstation students etc.



6.(a) The financial assistance in respect of various courses would be as follows:

S. No.	Name of Competitive Exams	Period of Coaching	Coaching fees to Institution per candidate (in Rs.)
1	Civil Services/ State Civil Services (Prelims)	5 months	22000
2	Civil Services/ State Civil Services (Mains)	4 Months	15000
3	Entrance Exams for Medical, Engg., MBA and other professional courses	6 months	15000
4	Other exams conducted by U.P.S.C. like CDS, NDA, etc./Staff Selection Commission Exam/ Jharkhand Staff Selection Commission Exam etc.	3 months	10000
5	BSRBs/RRBs, GIC, etc.	3 months	10000

- (b) The students will be given stipend of Rs.1000/- fixed per month for the entire period of coaching as mentioned above.
- (c) The financial assistance shall also be provided for boarding and lodging to the outstation students @ Rs.2000/- per month per student. The concerned coaching institute shall make arrangements for outstation students and shall certify that the candidate is an outstation student.

7. Under the scheme, grants shall be sanctioned in favour of coaching institutions run by private institutions/NGO's within the prescribed financial norms and subject to fulfillment of terms & conditions as stipulated by this Department and revised from time to time. Further, while sanctioning the project and releasing the grant, following norms shall be followed by the Department.

- i. The extent of financial assistance for a particular course shall be limited to the financial norms prescribed under the scheme and revised from time to time.
- ii. The Department will issue the sanction order and the funds will be released through Demand draft/Banker's cheque payable to the bank account of private institutions/NGO's
- iii. The organization receiving grants from the Department shall regularly submit quarterly progress reports in the prescribed format to Tribal Welfare Commissioner and Dept. of Welfare.

VIII. Procedure for submitting the Application

- a) The organization shall submit the application in the prescribed format (attached as Form-I) as per the procedure and guidelines prescribed under the scheme by this Department.
- b) The application shall be submitted by the institution directly to the Department of Welfare as soon as the advertisement is published by the Department in the national dailies.
- c) After receiving the applications, the Department may take the view of the respective Deputy Commissioner on the standing/reputation of the coaching institutions.
- d) The applications will be examined by a Committee as mentioned in para VI above, of the Department on merit and the institution selected will be given opportunity to run their coaching institution for a period of one financial year or course period whichever is earlier with smooth funding.
- e) Once a proposal is rejected by the Committee, no further correspondence will be entertained by the Department in that regard.
- f) While submitting the application, the organization shall ensure inclusion of the following documents along with:
 - i. Application Form
 - ii. Budget estimates
 - iii. Audited accounts for last three years
 - iv. Results of last three years (with grading) vis-à-vis intake
 - v. Details of Faculty and their academic/professional qualification
 - vi. Details of ST Beneficiaries
 - vii. Confirmation by concerned Deputy Commissioner regarding genuineness of institution (as per Annexure III of the application form)
 - viii. Registration Certificate
 - ix. List of Management Committee
 - x. Surety Bond signed by the full Executive Committee (in the prescribed format)
 - xi. Acceptance of Terms & Conditions (as in Appendix)
 - xii. The undertaking by the institution to the effect that the institute has not received grant for the same purpose from any other Department/Department of the Central or State Government.
- g) After completion of the course the coaching institution will be required to submit the results in the prescribed format (attached as Form-II) of the ST candidates given coaching under the scheme.



- h) Coaching Institution have to provide details about whether the institution has its own building and sufficient space to organize coaching for the number of ST students proposed for quality coaching and other infrastructure available for quality coaching like audio-visual facility, library etc.

IX Terms and Conditions

As stipulated in Appendix of these guidelines.

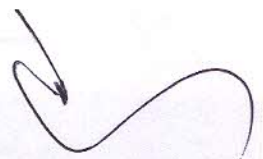
X. Monitoring and Review of Performance

- (i) Tribal Welfare Commissioner shall monitor the running of coaching institutions and submit a report to the Department in the prescribed format.
- (ii) The coaching institutions will have to submit the course-wise list containing names of ST candidates within 15 days of the start of the course and at the end of the course they will have to submit the results declared till then for each exam along with roll number and admit card of these candidates.
- (iv) The coaching institutions shall endeavour to achieve at least 10% success rate for scheduled tribe students for each exam.
- (v) Department reserves the right to discontinue funding under the scheme at any point of time if the performance of the coaching institute is found to be unsatisfactory.

TERMS AND CONDITIONS
UNDER THE
SCHEME OF COACHING & ALLIED FOR SCHEDULED TRIBES

Following terms and conditions shall be furnished by the Coaching Institutions while submitting the application:

1. That the organization which intends to receive the Grant-in-aid under the Scheme, will fulfill the requirements as prescribed under the scheme.
2. The grants can not be claimed as a matter of right, it depends on sole discretion of Government of Jharkhand depending on the merit of the proposal and reputation of the coaching institution.
3. The organization will confirm in writing to the effect at the beginning of the coaching programme that the conditions contained in this document and that revised from time to time for the implementation of this scheme are acceptable to it.
4. The organization will also execute a Bond on Non-Judicial Stamp Paper of Rs.10 in favour of the Governor of Jharkhand to the effect that it will abide by terms and conditions attached to the grant and that revised from time to time and that in case of its failure to abide by the same, it will refund to the Government the total Grant-in-aid sanctioned to it for the purpose with interest accrued thereon and shall be liable for criminal action as per law.
5. The stipend and support for boarding/lodging to students as provided under the scheme shall be disbursed monthly by the Institute through a/c payee cheques.
6. The eligibility conditions for candidates shall be as given in paras IV and V of the Scheme.
7. The institute shall claim grant in respect of ST candidates only. In case it has coaching facilities for other categories also, grant-in-aid will be given only in respect of ST students under this scheme.
8. The institute shall allow the authorized representatives of the State Government to inspect actual working of the scheme.
9. The institute shall maintain 'Card System' giving full Bio-data along with a photograph of each admitted candidate on a card with a view to maintain the record and follow up of the coached candidates.
10. The institute shall accept ST certificates in prescribed proforma duly issued by the Competent Authority like Collector/Deputy Collector/Tehsildar etc of State Government



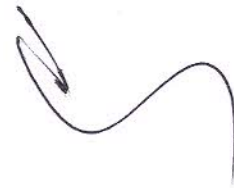
11. The grantee institution shall disburse stipends to candidates on monthly basis for the period from the date of actual admission of a candidate up to the last date of his attending the course. Such stipends shall not be disbursed to these candidates who are in receipt of stipend/scholarship under any other scheme of the organization/Government.
12. The grantee institution shall not utilize the grant for any partisan, political or anti-government propaganda.
13. The institute shall obtain an undertaking from each of the admitted candidate that once he is admitted for the course he will not leave the course in between without assigning proper justification to the satisfaction of the Department of Tribal Affairs otherwise, he is liable to refund back to the Government of Jharkhand all the expenses incurred on his coaching.
14. The institute shall also obtain an undertaking from the candidate that he is not receiving/has not received any such coaching under any scheme of Government of Jharkhand/Government of India.
15. After the close of financial year, the institute shall submit the results declared till then for each exam along with roll numbers and admit cards of coached ST candidates, the utilization certificate as per General Financial Rules and audited accounts of expenditure.
16. The organization shall maintain a separate account in a nationalized/scheduled Bank in respect of this grant. All receipts and payments involving Rs.10,000/- and above of the grantee institution must be through cheques only. The grantee institutions are required to submit, a copy of the bank pass book indicating all transactions made in connection with the running of the sanctioned project after completion of the course. The accounts will remain open for inspection of by representatives/officers from the office of Comptroller and Auditor General of India or Government of Jharkhand at any time. The organization shall have the accounts of the grant- in-aid audited either by Govt. Auditor or Chartered Accountant and supply a copy of the following audited accounts, together with Utilization Certificate, to the Tribal Welfare Commissioner and Department of Welfare, G.O.J.
 - a. the receipt and payment account of grant-in-aid in question for the year;
 - b. the income and expenditure accounts of grant-in-aid in question for the year;
 - c. the balance sheet, indicating assets and liabilities from grant-in-aid in question;
 - d. the utilization certificate in prescribed format as per General Financial Rules along with the item-wise break-up;
 - e. the audited accounts of the organization as a whole for the year.

17. The facilities to be extended with the help of the Grant-in-aid will be available for the welfare of all STs irrespective of creed, religion, colour, etc.
18. The organization will not obtain grant for the same purpose/project from any other source, including the Government sources.
19. The organization will not divert Grant-in-aid or entrust the execution of the project for which Grant-in-aid is sanctioned, to another organization or institution.
20. If the Government is not satisfied with the progress of the coaching or considers that the guidelines of the scheme, terms & conditions of the sanction etc., are being violated, it reserves the right to terminate the Grant-in-aid with immediate effect and take such actions as it deems fit with or without prior notice.
21. The organization shall appropriately display the boards that should be erected at the coaching site indicating that the institution is running under the aegis of 'Department Of Welfare, Government of Jharkhand.
22. The organization shall not charge any fees from the beneficiaries.
23. In the event of a Court case, the organization shall not be entitled to any grant-in-aid till the matter is pending in the Court of Law.
24. For all disputes involving Department Of Welfare with regard to release of any grants, the jurisdiction of the Courts will be Ranchi.
25. The organization shall abide by all the aforesaid terms & conditions, guidelines of the scheme, provisions of GFRs, and any subsequent revision/changes therein.

Date
Place

Signature of President/Secretary
Full Name
Designation
Official Seal

Note : Organization should ensure signature on all the pages of terms and conditions.



(W.E.F. 2015-16 ONWARDS)

DEPARTMENT OF WELFARE
GOVERNMENT OF JHARKHAND

APPLICATION FORM
For
Proposals for financial assistance under
the
Scheme of Coaching & Allied for Scheduled Tribes.

- Note: 1. It is mandatory for the applicant to fill all the columns. Incomplete application forms will be summarily rejected without any notice. A soft copy in a virus free, fresh floppy/CD to be also submitted.
2. Unsigned application form will be summarily rejected without any notice.
3. The application form and all annexures should be properly indexed by putting a page no. and index should be placed on the top of the application form

I Details of institution run by Private institution/NGO's

S.No.	Particulars	To be filled by Institution
1	Name of the Institution	
2	(a) Name of Head/Chairperson/President (b) Name of Secretary	
3	Full address of the coaching institution/centre with PIN code	
4	Latest landline telephone no. with STD code	
5	Mobile no. of Chairperson/President and Secretary	
6	E-mail address of the coaching institution	
7	Name of Act under which registered	
8	Details of registration and date of expiry (attested photocopy of registration to be enclosed)	Registration No.: Date of registration: Date of expiry:
9	Details of Management Committee/Governing Body (if applicable)	As per Annexure-I

II Suitability of coaching institution

S.No.	Particulars	To be filled by Institution
1	Experience of the coaching institution in the relevant field (should not be less than 3 years) Years
2	Whether the institution has its own building and sufficient space to organize coaching for the number of ST students proposed for quality coaching	
3	Other infrastructure available for quality coaching like audio-visual facility, library etc.	
4	Whether the institution has been declared bankrupt at any point of time	Yes/No
5	If yes, reasons thereof	
6	Whether the institution has been blacklisted by any institution of the Government at any point of time, if so the details thereof	

III. Details of Courses run by the Institution and Track Record

S. No.	Name of the Courses run by the Institution	Year of commencement of the Course	Total No. of students coached so far	No. of successful students		Percentage of successful ST students
				STs	Others (Gen., SCs, OBCs etc.)	
1	2	3	4	5	6	7

IV Details of the proposal

S. No.	Name (s) /Address (es) of the Coaching Institution	Name of courses for which the coaching is being proposed	Duration of the courses (in months) As per prescribed norms	Total number of ST candidates proposed in each course**		
				Male	Female	Total
1	2	3	4	5	6	7

**List of beneficiaries to be enclosed as per Annexure-II.

V. Details of Faculty

S. No.	Name of Faculty to be hired for coaching	Qualification of the Faculty	Experience of the Faculty in Coaching for competitive Exams.	Any other credentials

VI. Bank details of the Organization.

S. No.	Particulars	To be filled by Coaching Institution
1	Details of bank account: Name and full address of the Bank where the Institution desires to receive the financial assistance from Department Of Welfare.	
2	MICR code of the branch of the Bank	
3	Nature of account (current/saving) and correct account no.	
4	Names of authorized signatories operating the bank account (please enclose certificate for specimen signatures as per Annexure-V)	

VII Details of Annexure (to be enclosed as per Checklist prescribed in the guideline)

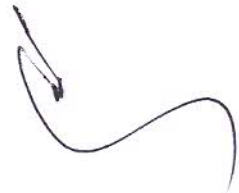
- 1.
- 2.
- 3.
- 4.

Declaration

I hereby solemnly affirm that the information given above is true to the best of my knowledge.

Date
Place

Signature of the Head/Chairperson/President/Secretary
Name of the Signing Authority
Official Stamp of the Organization



Composition of Managing Committee/Governing Body

1. Name and Postal Address of the Institution/Coaching Centre:

2. Details of Managing Committee/Governing Body

S. No.	Name of the Members	Sex (M/F)	Father's Name	Spouse's Name	Complete Residential Address	Whether SC/ST/OBC/GEN	Self Occupation	Occupation of the Spouse	Position held in the Managing Committee/Governing Body
1	2	3	4	5	6	7	8	9	10

3. Declaration:

1. Certificate that the composition of the above Managing Committee/Governing Body is in accordance with the approved Bye laws and Memorandum of Association of the Organization.
2. Certificate that the above Managing Committee was elected by the General Body in its meeting held on _____. The life of the Committee is from _____ to _____.
3. Certificate that the instant proposal has the consent of all the aforesaid members including the members belonging to Scheduled Tribes.

Place:

Date:

Signature of Head/Chairperson/President/Secretary
 Full Name of the signatory
 Designation
 Seal of the Organization

LIST OF BENEFICIARIES UNDER THE SCHEME OF COACHING &
ALLIED FOR SCHEDULED TRIBES

1. Name of the Coaching Institution/Centre with Address:

2. Financial Year:

3. Total No. of ST students proposed for coaching:

4. Course-wise details of ST students:

S. No.	Name of Course	Name of ST Students	Sex (M/F)	Father's name	Address with name of State	Qualification	Stamp-size Photo-graph of the student
1	2	3	4	5	6	7	8

Date
Place

Signature of the Chairperson/President/Secretary
Name of the Signing Authority
Official Stamp of the Organization



Annexure-III

CONFIRMATION REGARDING GENUINENESS OF THE COACHING INSTITUTION BY THE DEPUTY COMMISSIONER OF THE CONCERNED DISTRICT

1. The Coaching Institution viz. _____, located at _____ (full address with PIN), who has applied for grant to the Department Of Welfare, Govt. Of Jharkhand under the scheme of Coaching & Allied for STs for the financial year _____ is the genuine one and has experience of years in imparting coaching for competitive examinations. The particulars of the Coaching Institution are as follows:

S. No.	Particulars	To be filled by the Institution
1	Registration No. and date	
2	Name of Chairperson/President/Secretary	
3	Number of years since when Institution is functioning	
4	Infrastructure available for running coaching successfully like building, teaching aids, library, etc.	

2. It is further stated that the aforesaid coaching institution has earned its reputation in terms of success in competitive exams viz. _____ in the past _____ years.

Date
Place

Signature
Name of the Officer
Official seal

Note: This certificate shall be furnished by Deputy Commissioner of concerned district only.



FORM-II

RESULTS OF ST CANDIDIATES PROVIDED COACHING UNDER THE SCHEME
OF COACHING & ALLIED FOR SCHEDULED TRIBES

1. Name of coaching institution and address:
2. Financial year:
3. Details of results:

S. No.	Name of ST student (as in beneficiaries' list)	Father's Name	Course for which coaching provided (as in beneficiaries list)	Competitive Exam(s) in which appeared during that particular year with Roll Nos.	Result in each exam with supporting documents
1	2	3	4	5	6

Note: The result should accompany the supporting documents.

Date
Place

Signature of the Chairperson/President/Secretary
Name of the Signing Authority
Official Stamp of the Organization

