

**GUIDELINES OF SCHOLARSHIP SCHEME FOR  
ENCOURAGING MERITORIOUS STUDENTS TO  
PURSUE POST GRADUATE STUDIES IN SCIENCE,  
MATHEMATICS & BIOTECHNOLOGY**

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**Effective from: 2025-26**



**State Council on Science & Technology  
Science and Technology Department  
Government of Odisha  
Bhubaneswar-751001**

**GUIDELINES OF SCHOLARSHIP SCHEME FOR ENCOURAGING MERITORIOUS STUDENTS TO PURSUE POST GRADUATE STUDIES IN SCIENCE, MATHEMATICS & BIOTECHNOLOGY**

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**1. Title of the Programme:**

Post Graduate Scholarship Scheme in Science, Mathematics and Biotechnology.

**2. Objective:**

To promote and encourage meritorious students to pursue Post Graduate studies in Physical Science, Chemical Science, Mathematical Science, Earth & Geological Science, Computer Science, Biological Science including Biotechnology.

**3. Eligibility:**

- (i) Applicant for the Scholarship shall be a permanent resident or domicile of Odisha.
- (ii) A student who has passed the regular full time **Bachelor's Degree Examination with first class Honours or its equivalent from an University/College/Institute recognized by Government**, in any branch of Physical Science, Chemical Science, Mathematical Science, Earth & Geological Science, Computer Science, and Biological Science including Biotechnology is eligible to apply for the Scholarship.
- (iii) The applicant must have been admitted to **two year full time/regular mode** of Post-Graduation studies in any branch of Physical Science, Chemical Science, Mathematical Science, Earth & Geological Science, Computer Science, and Biological Science including Biotechnology in any University/College/Institution recognized by Government of Odisha/Government of India.
- (iv) The Scholarship shall not be admissible for a student who is in receipt of any other financial assistance from any other source given by Government.
- (v) Applicants admitted to self-financing Post Graduate courses in any of the Government recognized, colleges/institutions/universities in the state will be allowed to avail the P. G. Scholarship subject to the condition that, **parent's income from all sources not exceeding Rs. 6.00 lakh per annum.**

**4. Number of Scholarships:**

Total number of Scholarship: 232 (Two hundred thirty two).

**Subject wise break up as follows:**

- a) Physical Sciences- 32
- b) Chemical Sciences- 32
- c) Biological Sciences- 64
- d) Mathematical Sciences- 32
- e) Earth & Geological Sciences- 20
- f) Computer Science- 20
- g) Biotechnology/Bio-informatics- 32

**5. Amount and Tenure of Scholarship:**

Rupees 2000/- (Two thousand) per month for a period of two years or till completion of Post Graduate studies, whichever is earlier.

**6. How to apply:**

- i. There shall be an open advertisement in print media and website of the Institute of Mathematics and Applications (IMA), S&T Department and Government of Odisha portal.
- ii. Candidates are required to apply in the prescribed application form (**Appendix-I**) to the Director, Institute of Mathematics and Applications (IMA), Andharua, Bhubaneswar for appearing the written test.
- iii. **Documents to be attached with the application form(Appendix-I):**
  1. Two passport size self-attested photographs.
  2. Valid Permanent Residential Certificate/Valid Domicile Certificate from the competent authority.
  3. Two self addressed envelopes of size 4 inches × 10 inches.
  4. Self-attested copy of HSC or equivalent Certificate as an evidence of date of Birth.
  5. Self-attested copy of pass certificate and mark sheet of Bachelor's Degree or equivalent.
  6. Certificate from the Head of the Institution showing **bonafide of studentship** in Post Graduate studies.

**7. Selection Procedure:**

- (i) For selection, there shall be a written test comprising of (a) Subjects (60%) from Physical Science, Chemical Science, Mathematical Science, Earth & Geological Science, Computer Science, Biological Science including Biotechnology (b) English comprehension skill (20%) and Reasoning/Analytical Aptitude (20%).
- (ii) The written test shall be of 2 hours duration. There shall be total 60 questions comprising of 36 from subjects, 12 from English Comprehension skill and 12 from reasoning / analytical aptitudes. Each question shall carry 4 (four) marks.
- (iii) The Director, Institute of Mathematics and Applications, Bhubaneswar will be the Nodal Officer to fix the date, time and venue of the written test and its mode either online or offline.
- (iv) The criterion for awarding this scholarship shall be strictly on the merit assessed through the written test.
- (v) The candidates who secure less than 50% of marks in the written test will not be eligible to be considered for inclusion of their name in the merit list.

**8. Admissibility of Scholarship:**

- (i) The selected candidate shall have to avail the scholarship only if he/she pursues Postgraduate course in any Government University/College/Institution including Government aided and Autonomous College.
- (ii) This scholarship will be the single scholarship he/she can avail during the postgraduate course. Scholarships not admissible for a candidate who is in receipt of any other financial assistance from any other source.

**9. How to apply for availing Scholarship:**

- (i) The Director, Institute of Mathematics and Applications, Bhubaneswar will notify the selected list of candidates in the website of IMA. The notification shall also be sent to the email id of the candidate and head of the concern institution.
- (ii) The selected candidates are required to apply in the prescribed form **(Appendix-II) to avail the scholarship.**
- (iii) Appendix-II completed in all respect should reach the Director, Institute of Mathematics and Applications, Andharua, Bhubaneswar-751029 by Registered Post/Speed Post.
- (iv) **Documents to be attached with the application for availing the scholarship (Appendix-II):**
  - a. Permanent Residential Certificate/Domicile Certificate from the competent authority in Original.
  - b. Self attested copy of first and updated last page of the bank account or signed cancelled cheque.
  - c. Valid Income Certificate of parents, in case of the candidate pursue Post Graduation under Self-Financing Mode in any of the Government recognized, colleges/institutions/universities in the state.

**10. Payment of Scholarship:**

- (i) The Scholarship amount will be credited in two installments i.e first installment after successful completion of first year examinations and second installment after successful completion of final year examinations.
- (ii) The amount of scholarship will be remitted electronically directly to the saving bank account of the selected student by the Director, Institute of Mathematics and Applications, Andharua, Bhubaneswar under intimation to the head of the institution. The Director, IMA would ensure the studentship of the beneficiary (The application for scholarship in **Appendix-III** should be duly countersigned by the Head of the institute with seal along with the cover letter addressed to IMA) before disbursal of the scholarship amount electronically to his/her bank account.
- (iii) **Head of the Institution shall attest the copy of the parent's income (from all sources) certificate of the student who is pursuing self-financing Post Graduate courses in any of the Government recognized colleges/institutions/universities in the State and enclose the same.**
- (iv) The Scholarship is not payable for the month in which the course of study has not been commenced on or before the 15<sup>th</sup> of the month. Also it is not payable for the month in which the final examination is terminated on or before 15<sup>th</sup> of the month.
- (v) The 1<sup>st</sup> installment of scholarship is not payable to the candidates who have any back paper in 1<sup>st</sup> Year examinations. Disbursement of 2<sup>nd</sup> installment of scholarship to the candidates will be stopped who have any back paper in 2<sup>nd</sup> Year examinations. The continuity of the scholarship for the 2<sup>nd</sup> year will be decided on the basis of Annual Progress Report **(Appendix-III)** received from the Head of the Institute.
- (vi) The tenure of the scholarship shall be bound by the professed academic tenure and not for extended duration, under whatsoever circumstances may be.

**11. Cancellation/Withholding of Scholarship:**

- (i) The scholarship shall be cancelled if a candidate is furnishing incorrect information or suppressing materials. In such cases, other disciplinary action will be initiated against the candidate as deemed fit to recover the scholarship amount.
- (ii) The scholarship shall be cancelled if the conduct of the student is unsatisfactory while pursuing Postgraduate study.
- (iii) Scholarship will automatically be cancelled if a candidate changes courses of studies for which he/she is in receipt of scholarship under this scheme.

**12. Refund of Scholarship:**

A candidate may require to refund to the Government all the money received on account of Scholarship under these scheme if he/she discontinues his/her studies without valid reasons during the course of study/changes his course in the mid-stream.

**13. Leave of Absence:**

- (i) For continuous absence of a period not exceeding three months, the scholarship money may be paid in full on medical ground supported by medical certificate issued by a Government medical officer not below the rank of Chief Medical Officer (CDMO) and with recommendation of the Head of the Institution. The period of leave availed of on any other ground will not qualify for award of Scholarship.
- (ii) The period of absence exceeding three months on medical ground shall be decided by the Government in Science & Technology Department for award of scholarship.

**14. Progress Report:**

- (i) The Head of the Institution shall forward an Annual Progress Report in the form given in the **Appendix-III** separately in respect of every student to the Director, Institute of Mathematics and Applications, Andharua, Bhubaneswar - 751029 for continuance of scholarship in the final year.
- (ii) If the progress of a student is not satisfactory, it shall be the responsibility of the Head of the institution where the student is studying to issue monthly warning to the effect that unless the student improves, scholarship is likely to be cancelled.  
In case the Head of the institution is not satisfied with the progress of a student in spite of the warning, the scholarship should not be paid to him/her and the matter should immediately be reported to the Director, Institute of Mathematics and Applications for final decision.

**15. e-Scholarship Certificate:**

An e-Scholarship certificate will be issued by the Director, Institute of Mathematics and Applications subject to fulfillment of the following conditions;

- a) *Candidate must have completed the P. G. course for which scholarship is awarded.*
- b) *Candidate must have been awarded both the installments successfully.*

**16. General Conditions:**

- (i) The amount for the scheme shall be sanctioned as a special grant to IMA out of the budget provision under the State Plan for State Council on Science & Technology each year. The Director, Institute of Mathematics and Applications shall maintain a separate account for the scholarship grant and open a separate bank account for the purpose only.

- (ii) The Director, IMA will maintain record of disbursement as supporting document for the purpose of audit and submission of UC to Government.
- (iii) At the end of the financial year, the Director, Institute of Mathematics and Applications shall submit the Utilization Certificate to the Secretary, State Council on Science & Technology, Department of Science & Technology, Government of Odisha.
- (iv) The scheme is subject to internal audit of the Administrative Department, Local Fund Audit and Accountant General, Odisha.
- (v) The required contingent expenditure for the scheme shall be met by the Director, Institute of Mathematics and Applications, Andharua, Bhubaneswar.
- (vi) The Science & Technology Department may at its discretion increase the amount and number of scholarships.
- (vii) The Science & Technology Department, Government of Odisha reserves the right to amend the provisions in the guidelines.

**Note:**

While sending the applications such as Appendix-I, Appendix-II and Appendix-III along with other documents, the envelope must be superscribed with "**Application for P. G. Meritorious Scholarship**".

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**APPLICATION FORM FOR APPEARING THE WRITTEN TEST**

1. Name of the student (in block letter): \_\_\_\_\_

2. Father's / Guardian's Name: \_\_\_\_\_

3. (a) Permanent address: \_\_\_\_\_

District: \_\_\_\_\_ Postal Pin: \_\_\_\_\_

(b) Present address for correspondence: \_\_\_\_\_

District: \_\_\_\_\_ Postal Pin: \_\_\_\_\_

Valid Contact no. of the Candidate : \_\_\_\_\_

Valid E-mail Id of the Candidate : \_\_\_\_\_

4. Sex (Male/Female): \_\_\_\_\_

5. Date of Birth(as recoded in HSC examination): \_\_\_\_/\_\_\_\_/\_\_\_\_(DD/MM/YYYY)

6. Nationality: \_\_\_\_\_

7. Aadhaar No. of the Student: \_\_\_\_\_

8. Whether permanent residence/ Domicile of Odisha (Original document of proof to be attached): \_\_\_\_\_

9. Category (General /SC/ST/OBC/SEBC): \_\_\_\_\_

10. Date of admission into 1<sup>st</sup> year of P.G. Course: \_\_\_\_/\_\_\_\_/\_\_\_\_(DD/MM/YYYY)

11. Subject in which the candidate is pursuing Post-Graduation: \_\_\_\_\_

12. Academic Record:

Name of the Examination.	Name of the Institution	Year of passing/ appearing	% of marks secured	Division	Honours/Distinction obtained
(1)	(2)	(3)	(4)	(5)	(6)
Bachelor's Degree					

**UNDERTAKING**

1. Certified that I have read and understood the guidelines of the Scholarship Scheme.
2. Certified that the information furnished above are correct and true to the best of my knowledge and belief.

Place:

Date:

**Signature of the applicant**

Self-attested  
current passport  
size photograph  
to be pasted here.

## **APPLICATION FORM FOR AVAILING SCHOLARSHIP**

### **Appendix-II**

Self-attested  
current passport  
size photograph  
to be pasted here.

1. Name of the student(in block letters): \_\_\_\_\_
2. Father's/Guardian's Name: \_\_\_\_\_
3. (a) Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
District: \_\_\_\_\_ Pin: \_\_\_\_\_
- (b) Present address for correspondence: \_\_\_\_\_  
\_\_\_\_\_  
District: \_\_\_\_\_ Pin: \_\_\_\_\_
- Valid Contact No. of the Student: \_\_\_\_\_
- Valid E-mail Id of the Student: \_\_\_\_\_
4. Sex(Male/Female): \_\_\_\_\_
5. Date of Birth(as recorded in HSC or equivalent examination): \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YYYY)
6. Nationality: \_\_\_\_\_
7. Aadhaar No. of the Student: \_\_\_\_\_
8. Whether permanent resident/domicile of Odisha (Yes/No) ? If Yes, (Original document of proof to be attached): \_\_\_\_\_
9. Academic Record:
- | Name of the Examination. | Name of the Institution. | Year of passing/appearing. | % of marks secured. | Division. | Honours/Distinction obtained. |
|--------------------------|--------------------------|----------------------------|---------------------|-----------|-------------------------------|
| (1)                      | (2)                      | (3)                        | (4)                 | (5)       | (6)                           |
| Bachelor's Degree        |                          |                            |                     |           |                               |
10. Course & Subject at P.G. level in which admitted: \_\_\_\_\_
11. Date of Admission to the Course: \_\_\_\_\_

12. Whether the P. G. Course is under Self-Financing mode (Yes/No): \_\_\_\_\_
13. Bank details (Attach Self attested copy of first and updated last page of the account or signed cancelled cheque):
- a) Name of the Bank: \_\_\_\_\_
  - b) Account holders name: \_\_\_\_\_
  - c) IFSC Code: \_\_\_\_\_
  - d) Account Number: \_\_\_\_\_
14. Name and address of the Government University/College/Institution including Government aided and Autonomous College: \_\_\_\_\_

**UNDERTAKING**

1. Certified that I have read, understood and gone through the details of the Guidelines governing the Scholarship Programme.
2. Certified that I shall refund all the money received as scholarship if I discontinue my postgraduate studies.
3. Certified that I shall not receive/accept any other financial assistance other than this scholarship.
4. Certified that the statements and information made in the application are true to the best of my knowledge and belief.

**Place:**

**Date:**

**Signature of the applicant**

**(To be filled and countersigned by the Head of the Institution)**

Name of the Institution/University/College: \_\_\_\_\_

Address of the Institution/University/College: \_\_\_\_\_

\_\_\_\_\_

Email Id of Institution: \_\_\_\_\_

Contact Number of the Institution: \_\_\_\_\_

**Countersigned**

**Signature of the Head of the Institution with Seal**

**ANNUAL PROGRESS REPORT**  
**(To be submitted at the end of First /Second Year)**

1. Name of the Student : \_\_\_\_\_
2. Courses of Study & Year (1<sup>st</sup>/2<sup>nd</sup>) : \_\_\_\_\_
3. Date of joining the course in the Institution : \_\_\_\_/\_\_\_\_/\_\_\_\_(DD/MM/YYYY)
4. a) Approximate date of completion of the course : \_\_\_\_/\_\_\_\_/\_\_\_\_(DD/MM/YYYY)  
b) Actual date of completion of the course : \_\_\_\_/\_\_\_\_/\_\_\_\_(DD/MM/YYYY)
5. Result of the examination (enclose self-attested proof of mark sheets)
  - a) 1<sup>st</sup> year examination : \_\_\_\_\_
  - b) Final examination : \_\_\_\_\_
6. Whether the student was continuous on the rolls in the Institution(Yes/No) : \_\_\_\_\_
7. If not, indicate the reason of absence and period of absence : \_\_\_\_\_
8. Any warning or caution issued to the student for poor progress/poor conduct : \_\_\_\_\_
9. Please state, if the student was in receipt of financial assistance from any other sources, if so, the name of the source and the amount per month/any other details. : \_\_\_\_\_
10. Whether the student is pursuing the Course under self-financing mode, if yes, attest the copy of the parent's income (from all sources) certificate issued by competent authority and enclose the same. : \_\_\_\_\_
11. Any other remarks : \_\_\_\_\_

Place:  
Date

Signature of the  
Head of the Institution with seal

**Certificate along with Appendix III to be submitted by the Head of the Institution**  
**(To be submitted at the end of Second Year)**

This is to certify that Mr./Ms..... of ..... Admission  
batch of ..... department has successfully completed the final  
year examination during professed academic tenure

as per the following schedule:

D	D	M	M	Y	Y	Y	Y

1. Date of commencement of course of study:

D	D	M	M	Y	Y	Y	Y

2. Date of termination of Course of study:

D	D	M	M	Y	Y	Y	Y

3. Date of termination of final year examination:

Place:  
Date:

Signature of the  
Head of the Institution with seal

## Format of Cover Letter

<Letter Head> of the Institution.

<Letter No.> ,

<Date>

To

The Director,  
Institute of Mathematics and Applications,  
Andharua, Bhubaneswar-751029  
Odisha, India.

Subject: Forwarding of Progress Reports of <number of student> in Appendix-III for P.G. Meritorious Scholarship Scheme in Science, mathematics and Biotechnology.

Sir/Madam,

Kindly find the enclosed, the annual progress reports of <number of students> in prescribed appendix-III form along with the required documents of the following students of this institution for needful action at your end.

<List of student in a tabular form whose progress reports are enclosed>

Yours faithfully

<Signature of Head of the Institution with Date and Seal>

Enclosure: < List of Enclosures>