

**MOIL LIMITED**

(A Government Undertaking)

"MOIL BHAVAN", 1A, Katol Road,  
Nagpur - 440 013**ANNEXURE - I****Sub. : MOIL Scholarship Scheme for Meritorious Students**

Sr. No.	Name of the employee	Department	Name of the Student	Exam. passed	Name of Board/ University / Inst.	Academic Year
1	2	3	4	5	6	7

Total Marks Obtained	% of Marks	Present status of Education			No. of attempts	Remarks
		Name of School/ College	Name of University/ Board	Class / Year in which studying		
8	9	10	11	12	13	14

The above information furnished by me is true and correct to the best of my knowledge and belief.

Place of Posting : \_\_\_\_\_

**Note :** Kindly attach Xerox of the documents of proof of passing the exam. mark obtained and also a certificate from the Head of the Institute from where the student is continuing his/her studies.

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

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

**ANNEXURE - II**

The General Manager (Personnel)  
MOIL LIMITED,  
"MOIL BHAVAN", 1A, Katol Road,  
Nagpur - 440 013

**Subject : MOIL Scholarship for Meritorious students for the  
academic year applicable for the quarter ended.**

Dear Sir,

I \_\_\_\_\_ Son of / daughter  
of \_\_\_\_\_ hereby declare that I have sought admission in  
Std. / Yrs. \_\_\_\_\_ at \_\_\_\_\_ College / Institute  
with effect from \_\_\_\_\_ and still continuing my studies in the said College/  
Institute. In case I discontinue my studies I will intimate the Management of MOIL in advance.

You are requested kindly to release the amount of Scholarship for the quarter ended.

A Certificate from Head of the College / Institute regarding my performance is enclosed.

Thanking you,

Yours faithfully,

**CERTIFICATE**

This is to certify that Shri / Smt. / Ku. \_\_\_\_\_

\_\_\_\_\_ is a bonafied student of \_\_\_\_\_

\_\_\_\_\_ College / Institute and

he / She is continuing his / her studies in this College / Institute with effect

from \_\_\_\_\_

During the course of his / her association with us his / her behaviour  
and conduct was good.

Signature of the Principal &  
Seal of the College / Institute

**CERTIFICATE**

This is to certify that Shri / Smt. / Ku. \_\_\_\_\_  
\_\_\_\_\_ is a bonafied student of \_\_\_\_\_  
\_\_\_\_\_ College / Institute and  
he / She is continuing his / her studies in this College / Institute with effect  
from \_\_\_\_\_.

He / She has appeared for the \_\_\_\_\_  
examination and passed the examination by securing \_\_\_\_\_ %  
of marks in the very first attempt.

During the course of his / her association with us, his / her behaviour  
and conduct was good.

Date :

Signature of the Principal &  
Seal of the College / Institute